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# Office of Employee Appeals

<http://oea.dc.gov>

Telephone: 202-727-0004

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Description	FY 2009 Actual	FY 2010 Approved	FY 2011 Proposed	% Change from FY 2010
Operating Budget	\$1,779,751	\$1,798,065	\$1,306,854	-27.3
FTEs	11.7	12.0	12.0	0.0

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The mission of the Office of Employee Appeals (OEA) is to render impartial, legally sufficient, and timely decisions on appeals filed by District of Columbia Government employees.

## Summary of Services

OEA offers District government agencies and employees the following three-part appeal process: Mediation, Adjudication and Petitions for Review. The Mediation Process allows the employee and the employer (agency) an opportunity to resolve their disputes without going through the lengthy and costly adjudication process. The Adjudication Process hears appeals filed by District of Columbia government employees that fall within OEA's jurisdiction.

OEA hears cases that involve adverse action for cause that results in removal, reduction in force (RIF), reduction in grade, placement on enforced leave for 10 days or more, and suspension for 10 days or more. The Petition for Review process provides an impartial review of initial decisions by OEA's Board.

The agency's FY 2011 proposed budget is presented in the following tables:

## FY 2011 Proposed Gross Funds Operating Budget, by Revenue Type

Table CH0-1 contains the proposed FY 2011 agency budget compared to the FY 2010 approved budget. It also provides FY 2008 and FY 2009 actual expenditures.

**Table CH0-1**  
(dollars in thousands)

Appropriated Fund	Actual FY 2008	Actual FY 2009	Approved FY 2010	Proposed FY 2011	Change from FY 2010	Percent Change*
<b>General Fund</b>						
Local Funds	1,775	1,780	1,798	1,307	-491	-27.3
<b>Total for General Fund</b>	<b>1,775</b>	<b>1,780</b>	<b>1,798</b>	<b>1,307</b>	<b>-491</b>	<b>-27.3</b>
<b>Gross Funds</b>	<b>1,775</b>	<b>1,780</b>	<b>1,798</b>	<b>1,307</b>	<b>-491</b>	<b>-27.3</b>

\*Percent Change is based on whole dollars.

**Note:** If applicable, for a breakdown of each Grant (Federal and Private), Special Purpose Revenue type and Intra-District agreement, please refer to **Schedule 80, Agency Summary by Revenue Source**, in the **Operating Appendices** located on the Office of the Chief Financial Officer's website.

## FY 2011 Proposed Full-Time Equivalents, by Revenue Type

Table CH0-2 contains the proposed FY 2011 FTE level compared to the FY 2010 approved FTE level by revenue type. It also provides FY 2008 and FY 2009 actual data.

**Table CH0-2**

Appropriated Fund	Actual FY 2008	Actual FY 2009	Approved FY 2010	Proposed FY 2011	Change from FY 2010	Percent Change
<b>General Fund</b>						
Local Funds	12.8	11.7	12.0	12.0	0.0	0.0
<b>Total for General Fund</b>	<b>12.8</b>	<b>11.7</b>	<b>12.0</b>	<b>12.0</b>	<b>0.0</b>	<b>0.0</b>
<b>Total Proposed FTEs</b>	<b>12.8</b>	<b>11.7</b>	<b>12.0</b>	<b>12.0</b>	<b>0.0</b>	<b>0.0</b>

## FY 2011 Proposed Operating Budget, by Comptroller Source Group

Table CH0-3 contains the proposed FY 2011 budget at the Comptroller Source Group (object class) level compared to the FY 2010 approved budget. It also provides FY 2008 and FY 2009 actual expenditures.

**Table CH0-3**  
(dollars in thousands)

Comptroller Source Group	Actual FY 2008	Actual FY 2009	Approved FY 2010	Proposed FY 2011	Change from FY 2010	Percent Change*
11 - Regular Pay - Cont Full Time	931	992	972	944	-28	-2.9
12 - Regular Pay - Other	106	122	94	79	-15	-15.5
13 - Additional Gross Pay	33	0	0	0	0	N/A
14 Fringe Benefits - Current Personnel	161	175	143	150	7	5.1
<b>Subtotal Personal Services (PS)</b>	<b>1,231</b>	<b>1,290</b>	<b>1,209</b>	<b>1,174</b>	<b>-35</b>	<b>-2.9</b>
20 - Supplies and Materials	5	2	5	15	10	200.0
31 - Telephone, Telegraph, Telegram, Etc.	6	6	6	0	-6	-100.0
32 - Rentals - Land and Structures	452	390	483	0	-483	-100.0
34 - Security Services	9	8	0	0	0	N/A
35 - Occupancy Fixed Costs	0	0	3	0	-3	-100.0
40 - Other Services and Charges	5	29	31	63	32	103.6
41 - Contractual Services - Other	52	50	62	45	-17	-27.4
70 Equipment and Equipment Rental	15	5	0	10	10	N/A
<b>Subtotal Nonpersonal Services (NPS)</b>	<b>544</b>	<b>490</b>	<b>589</b>	<b>133</b>	<b>-456</b>	<b>-77.4</b>
<b>Gross Funds</b>	<b>1,775</b>	<b>1,780</b>	<b>1,798</b>	<b>1,307</b>	<b>-491</b>	<b>-27.3</b>

\*Percent Change is based on whole dollars.

## Program Description

The Office of Employee Appeals operates through the following 2 programs:

**Adjudication** – provides impartial hearings, adjudicates appeals and mediation sessions for District government employees who challenge an agency’s final decision on personnel matters.

This program contains the following 3 activities:

- **Adjudication Process** – provides impartial, fair decisions to employees for timely resolution of their appeal;
- **Appeals** – provides an impartial review by the Office of Employee Appeals Board of the decisions filed; and

- **Mediation** – provides both parties an opportunity to resolve or settle disputes without going through the lengthy and costly adjudication process. (Note that mediation services will be performed in the Agency Management Program in FY 2011.)

**Agency Management** – provides for administrative support and the required tools to achieve operational and programmatic results. This program is standard for all agencies using performance-based budgeting.

## Program Structure Change

The Office of Employee Appeals had no program structure changes in the FY 2011 Proposed Budget.

## FY 2011 Proposed Operating Budget and FTEs, by Program and Activity

Table CH0-4 contains the proposed FY 2011 budget by program and activity compared to the FY 2010 approved budget. It also provides FY 2009 actual data.

Program/Activity	Dollars in Thousands				Full-Time Equivalents			
	Actual FY 2009	Approved FY 2010	Proposed FY 2011	Change from FY 2010	Actual FY 2009	Approved FY 2010	Proposed FY 2011	Change from FY 2010
<b>(1000) Agency Management Program</b>								
(1020) Contracting and Procurement	11	2	0	-2	0.0	0.0	0.0	0.0
(1030) Property Management	398	485	0	-485	0.0	0.0	0.0	0.0
(1040) Information Technology	69	71	54	-17	1.0	1.0	1.0	0.0
(1085) Customer Service	48	144	41	-103	1.0	2.0	1.0	-1.0
(1090) Performance Management	148	0	158	158	1.0	0.0	1.0	1.0
(1100) Office of Employee Appeals	642	0	640	640	5.2	0.0	6.5	6.5
<b>Subtotal (1000) Agency Management Program</b>	<b>1,319</b>	<b>703</b>	<b>894</b>	<b>191</b>	<b>8.0</b>	<b>3.0</b>	<b>9.5</b>	<b>6.5</b>
<b>(2000) Adjudication</b>								
(2001) Adjudication Process	390	236	280	44	3.7	2.0	2.5	0.5
(2002) Appeals	71	465	133	-332	0.0	3.0	0.0	-3.0
(2003) Mediation	0	394	0	-394	0.0	4.0	0.0	-4.0
<b>Subtotal (2000) Adjudication</b>	<b>461</b>	<b>1,095</b>	<b>413</b>	<b>-682</b>	<b>3.7</b>	<b>9.0</b>	<b>2.5</b>	<b>-6.5</b>
<b>Total Proposed Operating Budget</b>	<b>1,780</b>	<b>1,798</b>	<b>1,307</b>	<b>-491</b>	<b>11.7</b>	<b>12.0</b>	<b>12.0</b>	<b>0.0</b>

(Change is calculated by whole numbers and numbers may not add up due to rounding)

Note: For more detailed information regarding the proposed funding for the activities within this agency’s programs, please see **Schedule 30-PBB Program Summary by Activity** in the **FY 2011 Operating Appendices** located on the Office of the Chief Financial Officer’s website.

## FY 2011 Proposed Budget Changes

**Transfers In/Out:** The Office of Employee Appeals will transfer out \$489,151 in facility and telecom fixed costs to the new fixed costs agency and the Office of Finance and Resource Management in FY 2011. OEA will also transfer out \$2,060 in procurement assessments to the Office of Contracting and Procurement.

## FY 2010 Approved Budget to FY 2011 Proposed Budget, by Revenue Type

Table CH0-5 itemizes the changes by revenue type between the FY 2010 approved budget and the FY 2011 proposed budget.

**Table CH0-5**

(dollars in thousands)

	PROGRAM	BUDGET	FTE
<b>LOCAL FUNDS: FY 2010 Approved Budget and FTE</b>		<b>1,798</b>	<b>12.0</b>
Transfer Out: Transfer facility and telecom fixed costs to new fixed cost agency and OFRM	Agency Management Program	-489	0.0
Transfer Out: Transfer out procurement assessment to OCP	Agency Management Program	-2	0.0
<b>LOCAL FUNDS: FY 2011 Proposed Budget and FTE</b>		<b>1,307</b>	<b>12.0</b>
<b>Gross for CH0 - Office of Employee Appeals</b>		<b>1,307</b>	<b>12.0</b>

## Agency Performance Plan

The agency's performance plan has the following objectives for FY 2011:

**Objective 1:** Satisfy statutory responsibilities by maintaining adequate staff to process all appeals.

**Objective 2:** Maintain a system to allow the public to have access to all decisions rendered by the office.

## Proposed Key Performance Indicators

Measure	FY 2008 Actual	FY 2009 Target	FY 2010 Projection	FY 2011 Projection	FY 2012 Projection
Number of initial decisions issued	160	150	100	100	100
Number of mediations conducted	26	28	20	20	20
Number of opinion and orders (on petitions for review) issued	25	35	35	35	35
Mean length of time required to conclude mediations	-	-	Baseline	TBD	TBD
Mean length of time required to complete adjudications	-	-	Baseline	TBD	TBD
Mean length of time required to resolve petitions for review	-	-	Baseline	TBD	TBD

