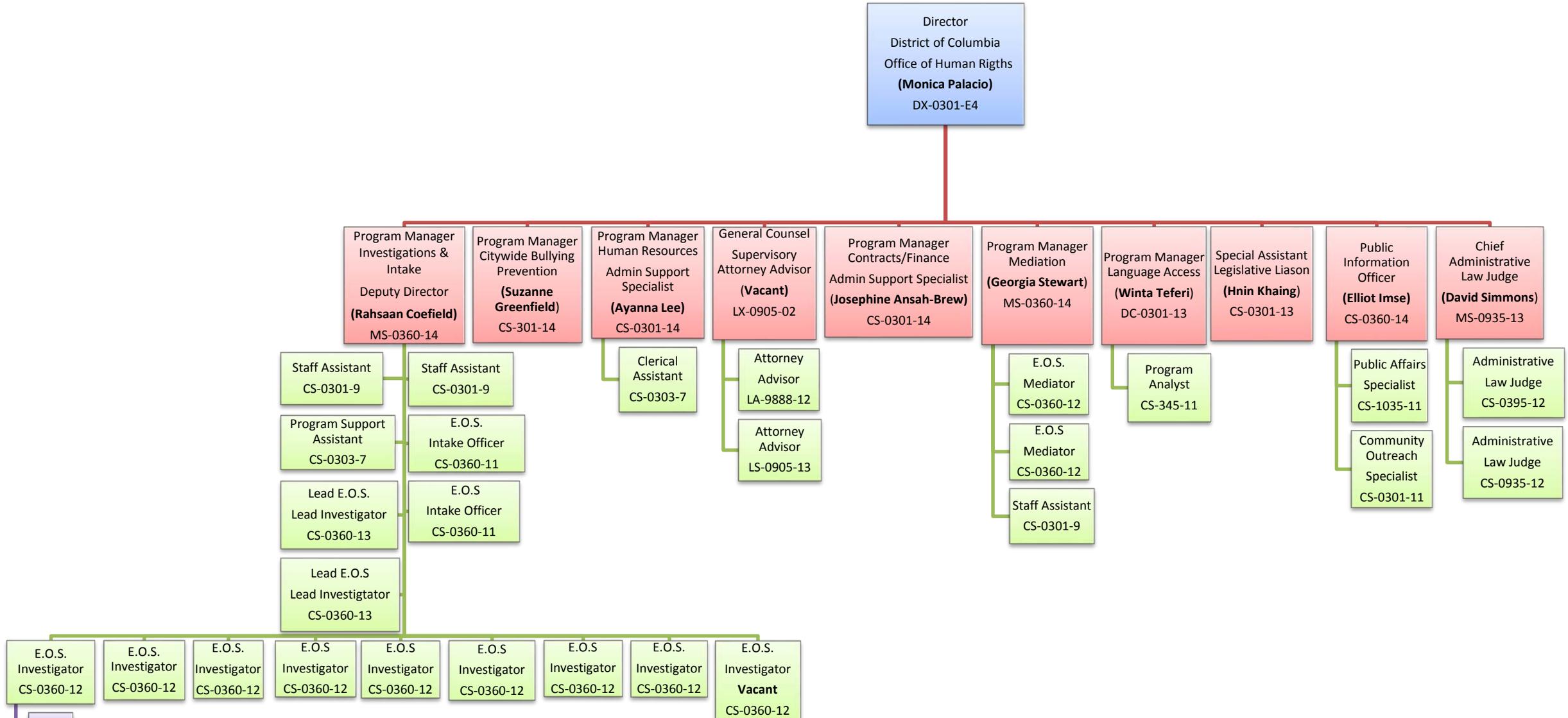




Organizational Chart- February 2016

ATTACHMENT 1



OHR ATTACHMENT 2 - Schedule A

Report ID: DCMS2020 FUNDING POSITION FUNDING
 Funding Agency: DISTAL REPORT Page No. 1
 A/D Date: Mediation Run Date 2/11/2016
 Approval Year: 11-Feb-16 10:16:55

Posn Stat	Posn Nbr	Title	Name	Empid	EmpidRt	Hrs	Vac	Stat	Step	Salary	FTE	Advs	Add	To F	Budgeted	Appr	Yr	Agency	Index	PCA	Proj Nbr	Proj Phase	Grant Nbr	Grant Phse	Fund Code	Pgm Code	Activity	Digital	Department	Location	C-Location	N-Reports	Reports to	Hour DBE	Position NTE	DE	F/P	Time	Reg/Temp	WAC	Sal Plan	Head Code	FTE	Chg N	Employee NTE	WTE On	WTE Off	Hourly Rate	CEU	SRVY CD	SCHED ID			
A	0002260	Chief Administrative Law Judge	Simmons, David C	0001895	0	9/2/2008	F	13	0	117795	1	Y	Y	Y	16	HMD	INVO	20300									0100	2030	2000	HM12000	Therape	LOC2000	One Justice	00011483	Conf/RA	10/7/2015		F	Term	N	DS0086	1	1	100	11/28/2016	10/6/2016	10/7/2015	341721	AAA	AGS	AGS			
A	0002509	Equal Opportunity Specialist	Ferguson,Ashli	0001929	0	9/2/2008	F	12	3	72534	1	Y	Y	Y	16	HMD	INVO	20300										0100	2030	2000	HM12000	Investiga	LOC2000	One Justice	00011483	Conf/RA	10/7/2015		F	Term	N	DS0087	1	1	100	11/28/2016	10/6/2016	10/7/2015	341721	AAA	AGS	AGS		
A	0002704	Equal Opportunity Specialist	Penick,Amye	0001789	0	9/2/2008	F	12	4	74644	1	Y	Y	Y	16	HMD	INVO	20300										0100	2030	2000	HM12000	Investiga	LOC2000	One Justice	00011483	Conf/RA	10/7/2015		F	Term	N	DS0087	1	1	100	12/08/2017	4/7/2016	4/7/2016	351811	AAA	AGS	AGS		
A	0002847	EQUAL OPPORTUNITY SPECIALIST	Shawne Jones,Melissa C	0000573	0	7/24/2002	F	12	7	81014	1	Y	Y	Y	16	HMD	INVO	20300										0100	2030	2000	HM12000	Investiga	LOC2000	One Justice	00011483	Conf/RA	10/7/2015		F	Term	N	DS0087	1	1	100	11/27/2016	11/30/2014	381449	AAA	AGS	AGS			
A	00011483	Director, Off of Human Rights	Palacio,Monica	0001746	0	12/2/2011	F	14	0	131728	1	Y	Y	Y	16	HMD	PERF	20300										0100	1000	1000	HM10000	Off Office	LOC2000	One Justice	00011483	Palacia,M	10/7/2015		F	Term	N	DS0000	1	1	100									
A	00013143	Administrative Law Judge	Harris,Dianne S	0001403	0	5/15/2006	F	12	9	81242	1	Y	Y	Y	16	HMD	RQHD	30100										0100	3010	3000	HM12000	Training	LOC2000	One Justice	00020569	Stromm,JL	10/7/2015		F	Term	N	DS0087	1	1	100	1/28/2017	1/11/2015	401875	AAA	AGS	AGS			
A	00013852	Supervisory Equal Opportunity Specialist	Shawne,Georgia A	0001594	0	10/21/067	F	14	0	117100	1	Y	Y	Y	16	HMD	MEDO	20300										0100	2030	2000	HM12000	Investiga	LOC2000	One Justice	00011483	Palacia,M	10/7/2015		F	Term	N	DS0086	1	1	100	5/15/2016	5/17/2015	261058	AAA	AGS	AGS			
A	00013280	Staff Assistant	Rocha,Elina	0001806	0	2/4/2008	F	9	4	54300	1	N	Y	Y	16	HMD	MEDO	20300									0100	2030	2000	HM12000	Investiga	LOC2000	One Justice	00011483	Palacia,M	10/7/2015		F	Term	N	DS0078	1	1	100	1/16/2016									
A	00013697	Equal Opportunity Specialist	Carlson,Michael	0001918	0	2/10/2014	F	12	1	68204	1	N	Y	Y	16	HMD	EQHA6	20300										0100	2030	2000	HM12000	Investiga	LOC2000	One Justice	00011483	Palacia,M	10/7/2015		F	Term	N	DS0087	1	1	100									
A	00013154	Supervisory Equal Opportunity Specialist	Coffield,Kathann	0001719	0	11/7/2011	F	14	0	111471	1	N	Y	Y	16	HMD	INVO	20300										0100	2030	2000	HM12000	Investiga	LOC2000	One Justice	00011483	Palacia,M	10/7/2015		F	Term	N	DS0086	1	1	100	4/30/2015	4/30/2015	314832	AAA	AGS	AGS			
A	00018622	Administrative Law Judge	Howard,Lillian	0001849	0	10/6/2014	F	12	9	82524	1	Y	Y	Y	16	HMD	RQHD	30100										0100	3010	3000	HM12000	Office of H	LOC2000	One Justice	00020569	Stromm,JL	10/7/2015		F	Term	N	DS0087	1	1	100	12/4/2016	10/2/2014	401875	AAA	AGS	AGS			
A	00018679	Lead Equal Opportunity Special	Wishniewski,Laura A	0001454	0	11/26/2011	F	13	2	81209	0.15	N	Y	Y	16	HMD	PERF	20300									0100	2030	2000	HM12000	Office of H	LOC2000	One Justice	00011483	Palacia,M	10/7/2015		F	Term	N	DS0087	1	1	15	6/26/2016	6/28/2015	391428	AAA	AGS	AGS				
A	00018879	Lead Equal Opportunity Special	Wishniewski,Laura A	0001454	0	11/26/2011	F	13	2	81209	0.85	N	Y	Y	16	HMD	PERF	20300										0100	2030	2000	HM12000	Office of H	LOC2000	One Justice	00011483	Palacia,M	10/7/2015		F	Term	N	DS0087	1	1	85	6/26/2016	6/28/2015	391428	AAA	AGS	AGS			
A	00014480	Administrative Support Special	Lata,Amye E	0000563	0	9/2/2008	F	14	0	107895	1	Y	Y	Y	16	HMD	PERF	10900										0100	1090	1000	HM12000	Office of H	LOC2000	One Justice	00011483	Palacia,M	10/7/2015		F	Term	N	DS0087	1	1	100	10/7/2016	10/7/2016	111878	AAA	AGS	AGS			
A	00041743	SUPP/REGVY ATTORNEY ADVISOR		0001213	2	0	141317	F	2	0	141317	1	Y	Y	16	HMD	LEGA0	10600										0100	1060	1000	HM12000	Office of H	LOC2000	One Justice	00041743	WAGANT	12/2/2015		F	Term	N	LD0001	1	1	100									
A	00041751	Attorney Advisor	Phibbs,Julia	00088302	0	8/24/2015	F	12	1	76028	1	N	Y	Y	16	HMD	LEGA0	10600										0100	1060	1000	HM12000	Office of H	LOC2000	One Justice	00041743	WAGANT	12/2/2015		F	Term	N	LD0002	1	1	100	3/23/2016	8/21/2016	1074015	361793	BOA	AGS	AGS		
A	00043673	Administrative Support Special	Amah,Brwn,Josephine Adavia	00029611	0	7/9/2007	F	14	4	103937	1	Y	Y	Y	16	HMD	PERF	10900										0100	1090	1000	HM12000	Office of H	LOC2000	One Justice	00029611	Stromm,JL	10/7/2015		F	Term	N	DS0087	1	1	100	10/16/2016	10/18/2015	491002	AAA	AGS	AGS			
A	00044235	Livestake Access Program Manager	Tobin,Krista	00067311	0	9/2/2008	F	13	0	96341	1	N	Y	Y	16	HMD	INVO	20300										0100	2030	2000	HM12000	Language	LOC2000	One Justice	00011483	Palacia,M	10/7/2015		F	Term	N	DS0087	1	1	100	4/31/2016								
A	00045061	Supervisory Public Affair Spc	Imua,Just E	0006522	0	5/21/2012	F	14	3	99750	1	Y	Y	Y	16	HMD	EQHD	20700										0100	2070	2000	HM12000	Language	LOC2000	One Justice	00011483	Palacia,M	10/7/2015		F	Term	N	DS0086	1	1	100	12/13/2015	12/13/2015	461173	AAA	AGS	AGS			
A	00047356	Staff Assistant	Phua,Diana N	00025762	0	6/28/2004	F	9	0	57466	1	Y	Y	Y	16	HMD	INVO	20300										0100	2030	2000	HM12000	Language	LOC2000	One Justice	00011483	Palacia,M	10/7/2015		F	Term	N	DS0078	1	1	100	4/19/2016	4/19/2014	214379	AAA	AGS	AGS			
A	00047351	Lead Equal Opportunity Special	Smith-Dunn,Alicia M	00010033	0	9/2/2007	F	13	0	91297	1	Y	Y	Y	16	HMD	INVO	20300										0100	2030	2000	HM12000	Office of H	LOC2000	One Justice	00011483	Palacia,M	10/7/2015		F	Term	N	DS0087	1	1	100	6/25/2017	6/28/2015	418928	AAA	AGS	AGS			
A	00047458	Equal Opportunity Specialist	Santiago,Adrian	00072287	0	5/6/2013	F	12	7	80144	1	Y	Y	Y	16	HMD	INTAD	20300										0100	2030	2000	HM12000	Office of H	LOC2000	One Justice	00011483	Palacia,M	10/7/2015		F	Term	N	DS0087	1	1	100	11/3/2015	10/29/2017	11212015	381449	AAA	AGS	AGS		
A	00048048	CLERICAL ASSISTANT OFFICE AULT	Amah,David	00018163	0	9/2/2008	F	7	2	48870	1	Y	Y	Y	16	HMD	INTAD	20300										0100	2030	2000	HM12000	Training	LOC2000	One Justice	00048048	Amah,David	10/7/2015		F	Term	N	DS0079	1	1	100	11/29/2016	11/27/2016	1178015	210161	AAA	AGS	AGS		
A	00070776	Equal Opportunity Specialist	Gomez,Keith B.	00029488	0	8/24/2015	F	12	1	68204	1	Y	Y	Y	16	HMD	MEDO	20300										0100	2030	2000	HM12000	Office of H	LOC2000	One Justice	00029488	Stromm,JL	10/7/2015		F	Term	N	DS0087	1	1	100	3/23/2016	8/21/2016	1074015	323137	AAA	AGS	AGS		
A	00071281	Program Analyst (Billboard)	Ramos,Crista	00078066	0	10/7/2013	F	11	4	60171	1	Y	Y	Y	16	HMD	INVO	20300										0100	2030	2000	HM12000	Office of H	LOC2000	One Justice	00046135	Palacia,M	10/7/2015		F	Term	N	DS0087	1	1	100	10/2/2016	9/26/2016	361015	291947	AAA	AGS	AGS		
A	00071912	Community Outreach Specialist	Ramsey,Shana	00080243	0	1/24/2014	F	11	5	62295	1	Y	Y	Y	16	HMD	MEDO	20300										0100	2030	2000	HM12000	Mediation	LOC2000	One Justice	00049101	Imua,Just	10/7/2015		F	Term	N	DS0087	1	1	100	5/24/2016	4/22/2017	41512						

ATTACHMENT 3: DCOHR FY16 Position Funding Report

	Posn Num	Title	Name	Grade	Step	Sum of FTE	Sum of Sal	Sum of FRII	Sum of SALARY+ FRINGE
Local	2569	Chief Admi	Simmons,D	13	0	1	#####	#####	#####
	5609	Equal Oppc	Ferguson,A	12	3	1	#####	#####	#####
	7504	Equal Oppc	Peoples,Air	12	4	1	#####	#####	#####
	8547	Equal Oppc	Sharpe Jon	12	7	1	#####	#####	#####
	11483	Director, O	Palacio,Mo E4		0	1	#####	#####	#####
	13143	Administra	Harris,Dian	12	9	1	#####	#####	#####
	15852	Supervisor	Stewart,Ge	14	0	1	#####	#####	#####
	35280	Staff Assist	Rocha,Elois	9	4	1	#####	#####	#####
	37354	Supervisor	Coefield,Ra	14	0	1	#####	#####	#####
	38622	Administra	Howard,Jol	12	9	1	#####	#####	#####
	38679	Lead Equal	Wojdowski	13	2	0.15	#####	#####	#####
	41680	Administra	Lee,Ayanna	14	6	1	#####	#####	#####
	41751	Attorney At	Plynton,Ish	12	1	1	#####	#####	#####
	43673	Administra	Ansah Brev	14	4	1	#####	#####	#####
	44235	Language A	Teferi,Wint	13	8	1	#####	#####	#####
	45901	Supervisor	Imse,Elliot	14	3	1	#####	#####	#####
	46756	Staff Assist	Precia,Deid	9	6	1	#####	#####	#####
	47151	Lead Equal	Smith-Evan	13	6	1	#####	#####	#####
	47458	Equal Oppc	Santiago,Al	12	7	1	#####	#####	#####
	48048	CLERICAL A	Aneiva,Dav	7	3	1	#####	\$9,739.14	#####
	70176	Equal Oppc	Grimes,Keil	12	1	1	#####	#####	#####
	73181	Program Ar	Rivero,Gret	11	4	1	#####	#####	#####
	73312	Community	Rainey,Tere	11	5	1	#####	#####	#####
	75243	Special Assi	Khaing,Hniu	13	4	0.5	#####	#####	#####
	77754	Youth Inclu	Greenfield,	14	5	1	#####	#####	#####
	82349	Public Affai	Franklin,Ste	11	4	1	#####	#####	#####
	83296	Staff Assist	Gallardo,Sa	9	4	1	#####	#####	#####
	85348	Equal Oppc	Ferguson,B	12	1	1	#####	#####	#####
	85349	Equal Oppc	Megias,Eile	12	2	1	#####	#####	#####
	85350	Equal Oppc	Applegate, J	12	5	1	#####	#####	#####
	85502	EQUAL OPF	Diaz Villarr	11	2	1	#####	#####	#####
	85503	Attorney At	Deal,Thom:	13	2	1	#####	#####	#####
	87668	Equal Oppc	Bruner,Dec	12	8	1	#####	#####	#####
	87669	EQUAL OPF	Bradley,Jul	11	4	1	#####	#####	#####
	87683	Program Su	Barringer,D	7	1	1	#####	\$9,106.44	#####
Total						33.65	#####	#####	#####
						33.65	#####	#####	#####
	41743	SUPERVISO	(blank)	2	0	1	#####	#####	#####
	73693	Equal Oppc	(blank)	12	1	1	#####	#####	#####
Total						2	#####	#####	#####
						2	#####	#####	#####
Federal						35.65	#####	#####	#####
61EJGA	36097	Equal Oppc	Gardner III,	12	1	1	#####	#####	#####
	75243	Special Assi	Khaing,Hniu	13	4	0.5	#####	#####	#####
61EJGA Total						1.5	#####	#####	#####
61HHGA	38679	Lead Equal	Wojdowski	13	2	0.85	#####	#####	#####
61HHGA Total						0.85	#####	#####	#####
						2.35	#####	#####	#####
						2.35	#####	#####	#####
						38	#####	#####	#####

OFFICE OF HUMAN RIGHTS
Attachment 4 - OHR FY15 - FY16 BUDGET
PROGRAM LEVEL - Division 1000 Human Rights

PROGRAM - 1000 - OFFICE OF HUMAN RIGHTS (CC)

Approp Fund	GAAP Category Title	Comp Source Group	Comp Object	FY 2015 BUDGET	FY 2015 EXPENDITURE	FY 2015 VARIANCE	FY 2016 BUDGET	FY 2016 EXPENDITURE	FY 2016 Act Encumbrance Act	FY 2016 Pre Encumbrance Act	FY 2016 INTRA-DISTRICT
0100	PERSONNEL SERVICES	0011 - REGULAR PAY - CONT FULL TIME	0111 - CONTINUING FULL TIME	331,928.83	346,286.19	-14,357.36	607,612.86	187,010.22	0	0	0
		0011 - REGULAR PAY - CONT FULL TIME - Total		331,928.83	346,286.19	-14,357.36	607,612.86	187,010.22	0	0	0
		0012 - REGULAR PAY - OTHER	0125 - TERM FULL-TIME	0	0	0	35,502.25	26,945.9	0	0	0
		0012 - REGULAR PAY - OTHER - Total		0	0	0	35,502.25	26,945.9	0	0	0
		0013 - ADDITIONAL GROSS PAY	0134 - TERMINAL LEAVE	0	0	0	0	11,223.61	0	0	0
		0013 - ADDITIONAL GROSS PAY - Total		0	0	0	0	11,223.61	0	0	0
		0014 - FRINGE BENEFITS - CURR PERSONNEL	0141 - GROUP LIFE INSURANCE	0	179.25	-179.25	0	110.3	0	0	0
			0142 - HEALTH BENEFITS	0	35,244.28	-35,244.28	0	20,215.76	0	0	0
			0147 - MSC FRINGE BENEFITS	77,007.48	47.12	76,960.36	142,771.56	0	0	0	0
			0148 - RETIREMENT CONTRIBUTION - FICA	0	19,180.3	-19,180.3	0	11,302.9	0	0	0
			0154 - OPTICAL PLAN	0	179.46	-179.46	0	118.3	0	0	0
			0155 - DENTAL PLAN	0	721.98	-721.98	0	447.16	0	0	0
			0158 - MEDICARE CONTRIBUTION	0	4,812.93	-4,812.93	0	3,143.66	0	0	0
			0159 - RETIREMENT	0	17,314.5	-17,314.5	0	9,293.19	0	0	0
			0161 - DC HEALTH BENEFIT FEES	0	1,760.6	-1,760.6	0	1,902.88	0	0	0
		0014 - FRINGE BENEFITS - CURR PERSONNEL - Total		77,007.48	79,440.42	-2,432.94	142,771.56	45,634.25	0	0	0
	PERSONNEL SERVICES - Total			408,936.31	425,726.61	-16,790.3	785,886.67	270,813.98	0	0	0
	NON-PERSONNEL SERVICES	0020 - SUPPLIES AND MATERIALS	0210 - GENERAL	0	0	0	886.46	0	0	0	0
		0020 - SUPPLIES AND MATERIALS - Total		0	0	0	886.46	0	0	0	0
		0040 - OTHER SERVICES AND CHARGES	0404 - MAINTENANCE AND REPAIRS - AUTO	1,500	0	1,500	3,273.6	0	0	0	0
			0408 - PROF SERVICE FEES AND CONTR	0	0	0	545.46	0	0	0	0
		0040 - OTHER SERVICES AND CHARGES - Total		1,500	0	1,500	3,819.06	0	0	0	0
		0041 - CONTRACTUAL SERVICES- OTHER	0409 - CONTRACTUAL SERVICES- OTHER	0	4,406.88	-4,406.88	0	3,274	0	0	2,249.5
		0041 - CONTRACTUAL SERVICES- OTHER - Total		0	4,406.88	-4,406.88	0	3,274	0	0	2,249.5
	NON-PERSONNEL SERVICES - Total			1,500	4,406.88	-2,906.88	4,795.52	3,274	0	0	2,249.5
0100 - Total				410,436.31	430,133.49	-19,697.18	790,682.19	274,087.98	0	0	2,249.5
0700	PERSONNEL SERVICES	0011 - REGULAR PAY - CONT FULL TIME	0111 - CONTINUING FULL TIME	239,041.32	171,497.35	67,543.97	0	0	0	0	0
		0011 - REGULAR PAY - CONT FULL TIME - Total		239,041.32	171,497.35	67,543.97	0	0	0	0	0
		0012 - REGULAR PAY - OTHER	0125 - TERM FULL-TIME	0	7,914.51	-7,914.51	0	0	0	0	0
		0012 - REGULAR PAY - OTHER - Total		0	7,914.51	-7,914.51	0	0	0	0	0
		0013 - ADDITIONAL GROSS PAY	0134 - TERMINAL LEAVE	0	13,022.24	-13,022.24	0	0	0	0	0
		0013 - ADDITIONAL GROSS PAY - Total		0	13,022.24	-13,022.24	0	0	0	0	0
		0014 - FRINGE BENEFITS - CURR PERSONNEL	0141 - GROUP LIFE INSURANCE	0	59.52	-59.52	0	0	0	0	0
			0142 - HEALTH BENEFITS	0	11,697.99	-11,697.99	0	0	0	0	0
			0147 - MSC FRINGE BENEFITS	53,507.87	13,869.98	39,637.89	0	0	0	0	0
			0148 - RETIREMENT CONTRIBUTION - FICA	0	7,274.88	-7,274.88	0	0	0	0	0
			0154 - OPTICAL PLAN	0	51.43	-51.43	0	0	0	0	0
			0155 - DENTAL PLAN	0	246.34	-246.34	0	0	0	0	0
			0158 - MEDICARE CONTRIBUTION	0	1,701.39	-1,701.39	0	0	0	0	0
			0159 - RETIREMENT	0	506.02	-506.02	0	0	0	0	0
			0161 - DC HEALTH BENEFIT FEES	0	585.26	-585.26	0	0	0	0	0
		0014 - FRINGE BENEFITS - CURR PERSONNEL - Total		53,507.87	35,992.71	17,515.16	0	0	0	0	0
	PERSONNEL SERVICES - Total			292,549.19	228,426.61	64,122.58	0	0	0	0	0
	NON-PERSONNEL SERVICES	0020 - SUPPLIES AND MATERIALS	0201 - OFFICE SUPPLIES	886.46	886.46	0	0	0	0	0	0
		0020 - SUPPLIES AND MATERIALS - Total		886.46	886.46	0	0	0	0	0	0
		0040 - OTHER SERVICES AND CHARGES	0410 - OFFICE SUPPORT	545.46	545.46	0	0	0	0	0	0
		0040 - OTHER SERVICES AND CHARGES - Total		545.46	545.46	0	0	0	0	0	0
	NON-PERSONNEL SERVICES - Total			1,431.92	1,431.92	0	0	0	0	0	0
0700 - Total				293,981.11	229,858.53	64,122.58	0	0	0	0	0

Feb 16, 2016

OFFICE OF HUMAN RIGHTS
Attachment 4 - OHR FY15 - FY16 BUDGET
PROGRAM LEVEL - Division 2000 Equal Justice

PROGRAM, 2000 - OHR-EQUAL JUSTICE

Approp Fund	GAAP Category	Comp Source Group	Comp Object	FY 2015 BUDGET	FY 2015 EXPENDITURE	FY 2015 VARIANCE	FY 2016 BUDGET	FY 2016 EXPENDITURE	FY 2016 Act Encumbrance Act	FY 2016 Pre Encumbrance Act	FY 2016 INTRA-DISTRICT
0100	PERSONNEL SERVICES	0011 - REGULAR PAY - CONT FULL TIME	0111 - CONTINUING FULL TIME	1,056,674.56	957,250.11	99,424.45	1,356,303.64	351,748.48	0	0	0
		0011: REGULAR PAY - CONT FULL TIME - Total		1,056,674.56	957,250.11	99,424.45	1,356,303.64	351,748.48	0	0	0
		0012 - REGULAR PAY - OTHER	0125 - TERM FULL-TIME	624,719.94	773,151.17	-148,431.23	568,223.94	263,316.62	0	0	0
		0012: REGULAR PAY - OTHER - Total		624,719.94	773,151.17	-148,431.23	568,223.94	263,316.62	0	0	0
		0013 - ADDITIONAL GROSS PAY	0134 - TERMINAL LEAVE	0	0	0	0	2,445.05	0	0	0
		0013: ADDITIONAL GROSS PAY - Total		0	0	0	0	2,445.05	0	0	0
		0014 - FRINGE BENEFITS - CURR PERSONNEL	0141 - GROUP LIFE INSURANCE	0	907.63	-907.63	0	373.38	0	0	0
			0142 - HEALTH BENEFITS	0	130,565.77	-130,565.77	0	50,567.56	0	0	0
			0147 - MSC FRINGE BENEFITS	388,472.02	28,857.29	359,614.73	431,209.47	0	0	0	0
			0148 - RETIREMENT CONTRIBUTION - FICA	0	89,477.22	-89,477.22	0	36,120.79	0	0	0
			0152 - RETIREMENT CONTRIBUTION - CIVIL SERVICE	0	7,387.27	-7,387.27	0	2,914.71	0	0	0
			0154 - OPTICAL PLAN	0	1,242.82	-1,242.82	0	458.71	0	0	0
			0155 - DENTAL PLAN	0	4,244.88	-4,244.88	0	1,626.95	0	0	0
			0157 - PREPAID LEGAL	0	602.87	-602.87	0	176.81	0	0	0
			0158 - MEDICARE CONTRIBUTION	0	20,026.13	-20,026.13	0	8,447.53	0	0	0
			0159 - RETIREMENT	0	59,870.04	-59,870.04	0	22,973.72	0	0	0
			0160 - DC METRO BENEFITS	0	498.86	-498.86	0	210.72	0	0	0
			0161 - DC HEALTH BENEFIT FEES	0	0	0	0	0	0	0	0
		0014: FRINGE BENEFITS - CURR PERSONNEL - Total		388,472.02	351,279.92	37,192.10	431,209.47	134,348.78	0	0	0
		PERSONNEL SERVICES - Total		2,069,866.52	2,084,138.03	-14,271.51	2,355,797.05	774,959.48	0	0	0
		NON-PERSONNEL SERVICES	0210 - GENERAL	10,000	9,651.83	348.17	10,000	335.56	9,664.41	0	0
		0020: SUPPLIES AND MATERIALS - Total		10,000	9,651.83	348.17	10,000	335.56	9,664.41	0	0
		0031 - TELEPHONE, TELEGRAPH, TELEGRAM, ETC	0308 - TELEPHONE, TELETYPE, TELEGRAM, ETC	0	1,500	-1,500	0	0	0	0	0
		0031: TELEPHONE, TELEGRAPH, TELEGRAM, ETC - Total		0	1,500	-1,500	0	0	0	0	0
		0040 - OTHER SERVICES AND CHARGES	0402 - TRAVEL - OUT OF CITY	10,000	11,022.4	-1,022.4	0	0	0	0	0
			0408 - PROF SERVICE FEES AND CONTR	47,092.57	46,496.25	596.32	38,787.46	3,285.81	21,639.14	24,95	0
			0410 - OFFICE SUPPORT	30,000	30,000	0	10,000	9,975.05	0	0	-6,973.73
			0411 - PRINTING, DUPLICATING, ETC	10,000	7,402	2,598	10,000	0	10,000	0	0
			0416 - POSTAGE	1,000	0	1,000	0	0	0	0	0
		0040: OTHER SERVICES AND CHARGES - Total		98,092.57	82,875.85	15,216.72	59,787.46	13,260.86	31,639.14	0	-6,727.78
		0041 - CONTRACTUAL SERVICES - OTHER	0409 - CONTRACTUAL SERVICES - OTHER	183,200	173,833.65	9,366.35	153,200	72,456.3	85,618.2	0	-6,727.78
		0041: CONTRACTUAL SERVICES - OTHER - Total		183,200	173,833.65	9,366.35	153,200	72,456.3	85,618.2	0	-6,727.78
		0070 - EQUIPMENT & EQUIPMENT RENTAL	0702 - PURCHASES - EQUIPMENT AND MACHINERY	0	0	0	8,404	1,808.8	6,723.2	0	0
			0710 - IT HARDWARE ACQUISITIONS	10,000	8,878	1,122	0	0	0	0	0
		0070: EQUIPMENT & EQUIPMENT RENTAL - Total		10,000	8,878	1,122	8,404	1,808.8	6,723.2	0	0
		NON-PERSONNEL SERVICES - Total		301,292.57	276,539.33	24,753.24	231,391.46	103,544.96	103,544.96	0	-6,727.78
0100 - Total				2,371,159.09	2,360,677.36	10,481.73	2,587,188.51	881,793	103,544.96	0	-6,727.78
0200	PERSONNEL SERVICES	0011 - REGULAR PAY - CONT FULL TIME	0111 - CONTINUING FULL TIME	8,055.26	14,406.89	-6,351.63	71,429.4	24,446.57	0	0	0
		0011: REGULAR PAY - CONT FULL TIME - Total		8,055.26	14,406.89	-6,351.63	71,429.4	24,446.57	0	0	0
		0012 - REGULAR PAY - OTHER	0125 - TEMPORARY FULL-TIME	-15,000	0	-15,000	0	0	0	0	0
			0125 - TERM FULL-TIME	55,146.16	33,319.71	21,826.45	105,892.84	38,460	0	0	0
		0012: REGULAR PAY - OTHER - Total		40,146.16	33,319.71	6,826.45	105,892.84	38,460	0	0	0
		0013 - ADDITIONAL GROSS PAY	0134 - TERMINAL LEAVE	0	-384.82	384.82	0	0	0	0	0
		0013: ADDITIONAL GROSS PAY - Total		0	384.82	-384.82	0	0	0	0	0
		0014 - FRINGE BENEFITS - CURR PERSONNEL	0141 - GROUP LIFE INSURANCE	0	86.05	-86.05	0	33.72	0	0	0
			0142 - HEALTH BENEFITS	0	16,612.25	-16,612.25	0	4,750.58	0	0	0
			0147 - MSC FRINGE BENEFITS	7,510.59	-28,872.29	36,382.88	40,428.94	0	0	0	0
			0148 - RETIREMENT CONTRIBUTION - FICA	0	9,792.51	-9,792.51	0	3,790.84	0	0	0
			0154 - OPTICAL PLAN	0	124.47	-124.47	0	44.69	0	0	0
			0155 - DENTAL PLAN	0	484.3	-484.3	0	144.53	0	0	0
			0157 - PREPAID LEGAL	0	89.47	-89.47	0	0	0	0	0
			0158 - MEDICARE CONTRIBUTION	0	2,399.22	-2,399.22	0	879.39	0	0	0
			0159 - RETIREMENT	0	6,011.61	-6,011.61	0	2,431.73	0	0	0
			0160 - DC METRO BENEFITS	0	197.39	-197.39	0	0	0	0	0
			0161 - DC HEALTH BENEFIT FEES	0	699.61	-699.61	0	217.24	0	0	0
		0014: FRINGE BENEFITS - CURR PERSONNEL - Total		7,510.59	7,510.59	0	40,428.94	12,222.32	0	0	0
		PERSONNEL SERVICES - Total		55,712.01	55,712.01	0	217,541.28	78,129.49	0	0	0
		NON-PERSONNEL SERVICES	0210 - GENERAL	4,113.54	4,113.54	0	0	0	0	0	0
		0020: SUPPLIES AND MATERIALS - Total		4,113.54	4,113.54	0	0	0	0	0	0
		0031 - TELEPHONE, TELEGRAPH, TELEGRAM, ETC	0308 - TELEPHONE, TELETYPE, TELEGRAM, ETC	0	0	0	0	3,402	0	0	3,402
		0031: TELEPHONE, TELEGRAPH, TELEGRAM, ETC - Total		0	0	0	0	3,402	0	0	3,402
		0040 - OTHER SERVICES AND CHARGES	0402 - TRAVEL - OUT OF CITY	27,500	7,676.23	20,173.77	17,000	10,095.14	2,200.88	0	8,000
			0408 - PROF SERVICE FEES AND CONTR	-17,344.13	87,521.3	-104,865.43	1,773.16	452.25	0	0	452.25
			0410 - OFFICE SUPPORT	101,645	38,994.89	62,650.11	0	0	0	0	0
			0411 - PRINTING, DUPLICATING, ETC	2,000	2,000	0	16,000	318.75	0	0	318.75
			0419 - TUITION FOR EMPLOYEE TRAINING	32,679.8	10,238.25	22,441.55	5,513.8	5,500	0	0	5,500
		0040: OTHER SERVICES AND CHARGES - Total		148,830.67	148,830.67	0	38,688.96	18,368.14	2,260.88	0	14,271
		0041 - CONTRACTUAL SERVICES - OTHER	0409 - CONTRACTUAL SERVICES - OTHER	59,835.14	59,835.14	0	9,771.78	5,897	803	0	803
		0041: CONTRACTUAL SERVICES - OTHER - Total		59,835.14	59,835.14	0	9,771.78	5,897	803	0	803
		0070 - EQUIPMENT & EQUIPMENT RENTAL	0702 - PURCHASES - EQUIPMENT AND MACHINERY	-20,387.16	0	-20,387.16	0	0	0	0	0
			0708 - LIBRARY BOOKS	642	0	642	0	0	0	0	0
			0710 - IT HARDWARE ACQUISITIONS	39,388.76	18,648.6	20,740.16	0	0	0	0	0
		0070: EQUIPMENT & EQUIPMENT RENTAL - Total		19,643.6	18,648.6	995	0	0	0	0	0
		NON-PERSONNEL SERVICES - Total		230,422.95	230,422.95	0	49,458.72	25,465.14	3,063.88	0	17,673
0200 - Total				286,134.96	286,134.96	0	267,000	103,593.63	3,063.88	0	17,673
0700	PERSONNEL SERVICES	0011 - REGULAR PAY - CONT FULL TIME	0111 - CONTINUING FULL TIME	0	0	0	0	0	0	0	0
		0011: REGULAR PAY - CONT FULL TIME - Total		0	0	0	0	0	0	0	0
		0014 - FRINGE BENEFITS - CURR PERSONNEL	0141 - GROUP LIFE INSURANCE	0	-39.79	39.79	0	0	0	0	0
			0142 - HEALTH BENEFITS	0	5,965.98	-5,965.98	0	0	0	0	0
			0147 - MSC FRINGE BENEFITS	0	-13,868.88	13,868.88	0	0	0	0	0
			0148 - RETIREMENT CONTRIBUTION - FICA	0	3,960.05	-3,960.05	0	0	0	0	0
			0154 - OPTICAL PLAN	0	35.06	-35.06	0	0	0	0	0
			0155 - DENTAL PLAN	0	144.2	-144.2	0	0	0	0	0
			0158 - MEDICARE CONTRIBUTION	0	928.13	-928.13	0	0	0	0	0
			0159 - RETIREMENT	0	-2,483.96	2,483.96	0	0	0	0	0
			0161 - DC HEALTH BENEFIT FEES	0	314.71	-314.71	0	0	0	0	0
		0014: FRINGE BENEFITS - CURR PERSONNEL - Total		0	0	0	0	0	0	0	0
		PERSONNEL SERVICES - Total		0	0	0	0	0	0	0	0
		NON-PERSONNEL SERVICES	0020 - SUPPLIES AND MATERIALS	0	0	0	0	0	0	0	0
		0020: SUPPLIES AND MATERIALS - Total		0	0	0	0	0	0	0	0
		0040 - OTHER SERVICES AND CHARGES	0408 - PROF SERVICE FEES AND CONTR	70,000	70,000	0	0	0	0		

OFFICE OF HUMAN RIGHTS
Attachment 4 - OHR FY15 - FY16 BUDGET
PROGRAM LEVEL - Division 3000 Commission on Human Rights

PROGRAM: 3000 - OFFICE OF HUMAN RIGHTS (CC)

Approp Fund	GAAP Category Title	Comp Source Group	Comp Object	FY 2015 BUDGET	FY 2015 EXPENDITURE	FY 2015 VARIANCE	FY 2016 BUDGET	FY 2016 EXPENDITURE	FY 2016 Act Encumbrance Act	FY 2016 Pre Encumbrance Act	FY 2016 INTRA-DISTRICT
D100	PERSONNEL SERVICES	0011 - REGULAR PAY - CONT FULL TIME	0111 - CONTINUING FULL TIME	277,840.45	197,031.1	80,809.35	284,865.04	71,909.12	0	0	0
		0011 - REGULAR PAY - CONT FULL TIME - Total		277,840.45	197,031.1	80,809.35	284,865.04	71,909.12	0	0	0
		0012 - REGULAR PAY - OTHER	0125 - TERM FULL-TIME	0	82,087.78	-82,087.78	0	30,275.63	0	0	0
		0012 - REGULAR PAY - OTHER - Total		0	82,087.78	-82,087.78	0	30,275.63	0	0	0
		0014 - FRINGE BENEFITS - CURR PERSONNEL	0141 - GROUP LIFE INSURANCE	0	287.17	-287.17	0	97.43	0	0	0
			0142 - HEALTH BENEFITS	0	27,434.52	-27,434.52	0	10,264.61	0	0	0
			0147 - MISC FRINGE BENEFITS	64,458.99	0	64,458.99	63,240.04	0	0	0	0
			0148 - RETIREMENT CONTRIBUTION - FICA	0	11,554.79	-11,554.79	0	4,215.92	0	0	0
			0152 - RETIREMENT CONTRIBUTION - CIVIL SERVICE	0	5,767.58	-5,767.58	0	2,113.52	0	0	0
			0154 - OPTICAL PLAN	0	189.71	-189.71	0	65.11	0	0	0
			0155 - DENTAL PLAN	0	639.2	-639.2	0	236.03	0	0	0
			0157 - PREPAID LEGAL	0	27.72	-27.72	0	0	0	0	0
			0158 - MEDICARE CONTRIBUTION	0	3,862.99	-3,862.99	0	1,411.36	0	0	0
			0159 - RETIREMENT	0	5,731.79	-5,731.79	0	3,403.54	0	0	0
			0161 - DC HEALTH BENEFIT FEES	0	1,072.61	-1,072.61	0	405.47	0	0	0
		0014 - FRINGE BENEFITS - CURR PERSONNEL - Total		64,458.99	96,528.08	-7,909.91	63,240.04	22,215.99	0	0	0
		PERSONNEL SERVICES - Total		342,299.44	335,646.96	6,652.48	348,105.08	124,395.74	0	0	0
		NON-PERSONNEL SERVICES	0409 - CONTRACTUAL SERVICES - OTHER	10,000	7,366.88	2,633.12	15,006.6	8,452.81	0	0	0
		0401 - CONTRACTUAL SERVICES - OTHER - Total		10,000	7,366.88	2,633.12	15,006.6	8,452.81	0	0	0
		NON-PERSONNEL SERVICES - Total		10,000	7,366.88	2,633.12	15,006.6	8,452.81	0	0	0
0100 - Total				352,299.44	343,013.84	9,285.6	363,111.68	132,848.55	0	0	0
Overall - Total				3,784,010.91	3,719,818.38	64,192.53	4,032,892.38	1,383,546.16	111,688.84	0	13,249.72

Feb 18, 2016

Attachment 4: OHR Intra-District Transfers via MOUs

FY15 MOUs

Buyer Agency (Funds transferred from)	Seller Agency (funds transferred to)	Amount	Purpose	Duration
Department of Health (DOH)	Office of Human Rights	\$49,794.30	Provide Bullying Prevention services	From: 10/1/2014 to: 9/30/2015
Department of Employment Services (DOES)	Office of Human Rights	20,000.00	To investigate discrimination complaints by way of enforcing the Protecting Pregnant Workers Act of 2014	From: 10/14/2014 to: 9/30/2015
Office of Attorney General (OAG)	Office of Human Rights	\$293,981.11	Personnel services funds transfer to cover 3 DCOHR attorneys who were previously funded by OAG	From: 10/01/2014 to: 9/30/2015
Office of Human Rights	Office of Disability Rights	\$7,040.00	For Sign Language Services for OHR customers	From: 10/01/2014 to: 9/30/2015

FY16 MOUs

Buyer Agency (Funds transferred from)	Seller Agency (funds transferred to)	Amount	Purpose	Duration
Department of Employment Services	Office of Human Rights	\$40,000.00	To investigate discrimination complaints by way of enforcing the Protecting Pregnant Workers Act of 2014	From: 11/20/2015 to: 9/30/2016
Department of Health (DOH)	Office of Human Rights	\$25,000	Provide Bullying Prevention services	From: 10/01/2015 to: 9/30/2016
Office of Human Rights	Office of Disability Rights	\$8,448.00	For Sign Language Services for OHR customers	From: 10/01/2015 to: 9/30/2016

OHR ATTACHMENT 5 - Q9: FY15 CONTRACTS

DCOHR FY15 Contracts (CSG 41)								
Vendor Name	Contract Purpose - Description of Services	Contract Amount	Contract Term Begin	Contract Term End	Option Year in FY15	Funding Source (local, federal, private, special revenue)	Competitive Bid	Notes
Andrea Alejandra Contreas	Language Access Intern for Support & Outreach Services	\$ 2,000.00	7/1/2015	9/30/2015	N/A	Local	N/A	Single Source Procurement
Aubrey DeAngelis	Law Clerk for Investigations Unit	\$ 1,000.00	2/26/2015	4/30/2015	N/A	Federal	N/A	Single Source Procurement
Central American Resource Center	Language Access Public Education and Outreach Services for Targeted population	\$ 10,000.00	6/19/2015	9/30/3015	N/A	Local	N/A	Single Source Procurement
Child Trends	Consulting Services on Bullying Prevention models and support for positive outcome	\$ 15,000.00	4/15/2015	9/30/3015	N/A	Local	N/A	Exept from Competition
Capital Services and Supplies	Moving Services for the DCOHR Renovations	\$ 10,000.00	9/1/2015	9/30/2015	N/A	Federal	N/A	Exept from Competition
Corey Hewitt	Law Clerk for Investigations Unit	\$ 1,438.00	6/25/2015	9/30/2015	N/A	Local	N/A	Single Source Procurement
Darryl A. Jones Sr.	Staff Enrichment Training	\$ 5,000.00	3/31/2015	7/15/2015	N/A	Federal	N/A	Single Source Procurement
Dontee Barringer	Investigations Program Assistant-Intern	\$ 10,500.00	6/15/2015	9/30/2015	N/A	Local	N/A	Exept from Competition
Elsa Teklehymanot	Language Access Data Analyst-Intern	\$ 15,000.00	10/1/2014	9/30/2015		Local&Federal	N/A	Single Source Procurement
Erika Clarke	Law Clerk for Investigations Unit	\$ 1,438.00	6/18/2015	9/30/2015	N/A	Local	N/A	Single Source Procurement
Greater Washington Hispanic Chamber of Commerce(GWHCC)	Partnership with GWHCC to educate its membership on Language Access and Employment Discrimination	\$ 5,000.00	2/4/2015	9/30/2015	N/A	Federal	N/A	Single Source Procurement
Genieva A Hilton	Law Clerk for Investigations Unit	\$ 1,000.00	6/24/2015	9/30/2015	N/A	Federal	N/A	Single Source Procurement
Hi-Tech Solutions	Equipment (i.e printers, copiers, and fax machines) Maintenance and Repairs Services	\$ 8,998.65	1/8/2015	9/30/2015	N/A	Local	N/A	Single Source Procurement
Housing Counselling Services	Provide Fair Housing Training for Tenant and Condominiums Associations	\$ 11,000.00	12/2/2014	9/30/2015	N/A	Federal	N/A	Exept from Competition
Jaqueline Collins	Mediations Services	\$ 5,500.00	8/18/2015	9/30/2015	N/A	Local	N/A	Single Source Procurement
Jordan Talmor	Language Access Reporting Monitoring Systems Developer	\$ 5,000.00	6/24/2015	9/30/2015	N/A	Local	N/A	Single Source Procurement
Jasmine Burns	Law Clerk for Investigations Unit	\$ 1,663.00	7/8/2015	9/30/2015	N/A	Local	N/A	Single Source Procurement
Keith Grimes	Mediations Services	\$ 11,750.00	1/20/2015	9/30/2015	N/A	Local	N/A	Single Source Procurement

Kevin Flebbe	Law Clerk for Investigations Unit	\$ 1,685.00	6/19/2015	9/30/2015	N/A	Local	N/A	Single Source Procurement
Leahseneth O'Neal	Mediations Services	\$ 4,500.00	2/13/2015	9/30/2015	N/A	Local	N/A	Single Source Procurement
Multicultural Community Services	Language Interpretation and Translation Services	\$ 23,000.00	1/22/2015	9/30/2015	Two	Federal	Yes	Option Years Contract # : CW36711
Matthias Kriegel	Law Clerk for Investigations Unit	\$ 1,505.00	6/18/2015	9/30/2015	N/A	Local	N/A	Single Source Procurement
Omar Roshnaye	Law Clerk for Investigations Unit	\$ 1,528.00	6/18/2015	9/30/2015	N/A	Local	N/A	Single Source Procurement
Peter Goldberg	Mediations Services	\$ 15,250.00	1/22/2015	9/30/2015	N/A	Local	N/A	Single Source Procurement
Robert Davis	Mediations Services	\$ 7,000.00	2/18/2015	9/30/2015	N/A	Local	N/A	Single Source Procurement
Silvia Torres Simonetti	Language Access Intern for Support & Outreach Services	\$ 8,000.00	2/4/2015	9/30/2015	N/A	Local	N/A	Single Source Procurement
Sozit Mohammed	Law Clerk for Investigations Unit	\$ 1,000.00	2/26/2005	9/30/2015	N/A	Federal	N/A	Single Source Procurement
The Aquiline Group	Media Placement, Event Planning and Design and Print Services	\$ 24,900.00	11/18/2014	9/30/2015	Two	Local	Yes	Option Years Contract # : CW26659/CW31149
The Equal Rights Center	Language Access Compliance Testing Services	\$ 7,333.00	12/8/2014	9/30/2015	one	Federal	Yes	Option Years Contract # : CW28627

ATTACHMENT 8

OHR Purchase Card Transaction Details - FY15

Date/Time Printed: 02/11/2016 04:12:14 PM

DCPCARD

Orientation: Landscape

Selection Criteria: Post Date Is Between '10/1/2014' AND '9/30/2015'

Tran ID	Name	Account Number	Tran Date	Post Date	Purchase Method	Merchant Name	Merchant City, State	MCC	Tax	Tran Amount	Tran Type
135642446	LEE, AYANNA	*****3870	09/30/2014	10/01/2014	Unknown	TOUCAN	ANNAPOLIS, MD	5399	\$0.00	\$250.00	Purchase
			NOTES		Staff business cards						
			CHART OF ACCOUNT		DC Gov		CUSTOM FIELD		VALUE		
			Comptroller Source	0040	OTHER SERVICES AND CHARGES		PCA Code				
			Object Code	0410	OFFICE SUPPORT		Index Code				
							CBE				
							Not a CBE Because				
135707564	LEE, AYANNA	*****3870	10/01/2014	10/02/2014	Unknown	AFFORDABLE BUTTONS	8886030308, MN	5699	\$0.00	\$119.25	Purchase
			NOTES		Invoice #107381: Custom Button for Anti-Bullying event						
			CHART OF ACCOUNT		DC Gov		CUSTOM FIELD		VALUE		
			Comptroller Source	0040	OTHER SERVICES AND CHARGES		PCA Code				
			Object Code	0410	OFFICE SUPPORT		Index Code				
							CBE				
							Not a CBE Because				
135768894	LEE, AYANNA	*****3870	10/01/2014	10/03/2014	Unknown	OOSHIRTS	FREMONT, CA	5999	\$0.00	\$668.00	Purchase
			NOTES		T-Shirts for Anti-Bullying Event Order #240512 Total Price: \$668 Preview: http://www.ooshirts.com/d/1082610701						
			CHART OF ACCOUNT		DC Gov		CUSTOM FIELD		VALUE		
			Comptroller Source	0040	OTHER SERVICES AND CHARGES		PCA Code				
			Object Code	0410	OFFICE SUPPORT		Index Code				
							CBE				
							Not a CBE Because				
135868447	LEE, AYANNA	*****3870	10/03/2014	10/06/2014	Unknown	DREAMSTIME.COM	06157715611, TN	2741	\$0.00	\$39.00	Purchase
			NOTES		Stock Photos Images: Public Affairs Unit						
			CHART OF ACCOUNT		DC Gov		CUSTOM FIELD		VALUE		

Transaction Detail with Accounting Codes and Notes

DCPCARD

Date/Time Printed: 02/11/2016 04:12:14 PM

Orientation: Landscape

Selection Criteria: Post Date Is Between '10/1/2014' AND '9/30/2015'

Tran ID	Name	Account Number	Tran Date	Post Date	Purchase Method	Merchant Name	Merchant City, State	MCC	Tax	Tran Amount	Tran Type
136780686	LEE, AYANNA	*****3542	10/24/2014	10/27/2014	Unknown	ADOBE SYSTEMS, INC.	800-833-6687, CA	5734	\$1.15	\$21.14	Purchase
			NOTES								
			Recurring charge for Adobe Office products								
			CHART OF ACCOUNT								
			DC Gov								
			CUSTOM FIELD								
			VALUE								
			Comptroller Source 0020 SUPPLIES AND MATERIALS PCA Code								
			Object Code 0210 GENERAL Index Code								
			CBE								
			Not a CBE Because								
136933945	LEE, AYANNA	*****3542	10/27/2014	10/28/2014	Unknown	METROPOLITAN OFFICE PR	02025622320, DC	5045	\$0.00	(\$139.95)	Purchase
			NOTES								
			Credit for office supplies								
			CHART OF ACCOUNT								
			DC Gov								
			CUSTOM FIELD								
			VALUE								
			Comptroller Source 0020 SUPPLIES AND MATERIALS PCA Code								
			Object Code 0210 GENERAL Index Code								
			CBE								
			Not a CBE Because								
137064675	LEE, AYANNA	*****3542	10/28/2014	10/30/2014	Unknown	SUCCESSORIES	630-820-7200, FL	7399	\$0.00	\$293.84	Purchase
			NOTES								
			Supplies for the Commision on Human Rights event								
			CHART OF ACCOUNT								
			DC Gov								
			CUSTOM FIELD								
			VALUE								
			Comptroller Source 0020 SUPPLIES AND MATERIALS PCA Code								
			Object Code 0210 GENERAL Index Code								
			CBE								
			Not a CBE Because								
137142912	LEE, AYANNA	*****3542	10/29/2014	10/31/2014	Unknown	JTF BUSINESS SYSTEMS	7036582000, VA	5044	\$0.00	\$126.97	Purchase
			NOTES								
			Equipment maintenance								
			CHART OF ACCOUNT								
			DC Gov								
			CUSTOM FIELD								
			VALUE								

Transaction Detail with Accounting Codes and Notes

DCPCARD

Date/Time Printed: 02/11/2016 04:12:14 PM

Orientation: Landscape

Selection Criteria: Post Date Is Between '10/1/2014' AND '9/30/2015'

Tran ID	Name	Account Number	Tran Date	Post Date	Purchase Method	Merchant Name	Merchant City, State	MCC	Tax	Tran Amount	Tran Type
		Comptroller Source	0040		OTHER SERVICES AND CHARGES		PCA Code				
		Object Code	0410		OFFICE SUPPORT		Index Code CBE Not a CBE Because				
137219979	LEE, AYANNA	*****3542	10/30/2014	11/03/2014	Unknown	IDEALIST.ORG	NEW YORK, NY	8398	\$0.00	\$25.00	Purchase
		NOTES		Online Posting							
		CHART OF ACCOUNT		DC Gov			CUSTOM FIELD	VALUE			
		Comptroller Source	0040		OTHER SERVICES AND CHARGES		PCA Code				
		Object Code	0410		OFFICE SUPPORT		Index Code CBE Not a CBE Because				
137219980	LEE, AYANNA	*****3542	10/31/2014	11/03/2014	Unknown	SCHREIBER TRANSLATIONS	ROCKVILLE, MD	7399	\$0.00	\$101.47	Purchase
		NOTES		Translation services							
		CHART OF ACCOUNT		DC Gov			CUSTOM FIELD	VALUE			
		Comptroller Source	0040		OTHER SERVICES AND CHARGES		PCA Code				
		Object Code	0410		OFFICE SUPPORT		Index Code CBE Not a CBE Because				
137517012	LEE, AYANNA	*****3542	11/06/2014	11/07/2014	Unknown	WASH METRORAIL	WASHINGTON, DC	4111	\$0.00	\$50.00	Purchase
		NOTES		Office Metro Cards for local travel							
		CHART OF ACCOUNT		DC Gov			CUSTOM FIELD	VALUE			
		Comptroller Source	0040		OTHER SERVICES AND CHARGES		PCA Code				
		Object Code	0410		OFFICE SUPPORT		Index Code CBE Not a CBE Because				
137652698	LEE, AYANNA	*****3542	11/07/2014	11/10/2014	Unknown	WASH METRORAIL	WASHINGTON, DC	4111	\$0.00	\$100.00	Purchase

Transaction Detail with Accounting Codes and Notes

DCPCARD

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Orientation: Landscape

Selection Criteria: Post Date Is Between '10/1/2014' AND '9/30/2015'

Tran ID	Name	Account Number	Tran Date	Post Date	Purchase Method	Merchant Name	Merchant City, State	MCC	Tax	Tran Amount	Tran Type
137688532	LEE, AYANNA	*****3542	11/10/2014	11/11/2014	Unknown	METRO SMARTRP TDM	WASHINGTON, DC	4111	\$0.00	\$10.00	Purchase
			NOTES Office Metro Cards for local travel CHART OF ACCOUNT DC Gov Comptroller Source 0040 OTHER SERVICES AND CHARGES Object Code 0410 OFFICE SUPPORT CUSTOM FIELD PCA Code VALUE Index Code CBE Not a CBE Because								
137688533	LEE, AYANNA	*****3542	11/10/2014	11/11/2014	Unknown	WASH METRORAIL	WASHINGTON, DC	4111	\$0.00	\$20.00	Purchase
			NOTES Office Metro Cards for local travel CHART OF ACCOUNT DC Gov Comptroller Source 0040 OTHER SERVICES AND CHARGES Object Code 0410 OFFICE SUPPORT CUSTOM FIELD PCA Code VALUE Index Code CBE Not a CBE Because								
137688534	LEE, AYANNA	*****3542	11/10/2014	11/11/2014	Unknown	WASH METRORAIL	WASHINGTON, DC	4111	\$0.00	\$100.00	Purchase
			NOTES Office Metro Cards for local travel CHART OF ACCOUNT DC Gov Comptroller Source 0040 OTHER SERVICES AND CHARGES Object Code 0410 OFFICE SUPPORT CUSTOM FIELD PCA Code VALUE Index Code CBE Not a CBE Because								

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Orientation: Landscape

Selection Criteria: Post Date Is Between '10/1/2014' AND '9/30/2015'

Tran ID	Name	Account Number	Tran Date	Post Date	Purchase Method	Merchant Name	Merchant City, State	MCC	Tax	Tran Amount	Tran Type
137930721	LEE, AYANNA	*****3542	11/13/2014	11/17/2014	Unknown	BULLGUARD	LONDON, DNK	5999	\$0.00	\$24.95	Purchase
			NOTES		Fradulent Charges						
			CHART OF ACCOUNT		DC Gov		CUSTOM FIELD		VALUE		
			Comptroller Source	0040	OTHER SERVICES AND CHARGES		PCA Code				
			Object Code	0410	OFFICE SUPPORT		Index Code				
							CBE				
							Not a CBE Because				
137930722	LEE, AYANNA	*****3542	11/14/2014	11/17/2014	Unknown	INTERNATIONAL TRANSACTION	FEE, N/A	0000	\$0.00	\$11.92	Fees
			NOTES		Fradulent Charges						
			CHART OF ACCOUNT		DC Gov		CUSTOM FIELD		VALUE		
			Comptroller Source	0040	OTHER SERVICES AND CHARGES		PCA Code				
			Object Code	0410	OFFICE SUPPORT		Index Code				
							CBE				
							Not a CBE Because				
137930723	LEE, AYANNA	*****3542	11/14/2014	11/17/2014	Unknown	TRAVELGENIO SL	MADRID, 280	4722	€0.00	\$1,192.06	Purchase
			NOTES		Fradulent Charges						
			CHART OF ACCOUNT		DC Gov		CUSTOM FIELD		VALUE		
			Comptroller Source	0040	OTHER SERVICES AND CHARGES		PCA Code				
			Object Code	0410	OFFICE SUPPORT		Index Code				
							CBE				
							Not a CBE Because				
138000239	LEE, AYANNA	*****3542	11/14/2014	11/18/2014	Unknown	BULLGUARD	LONDON, DNK	5999	\$0.00	\$24.95	Purchase
			NOTES		Fradulent Charges						
			CHART OF ACCOUNT		DC Gov		CUSTOM FIELD		VALUE		

Transaction Detail with Accounting Codes and Notes

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Selection Criteria: Post Date Is Between '10/1/2014' AND '9/30/2015'

Tran ID	Name	Account Number	Tran Date	Post Date	Purchase Method	Merchant Name	Merchant City, State	MCC	Tax	Tran Amount	Tran Type
138417961	LEE, AYANNA	*****3542	11/14/2014	11/26/2014	Unknown	FRAUD CREDIT FS	ELGIN, IL	0000	\$0.00	(\$11.92)	Purchase
			NOTES Fraudulent Charges Reversal								
			CHART OF ACCOUNT DC Gov								
			Comptroller Source 0040 OTHER SERVICES AND CHARGES PCA Code								
			Object Code 0410 OFFICE SUPPORT Index Code								
			CBE								
			Not a CBE Because								
138417962	LEE, AYANNA	*****3542	11/14/2014	11/26/2014	Unknown	FRAUD CREDIT CB	ELGIN, IL	4722	\$0.00	(\$1,192.06)	Purchase
			NOTES Fraudulent Charges Reversal								
			CHART OF ACCOUNT DC Gov								
			Comptroller Source 0040 OTHER SERVICES AND CHARGES PCA Code								
			Object Code 0410 OFFICE SUPPORT Index Code								
			CBE								
			Not a CBE Because								
138417963	LEE, AYANNA	*****3542	11/14/2014	11/26/2014	Unknown	FRAUD CREDIT FS	ELGIN, IL0	4722	\$0.00	(\$1,192.06)	Purchase
			NOTES Fraudulent Charges Reversal								
			CHART OF ACCOUNT DC Gov								
			Comptroller Source 0040 OTHER SERVICES AND CHARGES PCA Code								
			Object Code 0410 OFFICE SUPPORT Index Code								
			CBE								
			Not a CBE Because								

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Selection Criteria: Post Date Is Between '10/1/2014' AND '9/30/2015'

Tran ID	Name	Account Number	Tran Date	Post Date	Purchase Method	Merchant Name	Merchant City, State	MCC	Tax	Tran Amount	Tran Type
138417964	LEE, AYANNA	*****3542	11/14/2014	11/26/2014	Unknown	FRAUD CREDIT CB	ELGIN, IL	5999	\$0.00	(\$24.95)	Purchase
			NOTES		Fradulent Charges Reversal						
			CHART OF ACCOUNT		DC Gov		CUSTOM FIELD		VALUE		
			Comptroller Source	0040	OTHER SERVICES AND CHARGES		PCA Code				
			Object Code	0410	OFFICE SUPPORT		Index Code				
							CBE				
							Not a CBE Because				
138417965	LEE, AYANNA	*****3542	11/14/2014	11/26/2014	Unknown	FRAUD CREDIT FS	ELGIN, ILK	5999	\$0.00	(\$24.95)	Purchase
			NOTES		Fradulent Charges Reversal						
			CHART OF ACCOUNT		DC Gov		CUSTOM FIELD		VALUE		
			Comptroller Source	0040	OTHER SERVICES AND CHARGES		PCA Code				
			Object Code	0410	OFFICE SUPPORT		Index Code				
							CBE				
							Not a CBE Because				
138417974	LEE, AYANNA	*****3542	11/13/2014	11/26/2014	Unknown	FRAUD CREDIT CB	ELGIN, IL	5999	\$0.00	(\$24.95)	Purchase
			NOTES		Fraudulent charge reversal						
			CHART OF ACCOUNT		DC Gov		CUSTOM FIELD		VALUE		
			Comptroller Source	0040	OTHER SERVICES AND CHARGES		PCA Code				
			Object Code	0410	OFFICE SUPPORT		Index Code				
							CBE				
							Not a CBE Because				
138417975	LEE, AYANNA	*****3542	11/13/2014	11/26/2014	Unknown	FRAUD CREDIT FS	ELGIN, ILK	5999	\$0.00	(\$24.95)	Purchase
			NOTES		Fraudulent charge reversal						
			CHART OF ACCOUNT		DC Gov		CUSTOM FIELD		VALUE		
			Comptroller Source	0040	OTHER SERVICES AND CHARGES		PCA Code				
			Object Code	0410	OFFICE SUPPORT		Index Code				
							CBE				
							Not a CBE Because				

Transaction Detail with Accounting Codes and Notes

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Orientation: Landscape

Selection Criteria: Post Date Is Between '10/1/2014' AND '9/30/2015'

Tran ID	Name	Account Number	Tran Date	Post Date	Purchase Method	Merchant Name	Merchant City, State	MCC	Tax	Tran Amount	Tran Type
138417976	LEE, AYANNA	*****3542	11/25/2014	11/26/2014	Unknown	CAPITAL SERVICES & SUP	02026350400, DC	5111	\$0.00	\$289.80	Purchase
			NOTES		Office Supplies						
			CHART OF ACCOUNT		DC Gov		CUSTOM FIELD		VALUE		
			Comptroller Source	0040	OTHER SERVICES AND CHARGES		PCA Code				
			Object Code	0410	OFFICE SUPPORT		Index Code				
							CBE				
							Not a CBE Because				
138493203	LEE, AYANNA	*****3542	11/13/2014	11/28/2014	Unknown	FRAUD DUP CREDIT FS	ELGINN, ILK	5999	\$0.00	\$24.95	Purchase
			NOTES		Fraudulent charge reversal						
			CHART OF ACCOUNT		DC Gov		CUSTOM FIELD		VALUE		
			Comptroller Source	0040	OTHER SERVICES AND CHARGES		PCA Code				
			Object Code	0410	OFFICE SUPPORT		Index Code				
							CBE				
							Not a CBE Because				
138493204	LEE, AYANNA	*****3542	11/13/2014	11/28/2014	Unknown	FRAUD DUP CREDIT FS	ELGINN, IL	5999	\$0.00	\$24.95	Purchase
			NOTES		Fraudulent charge reversal						
			CHART OF ACCOUNT		DC Gov		CUSTOM FIELD		VALUE		
			Comptroller Source	0040	OTHER SERVICES AND CHARGES		PCA Code				
			Object Code	0410	OFFICE SUPPORT		Index Code				
							CBE				
							Not a CBE Because				
138493205	LEE, AYANNA	*****3542	11/14/2014	11/28/2014	Unknown	FRAUD DUP CREDIT FS	ELGIN, IL	0000	\$0.00	\$11.92	Purchase
			NOTES		Fraudulent charge reversal						
			CHART OF ACCOUNT		DC Gov		CUSTOM FIELD		VALUE		

Transaction Detail with Accounting Codes and Notes

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Selection Criteria: Post Date Is Between '10/1/2014' AND '9/30/2015'

Tran ID	Name	Account Number	Tran Date	Post Date	Purchase Method	Merchant Name	Merchant City, State	MCC	Tax	Tran Amount	Tran Type
		Comptroller Source	0040		OTHER SERVICES AND CHARGES		PCA Code				
		Object Code	0410		OFFICE SUPPORT		Index Code CBE Not a CBE Because				
138493206	LEE, AYANNA	*****3542	11/14/2014	11/28/2014	Unknown	FRAUD DUP CREDIT FS	ELGIND, IL	4722	\$0.00	\$1,192.06	Purchase
		NOTES		Fraudulent charge reversal							
		CHART OF ACCOUNT		DC Gov			CUSTOM FIELD	VALUE			
		Comptroller Source	0040		OTHER SERVICES AND CHARGES		PCA Code				
		Object Code	0410		OFFICE SUPPORT		Index Code CBE Not a CBE Because				
138493207	LEE, AYANNA	*****3542	11/10/2014	11/28/2014	Unknown	SUCCESSORIES	630-820-7200, FL	7399	\$0.00	\$130.84	Purchase
		NOTES		Supplies for Commision on Human Rights Awards.							
		CHART OF ACCOUNT		DC Gov			CUSTOM FIELD	VALUE			
		Comptroller Source	0020		SUPPLIES AND MATERIALS		PCA Code				
		Object Code	0210		GENERAL		Index Code CBE Not a CBE Because				
138594875	LEE, AYANNA	*****3542	12/01/2014	12/02/2014	Unknown	OWW*ORBITZ.COM	888-656-4546, IL	4722	\$0.00	\$6.99	Purchase
		NOTES		Winta Teferi: Travel to NIIC Conference: Flight fees							
		CHART OF ACCOUNT		DC Gov			CUSTOM FIELD	VALUE			
		Comptroller Source	0040		OTHER SERVICES AND CHARGES		PCA Code				
		Object Code	0402		TRAVEL - OUT OF CITY		Index Code CBE Not a CBE Because				
138594876	LEE, AYANNA	*****3542	12/01/2014	12/02/2014	Unknown	CAPITAL SERVICES AND S	202-635-0400, DC	5111	\$0.00	\$287.00	Purchase
		NOTES									

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Tran ID	Name	Account Number	Tran Date	Post Date	Purchase Method	Merchant Name	Merchant City, State	MCC	Tax	Tran Amount	Tran Type
138646802	LEE, AYANNA	*****3542	12/02/2014	12/03/2014	Unknown	CTC*CONSTANTCO NTACT.CO	855-2295506, MA	5968	\$0.00	\$40.00	Purchase
			NOTES								
			Monthly newsletter subscription for public affaris unit								
			CHART OF ACCOUNT								
			DC Gov								
			CUSTOM FIELD								
			VALUE								
			Comptroller Source 0040 OTHER SERVICES AND CHARGES PCA Code								
			Object Code 0408 PROF SERVICE FEES Index Code								
			CBE								
			Not a CBE Because								
138646803	LEE, AYANNA	*****3542	12/02/2014	12/03/2014	Unknown	CRUZ CREW	TAKOMA PARK, MD	1520	\$0.00	\$1,400.00	Purchase
			NOTES								
			DC Gov								
			CUSTOM FIELD								
			VALUE								
			Comptroller Source 0040 OTHER SERVICES AND CHARGES PCA Code								
			Object Code 0408 PROF SERVICE FEES Index Code								
			CBE								
			Not a CBE Because								
138901889	LEE, AYANNA	*****3542	12/05/2014	12/08/2014	Unknown	CAPITAL SERVICES & SUP	02026350400, DC	5111	\$0.00	\$289.80	Purchase
			NOTES								
			Invoice 045180: Moving services								
			CHART OF ACCOUNT								
			DC Gov								
			CUSTOM FIELD								
			VALUE								
			Comptroller Source 0040 OTHER SERVICES AND CHARGES PCA Code								
			Object Code 0408 PROF SERVICE FEES Index Code								
			CBE								
			Not a CBE Because								
138901890	LEE, AYANNA	*****3542	12/05/2014	12/08/2014	Unknown	CAPITAL SERVICES & SUP	02026350400, DC	5111	\$0.00	\$766.60	Purchase
			NOTES								
			Invoice 094590 for moving services								
			CHART OF ACCOUNT								
			DC Gov								
			CUSTOM FIELD								
			VALUE								

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Selection Criteria: Post Date Is Between '10/1/2014' AND '9/30/2015'

Tran ID	Name	Account Number	Tran Date	Post Date	Purchase Method	Merchant Name	Merchant City, State	MCC	Tax	Tran Amount	Tran Type
140017356	LEE, AYANNA	*****3542	01/08/2015	01/08/2015	Unknown	DC BAR	02027374700, DC	8699	\$0.00	\$15.00	Purchase
			NOTES								
			All Staff DCFMLA Training hosted by DC BAR								
			CHART OF ACCOUNT								
			DC Gov								
			CUSTOM FIELD								
			VALUE								
			Comptroller Source 0040 OTHER SERVICES AND CHARGES PCA Code								
			Object Code 0410 OFFICE SUPPORT Index Code								
			CBE								
			Not a CBE Because								
140017357	LEE, AYANNA	*****3542	01/08/2015	01/08/2015	Unknown	DC BAR	02027374700, DC	8699	\$0.00	\$15.00	Purchase
			NOTES								
			All Staff DCFMLA Training hosted by DC BAR								
			CHART OF ACCOUNT								
			DC Gov								
			CUSTOM FIELD								
			VALUE								
			Comptroller Source 0040 OTHER SERVICES AND CHARGES PCA Code								
			Object Code 0410 OFFICE SUPPORT Index Code								
			CBE								
			Not a CBE Because								
140017358	LEE, AYANNA	*****3542	01/08/2015	01/08/2015	Unknown	DC BAR	02027374700, DC	8699	\$0.00	\$15.00	Purchase
			NOTES								
			All Staff DCFMLA Training hosted by DC BAR								
			CHART OF ACCOUNT								
			DC Gov								
			CUSTOM FIELD								
			VALUE								
			Comptroller Source 0040 OTHER SERVICES AND CHARGES PCA Code								
			Object Code 0410 OFFICE SUPPORT Index Code								
			CBE								
			Not a CBE Because								
140017359	LEE, AYANNA	*****3542	01/08/2015	01/08/2015	Unknown	DC BAR	02027374700, DC	8699	\$0.00	\$15.00	Purchase
			NOTES								
			All Staff DCFMLA Training hosted by DC BAR								
			CHART OF ACCOUNT								
			DC Gov								
			CUSTOM FIELD								
			VALUE								

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Selection Criteria: Post Date Is Between '10/1/2014' AND '9/30/2015'

Tran ID	Name	Account Number	Tran Date	Post Date	Purchase Method	Merchant Name	Merchant City, State	MCC	Tax	Tran Amount	Tran Type
140017365	LEE, AYANNA	*****3542	01/08/2015	01/08/2015	Unknown	DC BAR	02027374700, DC	8699	\$0.00	\$15.00	Purchase
			NOTES All Staff DCFMLA Training hosted by DC BAR CHART OF ACCOUNT DC Gov Comptroller Source 0040 OTHER SERVICES AND CHARGES Object Code 0410 OFFICE SUPPORT CUSTOM FIELD VALUE PCA Code Index Code CBE Not a CBE Because								
140017366	LEE, AYANNA	*****3542	01/08/2015	01/08/2015	Unknown	DC BAR	02027374700, DC	8699	\$0.00	\$15.00	Purchase
			NOTES All Staff DCFMLA Training hosted by DC BAR CHART OF ACCOUNT DC Gov Comptroller Source 0040 OTHER SERVICES AND CHARGES Object Code 0410 OFFICE SUPPORT CUSTOM FIELD VALUE PCA Code Index Code CBE Not a CBE Because								
140017367	LEE, AYANNA	*****3542	01/08/2015	01/08/2015	Unknown	DC BAR	02027374700, DC	8699	\$0.00	\$15.00	Purchase
			NOTES DC Bar FMLA Training CHART OF ACCOUNT DC Gov Comptroller Source 0040 OTHER SERVICES AND CHARGES Object Code 0410 OFFICE SUPPORT CUSTOM FIELD VALUE PCA Code Index Code CBE Not a CBE Because								

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Tran ID	Name	Account Number	Tran Date	Post Date	Purchase Method	Merchant Name	Merchant City, State	MCC	Tax	Tran Amount	Tran Type
140164907	LEE, AYANNA	*****3542	01/08/2015	01/12/2015	Unknown	IDEALIST.ORG	NEW YORK, NY	8398	\$0.00	\$25.00	Purchase
				NOTES Invoice #2291146 Posted "Language Access Intern - Research and Data Analyst Position Description" (in Washington) on idealist.org for up to 60 days							
			CHART OF ACCOUNT		DC Gov		CUSTOM FIELD		VALUE		
Comptroller Source			0040		OTHER SERVICES AND CHARGES		PCA Code				
Object Code			0408		PROF SERVICE FEES		Index Code				
							CBE				
							Not a CBE Because				
140164908	LEE, AYANNA	*****3542	01/09/2015	01/12/2015	Unknown	SUPERIOR COURIERS LLC	WASHINGTON, DC	4215	\$0.00	\$100.00	Purchase
				NOTES Invoice # 12214 for courier service							
			CHART OF ACCOUNT		DC Gov		CUSTOM FIELD		VALUE		
Comptroller Source			0040		OTHER SERVICES AND CHARGES		PCA Code				
Object Code			0408		PROF SERVICE FEES		Index Code				
							CBE				
							Not a CBE Because				
140164909	LEE, AYANNA	*****3542	01/09/2015	01/12/2015	Unknown	VISTAPR*VISTAPRI NT.COM	866-6148002, CA	4816	\$0.00	\$380.20	Purchase
				NOTES Supply purchase: Public Affairs Unit Order Number: 19GM3-63A07-5J3							
			CHART OF ACCOUNT		DC Gov		CUSTOM FIELD		VALUE		
Comptroller Source			0040		OTHER SERVICES AND CHARGES		PCA Code				
Object Code			0410		OFFICE SUPPORT		Index Code				
							CBE				
							Not a CBE Because				
140273178	LEE, AYANNA	*****3542	01/13/2015	01/14/2015	Unknown	BESTBUYCOM70476 1027026	888-237289, MN	5732	\$77.20	\$1,199.98	Purchase
				NOTES							
			CHART OF ACCOUNT		DC Gov		CUSTOM FIELD		VALUE		

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Tran ID	Name	Account Number	Tran Date	Post Date	Purchase Method	Merchant Name	Merchant City, State	MCC	Tax	Tran Amount	Tran Type
140581047	LEE, AYANNA	*****3542	01/21/2015	01/21/2015	Unknown	DC BAR	02027374700, DC	8699	\$0.00	\$20.00	Purchase
			NOTES Registration: Pregnancy Discrimination and Young v. UPS Employment Law Forum CHART OF ACCOUNT DC Gov CUSTOM FIELD VALUE Comptroller Source 0040 OTHER SERVICES AND CHARGES PCA Code Object Code 0419 TUITION FOR EMPLOYEE TRAINING Index Code CBE Not a CBE Because								
140581048	LEE, AYANNA	*****3542	01/21/2015	01/21/2015	Unknown	DC BAR	02027374700, DC	8699	\$0.00	\$20.00	Purchase
			NOTES Registration: Pregnancy Discrimination and Young v. UPS Employment Law Forum CHART OF ACCOUNT DC Gov CUSTOM FIELD VALUE Comptroller Source 0040 OTHER SERVICES AND CHARGES PCA Code Object Code 0419 TUITION FOR EMPLOYEE TRAINING Index Code CBE Not a CBE Because								
140630792	LEE, AYANNA	*****3542	01/20/2015	01/22/2015	Unknown	AT&T W127 6601	WASHINGTON, DC	4812	\$2.94	\$49.00	Purchase
			NOTES Transaction for cell phone charger CHART OF ACCOUNT DC Gov CUSTOM FIELD VALUE Comptroller Source 0040 OTHER SERVICES AND CHARGES PCA Code Object Code 0410 OFFICE SUPPORT Index Code CBE Not a CBE Because								

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Selection Criteria: Post Date Is Between '10/1/2014' AND '9/30/2015'

Tran ID	Name	Account Number	Tran Date	Post Date	Purchase Method	Merchant Name	Merchant City, State	MCC	Tax	Tran Amount	Tran Type
140697749	LEE, AYANNA	*****3542	01/22/2015	01/23/2015	Unknown	CTC*CONSTANTCO NTACT.CO	855-2295506, MA	5968	\$0.00	\$40.00	Purchase
NOTES											
CHART OF ACCOUNT			DC Gov			CUSTOM FIELD		VALUE			
Comptroller Source			0040			OTHER SERVICES AND CHARGES		PCA Code			
Object Code			0408			PROF SERVICE FEES		Index Code			
								CBE			
								Not a CBE Because			
140926368	LEE, AYANNA	*****3542	01/26/2015	01/28/2015	Unknown	WOMENS BAR ASSOCIATION	2026398880, DC	8398	\$0.00	\$20.00	Purchase
NOTES											
CHART OF ACCOUNT			DC Gov			CUSTOM FIELD		VALUE			
Comptroller Source			0040			OTHER SERVICES AND CHARGES		PCA Code			
Object Code			0419			TUITION FOR EMPLOYEE TRAINING		Index Code			
								CBE			
								Not a CBE Because			
140926369	LEE, AYANNA	*****3542	01/26/2015	01/28/2015	Unknown	WOMENS BAR ASSOCIATION	2026398880, DC	8398	\$0.00	\$20.00	Purchase
NOTES											
CHART OF ACCOUNT			DC Gov			CUSTOM FIELD		VALUE			
Comptroller Source			0040			OTHER SERVICES AND CHARGES		PCA Code			
Object Code			0419			TUITION FOR EMPLOYEE TRAINING		Index Code			
								CBE			
								Not a CBE Because			
140986385	LEE, AYANNA	*****3542	01/27/2015	01/29/2015	Unknown	WOMENS BAR ASSOCIATION	2026398880, DC	8398	\$0.00	\$23.00	Purchase
NOTES											
CHART OF ACCOUNT			DC Gov			CUSTOM FIELD		VALUE			
			Registration for Women's Bar Training								

Transaction Detail with Accounting Codes and Notes

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Orientation: Landscape

Selection Criteria: Post Date Is Between '10/1/2014' AND '9/30/2015'

Tran ID	Name	Account Number	Tran Date	Post Date	Purchase Method	Merchant Name	Merchant City, State	MCC	Tax	Tran Amount	Tran Type
		NOTES		Metro cards							
		CHART OF ACCOUNT		DC Gov		CUSTOM FIELD		VALUE			
		Comptroller Source	0040	OTHER SERVICES AND CHARGES		PCA Code					
		Object Code	0408	PROF SERVICE FEES		Index Code					
						CBE					
						Not a CBE Because					
141659324	LEE, AYANNA	*****3542	02/10/2015	02/11/2015	Unknown	SUPERIOR COURIERS LLC	WASHINGTON, DC	4215	\$0.00	\$76.00	Purchase
		NOTES		Courier Service: Invoice # 0115							
		CHART OF ACCOUNT		DC Gov		CUSTOM FIELD		VALUE			
		Comptroller Source	0040	OTHER SERVICES AND CHARGES		PCA Code					
		Object Code	0409	CONTRACTUAL SERVICES - OTHER		Index Code					
						CBE					
						Not a CBE Because					
141896298	LEE, AYANNA	*****3542	02/12/2015	02/16/2015	Unknown	SHRM*MEMBER600 329923	1800444500, VA	8699	\$0.00	\$190.00	Purchase
		NOTES		SHRM Membership dues: Rahsaan Coefield							
		CHART OF ACCOUNT		DC Gov		CUSTOM FIELD		VALUE			
		Comptroller Source	0040	OTHER SERVICES AND CHARGES		PCA Code					
		Object Code	0409	CONTRACTUAL SERVICES - OTHER		Index Code					
						CBE					
						Not a CBE Because					
142031319	LEE, AYANNA	*****3542	02/18/2015	02/19/2015	Unknown	WASH METRRORAIL	WASHINGTON, DC	4111	\$0.00	\$100.00	Purchase
		NOTES		Metro cards for local staff travel							
		CHART OF ACCOUNT		DC Gov		CUSTOM FIELD		VALUE			
		Comptroller Source	0040	OTHER SERVICES AND CHARGES		PCA Code					
		Object Code	0408	PROF SERVICE FEES		Index Code					
						CBE					
						Not a CBE Because					

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Tran ID	Name	Account Number	Tran Date	Post Date	Purchase Method	Merchant Name	Merchant City, State	MCC	Tax	Tran Amount	Tran Type
142197382	LEE, AYANNA	*****3542	02/22/2015	02/23/2015	Unknown	CTC*CONSTANTCO NTACT.CO	855-2295506, MA	5968	\$0.00	\$40.00	Purchase
			NOTES		Monthly newsletter subscription for public affaris unit						
			CHART OF ACCOUNT		DC Gov		CUSTOM FIELD		VALUE		
			Comptroller Source	0040	OTHER SERVICES AND CHARGES		PCA Code				
			Object Code	0408	PROF SERVICE FEES		Index Code				
							CBE				
							Not a CBE Because				
142720021	LEE, AYANNA	*****3542	02/20/2015	03/04/2015	Unknown	SUCCESSORIES	630-820-7200, FL	7399	\$0.00	\$249.94	Purchase
			NOTES		Retirement plaque for OHR staff member.						
			CHART OF ACCOUNT		DC Gov		CUSTOM FIELD		VALUE		
			Comptroller Source	0040	OTHER SERVICES AND CHARGES		PCA Code				
			Object Code	0410	OFFICE SUPPORT		Index Code				
							CBE				
							Not a CBE Because				
142961585	LEE, AYANNA	*****3542	03/06/2015	03/09/2015	Unknown	AMERICAN BAR ASSOCIATI	08002852221, IL	8699	\$0.00	\$150.90	Purchase
			NOTES		Reference Material for Legal Unit Invoice # 9000936023						
			CHART OF ACCOUNT		DC Gov		CUSTOM FIELD		VALUE		
			Comptroller Source	0040	OTHER SERVICES AND CHARGES		PCA Code				
			Object Code	0410	OFFICE SUPPORT		Index Code				
							CBE				
							Not a CBE Because				
143341427	LEE, AYANNA	*****3542	03/13/2015	03/16/2015	Unknown	THE KOREA DAILY	ANNANDALE, VA	5969	\$0.00	\$600.00	Purchase
			NOTES		OHR outreach advertisement in Korea Daily						
			CHART OF ACCOUNT		DC Gov		CUSTOM FIELD		VALUE		

Transaction Detail with Accounting Codes and Notes

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Tran ID	Name	Account Number	Tran Date	Post Date	Purchase Method	Merchant Name	Merchant City, State	MCC	Tax	Tran Amount	Tran Type
		NOTES		Judicial Robe for Commissioner JP Harris							
		CHART OF ACCOUNT		DC Gov		CUSTOM FIELD		VALUE			
		Comptroller Source	0020	SUPPLIES AND MATERIALS		PCA Code					
		Object Code	0210	GENERAL		Index Code					
						CBE					
						Not a CBE Because					
144182085	LEE, AYANNA	*****3542	03/30/2015	03/31/2015	Unknown	PAYPAL *LATINOGLBTH	4029357733, CA	8398	\$0.00	\$1,000.00	Purchase
		NOTES		Registration for Latino Pride Outreach Event.							
										Receipt Number: 2532-8309-5785-1291	
		CHART OF ACCOUNT		DC Gov		CUSTOM FIELD		VALUE			
		Comptroller Source	0040	OTHER SERVICES AND CHARGES		PCA Code					
		Object Code	0410	OFFICE SUPPORT		Index Code					
						CBE					
						Not a CBE Because					
144182086	LEE, AYANNA	*****3542	03/30/2015	03/31/2015	Unknown	N4G*YOUTH PRIDE ALLIAN	08882847978, DC	8398	\$0.00	\$1,000.00	Purchase
		NOTES		Registration for Youth Pride outreach event							
										Reference Number: 1260576674	
		CHART OF ACCOUNT		DC Gov		CUSTOM FIELD		VALUE			
		Comptroller Source	0040	OTHER SERVICES AND CHARGES		PCA Code					
		Object Code	0410	OFFICE SUPPORT		Index Code					
						CBE					
						Not a CBE Because					
144236081	LEE, AYANNA	*****3542	03/31/2015	04/01/2015	Unknown	NEW MOBILITY	QUEENS, NY	8699	\$0.00	\$250.00	Purchase
		NOTES		Event Registration-Public Affairs Unit							
		CHART OF ACCOUNT		DC Gov		CUSTOM FIELD		VALUE			

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Tran ID	Name	Account Number	Tran Date	Post Date	Purchase Method	Merchant Name	Merchant City, State	MCC	Tax	Tran Amount	Tran Type
144732104	LEE, AYANNA	*****3542	04/09/2015	04/10/2015	Unknown	AINS INC	03016702300, MD	7372	\$0.00	\$600.00	Purchase
							PCA Code Index Code CBE Not a CBE Because				
							Comptroller Source Object Code				
							OTHER SERVICES AND CHARGES OFFICE SUPPORT				
							FOIA Express training: 2 employees				
							DC Gov				
							CHART OF ACCOUNT				
							Comptroller Source Object Code				
							OTHER SERVICES AND CHARGES PROF SERVICE FEES				
							CUSTOM FIELD				
							VALUE				
144915951	LEE, AYANNA	*****3542	04/13/2015	04/14/2015	Unknown	SUPERIOR COURIERS LLC	WASHINGTON, DC	4215	\$0.00	\$199.00	Purchase
							PCA Code Index Code CBE Not a CBE Because				
							Comptroller Source Object Code				
							OTHER SERVICES AND CHARGES PROF SERVICE FEES				
							Courier Services				
							DC Gov				
							CHART OF ACCOUNT				
							Comptroller Source Object Code				
							OTHER SERVICES AND CHARGES PROF SERVICE FEES				
							CUSTOM FIELD				
							VALUE				
144973769	LEE, AYANNA	*****3542	04/14/2015	04/15/2015	Unknown	TOUCAN	ANNAPOLIS, MD	5399	\$0.00	\$870.00	Purchase
							PCA Code Index Code CBE Not a CBE Because				
							Comptroller Source Object Code				
							OTHER SERVICES AND CHARGES PROF SERVICE FEES				
							Buisness Cards: 8 employees				
							DC Gov				
							CHART OF ACCOUNT				
							Comptroller Source Object Code				
							OTHER SERVICES AND CHARGES PROF SERVICE FEES				
							CUSTOM FIELD				
							VALUE				
144973770	LEE, AYANNA	*****3542	04/14/2015	04/15/2015	Unknown	PRZCHARGE.PREZI. COM	6504796360, CA	5045	\$0.00	\$159.00	Purchase

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Tran ID	Name	Account Number	Tran Date	Post Date	Purchase Method	Merchant Name	Merchant City, State	MCC	Tax	Tran Amount	Tran Type
144973771	LEE, AYANNA	*****3542	04/14/2015	04/15/2015	Unknown	WASH METRORAIL	WASHINGTON, DC	4111	\$0.00	\$50.00	Purchase
			NOTES Annual Prezi Subscription- Public Affairs CHART OF ACCOUNT DC Gov Comptroller Source 0040 OTHER SERVICES AND CHARGES Object Code 0408 PROF SERVICE FEES CUSTOM FIELD PCA Code VALUE Index Code CBE Not a CBE Because								
145044164	LEE, AYANNA	*****3542	04/15/2015	04/16/2015	Unknown	GELBERG SIGNS	WASHINGTON, DC	5099	\$0.00	\$210.00	Purchase
			NOTES Metro card purchase for local travel: Teresa Rainey- Public Affairs unit CHART OF ACCOUNT DC Gov Comptroller Source 0040 OTHER SERVICES AND CHARGES Object Code 0409 CONTRACTUAL SERVICES - OTHER CUSTOM FIELD PCA Code VALUE Index Code CBE Not a CBE Because								
145044165	LEE, AYANNA	*****3542	04/15/2015	04/16/2015	Unknown	PAYPAL *ATREF	4029357733, CA	8931	\$0.00	\$369.00	Purchase
			NOTES Office Name Plates- 3 employees CHART OF ACCOUNT DC Gov Comptroller Source 0040 OTHER SERVICES AND CHARGES Object Code 0408 PROF SERVICE FEES CUSTOM FIELD PCA Code VALUE Index Code CBE Not a CBE Because								
			NOTES Print Advertisement: Public Affairs Unit CHART OF ACCOUNT DC Gov Comptroller Source 0040 OTHER SERVICES AND CHARGES Object Code 0410 OFFICE SUPPORT CUSTOM FIELD PCA Code VALUE Index Code CBE Not a CBE Because								

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Tran ID	Name	Account Number	Tran Date	Post Date	Purchase Method	Merchant Name	Merchant City, State	MCC	Tax	Tran Amount	Tran Type
145243689	LEE, AYANNA	*****3542	04/17/2015	04/20/2015	Unknown	CTC*CONSTANTCO NTACT.CO	855-2295506, MA	5968	\$0.00	\$612.00	Purchase
			NOTES Annual Constanct Contact Subsrption for Public Affairs unit.								
			CHART OF ACCOUNT DC Gov								
			Comptroller Source		0040	OTHER SERVICES AND CHARGES		PCA Code		CUSTOM FIELD VALUE	
			Object Code		0409	CONTRACTUAL SERVICES - OTHER		Index Code		CBE	
			Not a CBE Because								
145243690	LEE, AYANNA	*****3542	04/17/2015	04/20/2015	Unknown	SUCCESSORIES	5612264401, FL	5947	\$0.00	\$140.98	Purchase
			NOTES Awardee Plaque: Fair Housing Symposium								
			CHART OF ACCOUNT DC Gov								
			Comptroller Source		0040	OTHER SERVICES AND CHARGES		PCA Code		CUSTOM FIELD VALUE	
			Object Code		0408	PROF SERVICE FEES		Index Code		CBE	
			Not a CBE Because								
145540149	LEE, AYANNA	*****3542	04/23/2015	04/24/2015	Unknown	BLK*ADCRI	2022442990, CA	8398	\$0.00	\$200.00	Purchase
			NOTES Event Registration: American-Arab Anti- Discrimination Committee (ADC)- Public Affairs Unit.								
			CHART OF ACCOUNT DC Gov								
			Comptroller Source		0040	OTHER SERVICES AND CHARGES		PCA Code		CUSTOM FIELD VALUE	
			Object Code		0410	OFFICE SUPPORT		Index Code		CBE	
			Not a CBE Because								
145746959	LEE, AYANNA	*****3542	04/28/2015	04/28/2015	Unknown	DC BAR	02027374700, DC	8699	\$0.00	\$89.00	Purchase
			NOTES DC Bar Training: Sunu Chandy "Contacts with Represented and Unrepresented parties"								
			CHART OF ACCOUNT DC Gov								
								CUSTOM FIELD		VALUE	

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Tran ID	Name	Account Number	Tran Date	Post Date	Purchase Method	Merchant Name	Merchant City, State	MCC	Tax	Tran Amount	Tran Type
		Comptroller Source	0040		OTHER SERVICES AND CHARGES		PCA Code				
		Object Code	0419		TUITION FOR EMPLOYEE TRAINING		Index Code CBE Not a CBE Because				
145746960	LEE, AYANNA	*****3542	04/27/2015	04/28/2015	Unknown	BROWNPAPER TICKETS COM	800-838-3006, WA	7299	\$0.00	\$500.00	Purchase
		NOTES		Registration for Governing for Racial Equity Conference: Elliot Imse and Rahsaan Coefield							
		CHART OF ACCOUNT		DC Gov		CUSTOM FIELD		VALUE			
		Comptroller Source	0040		OTHER SERVICES AND CHARGES		PCA Code				
		Object Code	0419		TUITION FOR EMPLOYEE TRAINING		Index Code CBE Not a CBE Because				
145810857	LEE, AYANNA	*****3542	04/27/2015	04/29/2015	Unknown	NATIONAL EMPLOYMENT LAW I	03038615600, CO	7399	\$0.00	\$945.00	Purchase
		NOTES		National Employment Law Institute FMLA and ADA Compliance Update training Sunu Chandy							
		CHART OF ACCOUNT		DC Gov		CUSTOM FIELD		VALUE			
		Comptroller Source	0040		OTHER SERVICES AND CHARGES		PCA Code				
		Object Code	0419		TUITION FOR EMPLOYEE TRAINING		Index Code CBE Not a CBE Because				
145810858	LEE, AYANNA	*****3542	04/27/2015	04/29/2015	Unknown	NATIONAL EMPLOYMENT LAW I	03038615600, CO	7399	\$0.00	\$945.00	Purchase
		NOTES		National Employment Law Institute FMLA and ADA Compliance Update training - Thomas Deal							
		CHART OF ACCOUNT		DC Gov		CUSTOM FIELD		VALUE			

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Tran ID	Name	Account Number	Tran Date	Post Date	Purchase Method	Merchant Name	Merchant City, State	MCC	Tax	Tran Amount	Tran Type
		Comptroller Source	0040		OTHER SERVICES AND CHARGES		PCA Code				
		Object Code	0419		TUITION FOR EMPLOYEE TRAINING		Index Code CBE Not a CBE Because				
145810859	LEE, AYANNA	*****3542	04/28/2015	04/29/2015	Unknown	WASH METRRORAIL	WASHINGTON, DC	4111	\$0.00	\$200.00	Purchase
		NOTES		Purchase of 50 \$4.00 metro cards for staff travel.							
		CHART OF ACCOUNT		DC Gov		CUSTOM FIELD		VALUE			
		Comptroller Source	0040		OTHER SERVICES AND CHARGES		PCA Code				
		Object Code	0410		OFFICE SUPPORT		Index Code CBE Not a CBE Because				
145885227	LEE, AYANNA	*****3542	04/30/2015	04/30/2015	Unknown	DELL SALES & SERVICE	866-393-9460, TX	5045	\$15.06	\$277.01	Purchase
		NOTES		Purchase of external hard drives.							
		CHART OF ACCOUNT		DC Gov		CUSTOM FIELD		VALUE			
		Comptroller Source	0040		OTHER SERVICES AND CHARGES		PCA Code				
		Object Code	0410		OFFICE SUPPORT		Index Code CBE Not a CBE Because				
145885228	LEE, AYANNA	*****3542	04/30/2015	04/30/2015	Unknown	DC BAR	02027374700, DC	8699	\$0.00	\$89.00	Purchase
		NOTES		DC Bar Training: Thomas Deal "Contacts with Represented and Unrepresented parties"							
		CHART OF ACCOUNT		DC Gov		CUSTOM FIELD		VALUE			
		Comptroller Source	0040		OTHER SERVICES AND CHARGES		PCA Code				
		Object Code	0419		TUITION FOR EMPLOYEE TRAINING		Index Code CBE Not a CBE Because				
146094072	LEE, AYANNA	*****3542	05/01/2015	05/04/2015	Unknown	OWW*CHEAPTIX	888-922-8849, IL	4722	\$0.00	\$1,767.78	Purchase

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Tran ID	Name	Account Number	Tran Date	Post Date	Purchase Method	Merchant Name	Merchant City, State	MCC	Tax	Tran Amount	Tran Type
146236864	LEE, AYANNA	*****3542	05/05/2015	05/06/2015	Unknown	NFG*LEGAL AID SOCIETY	08882847978, DC	8398	\$0.00	\$150.00	Purchase
			NOTES		Elliot Imse and Rahsaan Coefield Lodging "Governing for Racial Equity Network Conference" Seattle, Washington						
			CHART OF ACCOUNT		DC Gov		CUSTOM FIELD	VALUE			
			Comptroller Source	0040	OTHER SERVICES AND CHARGES		PCA Code				
			Object Code	0402	TRAVEL - OUT OF CITY		Index Code				
							CBE				
							Not a CBE Because				
146395285	LEE, AYANNA	*****3542	05/06/2015	05/08/2015	Unknown	UNITED 01676210519863	800-932-2732, TX	3000	\$0.00	\$600.20	Purchase
			NOTES		Rahsaan Coefield Flight "Governing for Racial Equity Network Conference" Seattle, Washington						
			CHART OF ACCOUNT		DC Gov		CUSTOM FIELD	VALUE			
			Comptroller Source	0040	OTHER SERVICES AND CHARGES		PCA Code				
			Object Code	0419	TUITION FOR EMPLOYEE TRAINING		Index Code				
							CBE				
							Not a CBE Because				
146395286	LEE, AYANNA	*****3542	05/06/2015	05/08/2015	Unknown	UNITED 01676210519874	800-932-2732, TX	3000	\$0.00	\$600.20	Purchase

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Tran ID	Name	Account Number	Tran Date	Post Date	Purchase Method	Merchant Name	Merchant City, State	MCC	Tax	Tran Amount	Tran Type
		Comptroller Source	0040		OTHER SERVICES AND CHARGES		PCA Code				
		Object Code	0410		OFFICE SUPPORT		Index Code CBE Not a CBE Because				
146826831	LEE, AYANNA	*****3542	05/14/2015	05/15/2015	Unknown	WASH METRORAIL	WASHINGTON, DC	4111	\$0.00	\$100.00	Purchase
		NOTES				Smart Trip purchase for local travel					
		CHART OF ACCOUNT				DC Gov	CUSTOM FIELD	VALUE			
		Comptroller Source	0040		OTHER SERVICES AND CHARGES		PCA Code				
		Object Code	0410		OFFICE SUPPORT		Index Code CBE Not a CBE Because				
146826832	LEE, AYANNA	*****3542	05/14/2015	05/15/2015	Unknown	CAPITAL PRIDE ALLIANCE	07032444474, DC	8398	\$0.00	\$3,000.00	Purchase
		NOTES				Registration for OHR outreach table at Capital Pride events.					
		CHART OF ACCOUNT				DC Gov	CUSTOM FIELD	VALUE			
		Comptroller Source	0040		OTHER SERVICES AND CHARGES		PCA Code				
		Object Code	0410		OFFICE SUPPORT		Index Code CBE Not a CBE Because				
146955508	LEE, AYANNA	*****3542	05/15/2015	05/18/2015	Unknown	THE HON CO. CUST. SERV	05632647969, IA	5021	\$0.00	\$48.00	Purchase
		NOTES				Duplication of keys for office cabinets					
		CHART OF ACCOUNT				DC Gov	CUSTOM FIELD	VALUE			
		Comptroller Source	0040		OTHER SERVICES AND CHARGES		PCA Code				
		Object Code	0410		OFFICE SUPPORT		Index Code CBE Not a CBE Because				
147246732	LEE, AYANNA	*****3542	05/22/2015	05/22/2015	Unknown	DC BAR	02027374700, DC	8699	\$0.00	\$109.00	Purchase

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Tran ID	Name	Account Number	Tran Date	Post Date	Purchase Method	Merchant Name	Merchant City, State	MCC	Tax	Tran Amount	Tran Type
		NOTES		DC Bar Training "Nuts and Bolts of Employment Discrimination"							
				Attendees: 1. Rahsaan Coefield 2. Alexis Applegate 3. Diana Godoy 4. Jaime Wojdowski 5. Aimee Peoples 6. Hugh Carson Gardner							
		CHART OF ACCOUNT		DC Gov		CUSTOM FIELD		VALUE			
		Comptroller Source		0040		OTHER SERVICES AND CHARGES		PCA Code			
		Object Code		0419		TUITION FOR EMPLOYEE TRAINING		Index Code			
								CBE			
								Not a CBE Because			
147246733	LEE, AYANNA	*****3542	05/21/2015	05/22/2015	Unknown	WASH METRRORAIL	WASHINGTON, DC	4111	\$0.00	\$50.00	Purchase
		NOTES		Smart Trip cards for local travel							
		CHART OF ACCOUNT		DC Gov		CUSTOM FIELD		VALUE			
		Comptroller Source		0040		OTHER SERVICES AND CHARGES		PCA Code			
		Object Code		0410		OFFICE SUPPORT		Index Code			
								CBE			
								Not a CBE Because			
147246734	LEE, AYANNA	*****3542	05/22/2015	05/22/2015	Unknown	DC BAR	02027374700, DC	8699	\$0.00	\$109.00	Purchase
		NOTES		DC Bar Training "Nuts and Bolts of Employment Discrimination"							
				Attendees: 1. Rahsaan Coefield 2. Alexis Applegate 3. Diana Godoy 4. Jaime Wojdowski 5. Aimee Peoples 6. Hugh Carson Gardner							

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Tran ID	Name	Account Number	Tran Date	Post Date	Purchase Method	Merchant Name	Merchant City, State	MCC	Tax	Tran Amount	Tran Type
147246735	LEE, AYANNA	*****3542	05/22/2015	05/22/2015	Unknown	DC BAR	02027374700, DC	8699	\$0.00	\$109.00	Purchase
NOTES											
		CHART OF ACCOUNT	DC Gov				CUSTOM FIELD	VALUE			
		Comptroller Source	0040	OTHER SERVICES AND CHARGES		PCA Code					
		Object Code	0419	TUITION FOR EMPLOYEE TRAINING		Index Code					
						CBE					
						Not a CBE Because					
147246736	LEE, AYANNA	*****3542	05/22/2015	05/22/2015	Unknown	DC BAR	02027374700, DC	8699	\$0.00	\$109.00	Purchase
NOTES											
		CHART OF ACCOUNT	DC Gov				CUSTOM FIELD	VALUE			
		Comptroller Source	0040	OTHER SERVICES AND CHARGES		PCA Code					
		Object Code	0419	TUITION FOR EMPLOYEE TRAINING		Index Code					
						CBE					
						Not a CBE Because					
		DC Bar Training "Nuts and Bolts of Employment Discrimination"									
		Attendees: 1. Rahsaan Coefield 2. Alexis Applegate 3. Diana Godoy 4. Jaime Wojdowski 5. Aimee Peoples 6. Hugh Carson Gardner									
147246737	LEE, AYANNA	*****3542	05/22/2015	05/22/2015	Unknown	DC BAR	02027374700, DC	8699	\$0.00	\$99.00	Purchase
NOTES											
		CHART OF ACCOUNT	DC Gov				CUSTOM FIELD	VALUE			
		Comptroller Source	0040	OTHER SERVICES AND CHARGES		PCA Code					
		Object Code	0419	TUITION FOR EMPLOYEE TRAINING		Index Code					
						CBE					
						Not a CBE Because					

Transaction Detail with Accounting Codes and Notes

DCPCARD

Date/Time Printed: 02/11/2016 04:12:14 PM

Orientation: Landscape

Selection Criteria: Post Date Is Between '10/1/2014' AND '9/30/2015'

Tran ID	Name	Account Number	Tran Date	Post Date	Purchase Method	Merchant Name	Merchant City, State	MCC	Tax	Tran Amount	Tran Type
		NOTES			DC Bar Training	"Nuts and Bolts of Employment Discrimination"					
					Attendees:						
					1. Rahsaan Coefield						
					2. Alexis Applegate						
					3. Diana Godoy						
					4. Jaime Wojdowski						
					5. Aimee Peoples						
					6. Hugh Carson Gardner						
		CHART OF ACCOUNT		DC Gov			CUSTOM FIELD	VALUE			
		Comptroller Source	0040		OTHER SERVICES AND CHARGES		PCA Code				
		Object Code	0419		TUITION FOR EMPLOYEE TRAINING		Index Code				
							CBE				
							Not a CBE Because				
147246738	LEE, AYANNA	*****3542	05/22/2015	05/22/2015	Unknown	DC BAR	02027374700, DC	8699	\$0.00	\$109.00	Purchase
		NOTES			DC Bar Training	"Nuts and Bolts of Employment Discrimination"					
					Attendees:						
					1. Rahsaan Coefield						
					2. Alexis Applegate						
					3. Diana Godoy						
					4. Jaime Wojdowski						
					5. Aimee Peoples						
					6. Hugh Carson Gardner						
		CHART OF ACCOUNT		DC Gov			CUSTOM FIELD	VALUE			
		Comptroller Source	0040		OTHER SERVICES AND CHARGES		PCA Code				
		Object Code	0419		TUITION FOR EMPLOYEE TRAINING		Index Code				
							CBE				
							Not a CBE Because				
147707803	LEE, AYANNA	*****3542	05/29/2015	06/01/2015	Unknown	DISCOUNTMUGS.COM	08005691980, FL	5964	\$0.00	\$784.98	Purchase
		NOTES			OHR outreach/promotional supplies,						

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Orientation: Landscape

Selection Criteria: Post Date Is Between '10/1/2014' AND '9/30/2015'

Tran ID	Name	Account Number	Tran Date	Post Date	Purchase Method	Merchant Name	Merchant City, State	MCC	Tax	Tran Amount	Tran Type
149703323	LEE, AYANNA	*****3542	07/02/2015	07/03/2015	Unknown	HSTREETMAIN	2025430161, DC	8398	\$0.00	\$550.00	Purchase
			NOTES								
			Registration for outreach and education table at DC H street festival.								
			CHART OF ACCOUNT			DC Gov	CUSTOM FIELD		VALUE		
			Comptroller Source	0040	OTHER SERVICES AND CHARGES	PCA Code					
			Object Code	0410	OFFICE SUPPORT	Index Code					
			CBE								
			Not a CBE Because								
149884815	LEE, AYANNA	*****3542	07/06/2015	07/08/2015	Unknown	CROWNE PLAZA HOTEL KC	KANSAS CITY, MO	3750	\$0.00	\$175.86	Purchase
			NOTES								
			Monica Palacio Lodging National Council of La Razza annual conference								
			CHART OF ACCOUNT			DC Gov	CUSTOM FIELD		VALUE		
			Comptroller Source	0040	OTHER SERVICES AND CHARGES	PCA Code					
			Object Code	0402	TRAVEL - OUT OF CITY	Index Code					
			CBE								
			Not a CBE Because								
150036462	LEE, AYANNA	*****3542	07/09/2015	07/10/2015	Unknown	SUPERIOR COURIERS LLC	WASHINGTON, DC	4215	\$0.00	\$111.00	Purchase
			NOTES								
			Courier Services: June 2015 Invoice # 0615								
			CHART OF ACCOUNT			DC Gov	CUSTOM FIELD		VALUE		
			Comptroller Source	0040	OTHER SERVICES AND CHARGES	PCA Code					
			Object Code	0410	OFFICE SUPPORT	Index Code					
			CBE								
			Not a CBE Because								
150453641	LEE, AYANNA	*****3542	07/16/2015	07/17/2015	Unknown	DELTA 00623159364214	DELTA.COM, CA	3058	\$0.00	\$392.20	Purchase
			NOTES								
			Flight EEOC/EXCEL Conference Atlanta Georgia -Rahsaan Coefield								
			CHART OF ACCOUNT			DC Gov	CUSTOM FIELD		VALUE		

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Orientation: Landscape

Selection Criteria: Post Date Is Between '10/1/2014' AND '9/30/2015'

Tran ID	Name	Account Number	Tran Date	Post Date	Purchase Method	Merchant Name	Merchant City, State	MCC	Tax	Tran Amount	Tran Type
150725046	LEE, AYANNA	*****3542	07/21/2015	07/22/2015	Unknown	INKHEAD INC	08005540127, GA	5699	\$0.00	\$263.66	Purchase
							PCA Code Index Code CBE Not a CBE Because				
							Comptroller Source Object Code	0040 0402			
							OTHER SERVICES AND CHARGES TRAVEL - OUT OF CITY				
							Supplies for the Summer law clerk program				
							NOTES				
							CHART OF ACCOUNT				
							DC Gov				
							CUSTOM FIELD				
							VALUE				
150798089	LEE, AYANNA	*****3542	07/22/2015	07/23/2015	Unknown	METRO CNTR TKT OFFICE	WASHINGTON, DC	4111	\$0.00	\$50.00	Purchase
							PCA Code Index Code CBE Not a CBE Because				
							Comptroller Source Object Code	0040 0410			
							OTHER SERVICES AND CHARGES OFFICE SUPPORT				
							Smart Trip Cards for local travel				
							NOTES				
							CHART OF ACCOUNT				
							DC Gov				
							CUSTOM FIELD				
							VALUE				
150798090	LEE, AYANNA	*****3542	07/22/2015	07/23/2015	Unknown	WASH METRORAIL	WASHINGTON, DC	4111	\$0.00	\$100.00	Purchase
							PCA Code Index Code CBE Not a CBE Because				
							Comptroller Source Object Code	0040 0410			
							OTHER SERVICES AND CHARGES OFFICE SUPPORT				
							Purchase of 20 \$5 metro cards for local staff travel.				
							NOTES				
							CHART OF ACCOUNT				
							DC Gov				
							CUSTOM FIELD				
							VALUE				
151161764	LEE, AYANNA	*****3542	07/28/2015	07/29/2015	Unknown	ECKERD COLLEGE	800-4569009, FL	8220	\$0.00	\$2,295.00	Purchase

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Tran ID	Name	Account Number	Tran Date	Post Date	Purchase Method	Merchant Name	Merchant City, State	MCC	Tax	Tran Amount	Tran Type
NOTES											
		CHART OF ACCOUNT		DC Gov		CUSTOM FIELD		VALUE			
		Comptroller Source	0040	OTHER SERVICES AND CHARGES		PCA Code					
		Object Code	0410	OFFICE SUPPORT		Index Code					
						CBE					
						Not a CBE Because					
153894044	LEE, AYANNA	*****3542	09/09/2015	09/10/2015	Unknown	SHRM ORG	703-5483440, VA	8299	\$0.00	\$190.00	Purchase
NOTES											
		CHART OF ACCOUNT				CUSTOM FIELD		VALUE			
						PCA Code					
						Index Code					
						CBE					
						Not a CBE Because					
154116656	LEE, AYANNA	*****3542	09/12/2015	09/14/2015	Unknown	FEDEX 404616999	MEMPHIS, TN	4215	\$0.00	\$19.41	Purchase
NOTES											
		CHART OF ACCOUNT				CUSTOM FIELD		VALUE			
						PCA Code					
						Index Code					
						CBE					
						Not a CBE Because					
154206812	LEE, AYANNA	*****3542	09/15/2015	09/15/2015	Unknown	DC BAR	02027374700, DC	8699	\$0.00	\$89.00	Purchase
NOTES											
		CHART OF ACCOUNT				CUSTOM FIELD		VALUE			
						PCA Code					
						Index Code					
						CBE					
						Not a CBE Because					

Transaction Detail with Accounting Codes and Notes

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Orientation: Landscape

Selection Criteria: Post Date Is Between '10/1/2014' AND '9/30/2015'

Tran ID	Name	Account Number	Tran Date	Post Date	Purchase Method	Merchant Name	Merchant City, State	MCC	Tax	Tran Amount	Tran Type
154206813	LEE, AYANNA	*****3542	09/15/2015	09/15/2015	Unknown	INTERNATIONAL ASSOCIAT	07039266383, DC	8398	\$0.00	\$950.00	Purchase
NOTES											
CHART OF ACCOUNT											
							CUSTOM FIELD	VALUE			
							PCA Code				
							Index Code				
							CBE				
							Not a CBE Because				
154279043	LEE, AYANNA	*****3542	09/14/2015	09/16/2015	Unknown	AMERICAN 00123102003310	DALLAS, TX	3001	\$0.00	\$303.20	Purchase
NOTES											
CHART OF ACCOUNT											
			DC Gov					CUSTOM FIELD	VALUE		
Comptroller Source			0040			OTHER SERVICES AND CHARGES		PCA Code			
Object Code			0402			TRAVEL - OUT OF CITY		Index Code			
							CBE				
							Not a CBE Because				
154279044	LEE, AYANNA	*****3542	09/14/2015	09/16/2015	Unknown	USAIRWAY 03724162996234	800-428-4322, AZ	3063	\$0.00	\$387.20	Purchase
NOTES											
CHART OF ACCOUNT											
			DC Gov					CUSTOM FIELD	VALUE		
Comptroller Source			0040			OTHER SERVICES AND CHARGES		PCA Code			
Object Code			0402			TRAVEL - OUT OF CITY		Index Code			
							CBE				
							Not a CBE Because				
154361002	LEE, AYANNA	*****3542	09/16/2015	09/17/2015	Unknown	SHERATON BIRMINGHAM	BIRMINGHAM, AL	3503	\$0.00	\$108.10	Purchase
NOTES											
CHART OF ACCOUNT											
			DC Gov					CUSTOM FIELD	VALUE		

Transaction Detail with Accounting Codes and Notes

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Selection Criteria: Post Date Is Between '10/1/2014' AND '9/30/2015'

Tran ID	Name	Account Number	Tran Date	Post Date	Purchase Method	Merchant Name	Merchant City, State	MCC	Tax	Tran Amount	Tran Type
		Comptroller Source	0040		OTHER SERVICES AND CHARGES		PCA Code				
		Object Code	0402		TRAVEL - OUT OF CITY		Index Code CBE Not a CBE Because				
154361003	LEE, AYANNA	*****3542	09/16/2015	09/17/2015	Unknown	SHERATON BIRMINGHAM	BIRMINGHAM, AL	3503	\$0.00	\$108.10	Purchase
		NOTES									
		CHART OF ACCOUNT			DC Gov		CUSTOM FIELD		VALUE		
		Comptroller Source	0040		OTHER SERVICES AND CHARGES		PCA Code				
		Object Code	0402		TRAVEL - OUT OF CITY		Index Code CBE Not a CBE Because				
154598836	LEE, AYANNA	*****3542	09/18/2015	09/21/2015	Unknown	WASH METRORAIL	WASHINGTON, DC	4111	\$0.00	\$200.00	Purchase
		NOTES									
		CHART OF ACCOUNT			DC Gov		CUSTOM FIELD		VALUE		
		Comptroller Source	0040		OTHER SERVICES AND CHARGES		PCA Code				
		Object Code	0410		OFFICE SUPPORT		Index Code CBE Not a CBE Because				
154598837	LEE, AYANNA	*****3542	09/18/2015	09/21/2015	Unknown	WASH METRORAIL	WASHINGTON, DC	4111	\$0.00	\$30.00	Purchase
		NOTES									
		CHART OF ACCOUNT			DC Gov		CUSTOM FIELD		VALUE		
		Comptroller Source	0040		OTHER SERVICES AND CHARGES		PCA Code				
		Object Code	0410		OFFICE SUPPORT		Index Code CBE Not a CBE Because				
154598838	LEE, AYANNA	*****3542	09/18/2015	09/21/2015	Unknown	WASH METRORAIL	WASHINGTON, DC	4111	\$0.00	\$30.00	Purchase

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Selection Criteria: Post Date Is Between '10/1/2014' AND '9/30/2015'

Tran ID	Name	Account Number	Tran Date	Post Date	Purchase Method	Merchant Name	Merchant City, State	MCC	Tax	Tran Amount	Tran Type
NOTES											
		CHART OF ACCOUNT	DC Gov				CUSTOM FIELD	VALUE			
		Comptroller Source	0040	OTHER SERVICES AND CHARGES		PCA Code					
		Object Code	0410	OFFICE SUPPORT		Index Code					
						CBE					
						Not a CBE Because					
154598839	LEE, AYANNA	*****3542	09/18/2015	09/21/2015	Unknown	WASH METRORAIL	WASHINGTON, DC	4111	\$0.00	\$30.00	Purchase
NOTES											
		CHART OF ACCOUNT	DC Gov				CUSTOM FIELD	VALUE			
		Comptroller Source	0040	OTHER SERVICES AND CHARGES		PCA Code					
		Object Code	0410	OFFICE SUPPORT		Index Code					
						CBE					
						Not a CBE Because					
154922924	LEE, AYANNA	*****3542	09/24/2015	09/25/2015	Unknown	DREAMSTIME.COM	06157715611, TN	2741	\$0.00	\$1.00	Purchase
NOTES											
		CHART OF ACCOUNT					CUSTOM FIELD	VALUE			
						PCA Code					
						Index Code					
						CBE					
						Not a CBE Because					
154922925	LEE, AYANNA	*****3542	09/24/2015	09/25/2015	Unknown	DREAMSTIME.COM	06157715611, TN	2741	\$0.00	\$13.99	Purchase
NOTES											
		CHART OF ACCOUNT					CUSTOM FIELD	VALUE			
						PCA Code					
						Index Code					
						CBE					
						Not a CBE Because					

Transaction Detail with Accounting Codes and Notes

DCPCARD

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Orientation: Landscape

Selection Criteria: Post Date Is Between '10/1/2014' AND '9/30/2015'

Tran ID	Name	Account Number	Tran Date	Post Date	Purchase Method	Merchant Name	Merchant City, State	MCC	Tax	Tran Amount	Tran Type										
154922926	LEE, AYANNA	*****3542	09/24/2015	09/25/2015	Unknown	TIXELATOR/EVENT TICKET	4106938133, MD	7922	\$0.00	\$178.00	Purchase										
<p>NOTES</p> <p>CHART OF ACCOUNT</p> <table style="width: 100%; border: none;"> <thead> <tr> <th style="text-align: left;">CUSTOM FIELD</th> <th style="text-align: left;">VALUE</th> </tr> </thead> <tbody> <tr><td>PCA Code</td><td></td></tr> <tr><td>Index Code</td><td></td></tr> <tr><td>CBE</td><td></td></tr> <tr><td>Not a CBE Because</td><td></td></tr> </tbody> </table>												CUSTOM FIELD	VALUE	PCA Code		Index Code		CBE		Not a CBE Because	
CUSTOM FIELD	VALUE																				
PCA Code																					
Index Code																					
CBE																					
Not a CBE Because																					
155054361	LEE, AYANNA	*****3542	09/26/2015	09/28/2015	Unknown	SHERATON BIRMINGHAM	BIRMINGHAM, AL	3503	\$0.00	\$324.30	Purchase										
<p>NOTES</p> <p>CHART OF ACCOUNT</p> <table style="width: 100%; border: none;"> <thead> <tr> <th style="text-align: left;">CUSTOM FIELD</th> <th style="text-align: left;">VALUE</th> </tr> </thead> <tbody> <tr><td>PCA Code</td><td></td></tr> <tr><td>Index Code</td><td></td></tr> <tr><td>CBE</td><td></td></tr> <tr><td>Not a CBE Because</td><td></td></tr> </tbody> </table>												CUSTOM FIELD	VALUE	PCA Code		Index Code		CBE		Not a CBE Because	
CUSTOM FIELD	VALUE																				
PCA Code																					
Index Code																					
CBE																					
Not a CBE Because																					
155054362	LEE, AYANNA	*****3542	09/26/2015	09/28/2015	Unknown	SHERATON BIRMINGHAM	BIRMINGHAM, AL	3503	\$0.00	\$324.30	Purchase										
<p>NOTES</p> <p>CHART OF ACCOUNT</p> <table style="width: 100%; border: none;"> <thead> <tr> <th style="text-align: left;">CUSTOM FIELD</th> <th style="text-align: left;">VALUE</th> </tr> </thead> <tbody> <tr><td>PCA Code</td><td></td></tr> <tr><td>Index Code</td><td></td></tr> <tr><td>CBE</td><td></td></tr> <tr><td>Not a CBE Because</td><td></td></tr> </tbody> </table>												CUSTOM FIELD	VALUE	PCA Code		Index Code		CBE		Not a CBE Because	
CUSTOM FIELD	VALUE																				
PCA Code																					
Index Code																					
CBE																					
Not a CBE Because																					
Grand Totals						Total Transactions	200	Mixed Currency	\$55,839.34												

ATTACHMENT 8

OHR Purchase Card Transaction Details - FY16

Date/Time Printed: 02/11/2016 04:19:48 PM

DCPCARD

Orientation: Landscape

Selection Criteria: Post Date Is Between '10/1/2015' AND '2/11/2016'

Tran ID	Name	Account Number	Tran Date	Post Date	Purchase Method	Merchant Name	Merchant City, State	MCC	Tax	Tran Amount	Tran Type
155342576	LEE, AYANNA	*****3542	10/01/2015	10/02/2015	Unknown	SILVER LEGACY HOTEL FR	RENO, NV	3679	\$0.00	\$1,097.27	Purchase
NOTES											
CHART OF ACCOUNT											
							CUSTOM FIELD	VALUE			
							PCA Code				
							Index Code				
							CBE				
							Not a CBE Because				
155680665	LEE, AYANNA	*****3542	10/01/2015	10/09/2015	Unknown	SHERATON BIRMINGHAM	BIRMINGHAM, AL	3503	\$0.00	(\$216.20)	Purchase
NOTES											
CHART OF ACCOUNT											
							CUSTOM FIELD	VALUE			
							PCA Code				
							Index Code				
							CBE				
							Not a CBE Because				
155869654	LEE, AYANNA	*****3542	10/13/2015	10/14/2015	Unknown	PAYPAL *WORKOLIACOM	4029357733, CA	5999	\$0.00	\$11.69	Purchase
NOTES											
CHART OF ACCOUNT											
							CUSTOM FIELD	VALUE			
							PCA Code				
							Index Code				
							CBE				
							Not a CBE Because				
155923121	LEE, AYANNA	*****3542	10/14/2015	10/15/2015	Unknown	CUSTOM EARTH PROMOS	08664546949, FL	5099	\$0.00	\$1,624.76	Purchase
NOTES											
CHART OF ACCOUNT											
							CUSTOM FIELD	VALUE			
							PCA Code				
							Index Code				
							CBE				
							Not a CBE Because				

Transaction Detail with Accounting Codes and Notes

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Orientation: Landscape

Selection Criteria: Post Date Is Between '10/1/2015' AND '2/11/2016'

Tran ID	Name	Account Number	Tran Date	Post Date	Purchase Method	Merchant Name	Merchant City, State	MCC	Tax	Tran Amount	Tran Type	
		Comptroller Source	0040		OTHER SERVICES AND CHARGES	PCA Code		20300				
		Object Code	0410		OFFICE SUPPORT	Index Code		INVIO				
						CBE						
						Not a CBE Because						
155923122	LEE, AYANNA	*****3542	10/14/2015	10/15/2015	Unknown	KNACKHQ.COM	7173307734, NY	5045	\$0.00	\$490.00	Purchase	
		NOTES										
		CHART OF ACCOUNT			DC Gov	CUSTOM FIELD			VALUE			
		Comptroller Source	0040		OTHER SERVICES AND CHARGES	PCA Code		20300				
		Object Code	0410		OFFICE SUPPORT	Index Code		INVIO				
						CBE						
						Not a CBE Because						
155923123	LEE, AYANNA	*****3542	10/14/2015	10/15/2015	Unknown	AAAA	08002528952, DC	8398	\$0.00	\$199.00	Purchase	
		NOTES										
		CHART OF ACCOUNT			DC Gov	CUSTOM FIELD			VALUE			
		Comptroller Source	0040		OTHER SERVICES AND CHARGES	PCA Code		20300				
		Object Code	0410		OFFICE SUPPORT	Index Code		INVIO				
						CBE						
						Not a CBE Because						
155990094	LEE, AYANNA	*****3542	10/15/2015	10/16/2015	Unknown	CUSTOM EARTH PROMOS	08664546949, FL	5099	\$0.00	\$1,624.76	Purchase	
		NOTES										
		Attached are the invoices for our bag orders. As I discussed, we received a quote from a local vendor (I asked three vendors for quotes and heard back from one), but their quoted price was almost double this rate. Due to our relatively small budget, we decided to go with this vendor.										
		CHART OF ACCOUNT			DC Gov	CUSTOM FIELD			VALUE			
		Comptroller Source	0040		OTHER SERVICES AND CHARGES	PCA Code		20300				
		Object Code	0410		OFFICE SUPPORT	Index Code		Invi0				
						CBE						
						Not a CBE Because						

Transaction Detail with Accounting Codes and Notes

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Orientation: Landscape

Selection Criteria: Post Date Is Between '10/1/2015' AND '2/11/2016'

Tran ID	Name	Account Number	Tran Date	Post Date	Purchase Method	Merchant Name	Merchant City, State	MCC	Tax	Tran Amount	Tran Type
156169819	LEE, AYANNA	*****3542	10/19/2015	10/20/2015	Unknown	SUPERIOR COURIERS LLC	WASHINGTON, DC	4215	\$0.00	\$80.00	Purchase
NOTES											
CHART OF ACCOUNT											
							CUSTOM FIELD	VALUE			
							PCA Code				
							Index Code				
							CBE				
							Not a CBE Because				
156296512	LEE, AYANNA	*****3542	10/21/2015	10/22/2015	Unknown	WASH METRORAIL	WASHINGTON, DC	4111	\$0.00	\$100.00	Purchase
NOTES											
CHART OF ACCOUNT											
			DC Gov			CUSTOM FIELD		VALUE			
Comptroller Source			0040			OTHER SERVICES AND CHARGES		PCA Code	20300		
Object Code			0410			OFFICE SUPPORT		Index Code			
							CBE				
							Not a CBE Because				
156296513	LEE, AYANNA	*****3542	10/21/2015	10/22/2015	Unknown	PAYPAL *2CHECKOUTCO	8772940273, OH	4816	\$0.00	\$29.00	Purchase
NOTES											
OHR purchased this template for its upcoming report on Resume Testing for Discrimination. The report template was the design OHR needed and will save much on human resources and/or contracting out design. * Elliot Imse											
CHART OF ACCOUNT											
			DC Gov			CUSTOM FIELD		VALUE			
Comptroller Source			0040			OTHER SERVICES AND CHARGES		PCA Code	20300		
Object Code			0410			OFFICE SUPPORT		Index Code			
							CBE				
							Not a CBE Because				
156649126	LEE, AYANNA	*****3542	10/28/2015	10/28/2015	Unknown	DC BAR	02027374700, DC	8699	\$0.00	\$89.00	Purchase
NOTES											
CHART OF ACCOUNT											
			DC Gov			CUSTOM FIELD		VALUE			

Transaction Detail with Accounting Codes and Notes

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Orientation: Landscape

Selection Criteria: Post Date Is Between '10/1/2015' AND '2/11/2016'

Tran ID	Name	Account Number	Tran Date	Post Date	Purchase Method	Merchant Name	Merchant City, State	MCC	Tax	Tran Amount	Tran Type		
		Comptroller Source	0040		OTHER SERVICES AND CHARGES		PCA Code	20300					
		Object Code	0410		OFFICE SUPPORT		Index Code	INVIO					
							CBE						
							Not a CBE Because						
156649127	LEE, AYANNA	*****3542	10/28/2015	10/28/2015	Unknown	DC BAR	02027374700, DC	8699	\$0.00	\$109.00	Purchase		
		NOTES											
		CHART OF ACCOUNT			DC Gov		CUSTOM FIELD		VALUE				
		Comptroller Source	0040		OTHER SERVICES AND CHARGES		PCA Code	20300					
		Object Code	0410		OFFICE SUPPORT		Index Code	INVIO					
							CBE						
							Not a CBE Because						
156649128	LEE, AYANNA	*****3542	10/28/2015	10/28/2015	Unknown	DC BAR	02027374700, DC	8699	\$0.00	\$109.00	Purchase		
		NOTES											
		CHART OF ACCOUNT			DC Gov		CUSTOM FIELD		VALUE				
		Comptroller Source	0040		OTHER SERVICES AND CHARGES		PCA Code	20300					
		Object Code	0410		OFFICE SUPPORT		Index Code	INVIO					
							CBE						
							Not a CBE Because						
157048978	LEE, AYANNA	*****3542	11/03/2015	11/04/2015	Unknown	DISCOUNTMUGS.COM	08005691980, FL	5964	\$0.00	\$588.17	Purchase		
		NOTES											
					OHR Promotional Supplies and Materials Invoice # DM2035697 * Elliot Imse								
		CHART OF ACCOUNT			DC Gov		CUSTOM FIELD		VALUE				
		Comptroller Source	0040		OTHER SERVICES AND CHARGES		PCA Code	20300					
		Object Code	0410		OFFICE SUPPORT		Index Code	INVIO					
							CBE						
							Not a CBE Because						

Transaction Detail with Accounting Codes and Notes

DCPCARD

Date/Time Printed: 02/11/2016 04:19:48 PM

Orientation: Landscape

Selection Criteria: Post Date Is Between '10/1/2015' AND '2/11/2016'

Tran ID	Name	Account Number	Tran Date	Post Date	Purchase Method	Merchant Name	Merchant City, State	MCC	Tax	Tran Amount	Tran Type
157119146	LEE, AYANNA	*****3542	11/04/2015	11/05/2015	Unknown	CUSTOM EARTH PROMOS	08664546949, FL	5099	\$0.00	\$50.00	Purchase
NOTES											
CHART OF ACCOUNT			DC Gov			CUSTOM FIELD		VALUE			
Comptroller Source			0040			OTHER SERVICES AND CHARGES		PCA Code 20300			
Object Code			0410			OFFICE SUPPORT		Index Code INVIO			
						CBE		Not a CBE Because			
157196302	LEE, AYANNA	*****3542	11/05/2015	11/06/2015	Unknown	FRAGER'S JUST ASK RENT	02025438174, DC	7394	\$6.47	\$118.97	Purchase
NOTES											
CHART OF ACCOUNT			DC Gov			CUSTOM FIELD		VALUE			
Comptroller Source			0040			OTHER SERVICES AND CHARGES		PCA Code 20300			
Object Code			0410			OFFICE SUPPORT		Index Code INVIO			
						CBE		Not a CBE Because			
157316166	LEE, AYANNA	*****3542	11/06/2015	11/09/2015	Unknown	MR VIDEO AA COMPUTERS	SPRINGFIELD, VA	5732	\$0.00	\$438.00	Purchase
NOTES											
CHART OF ACCOUNT			DC Gov			CUSTOM FIELD		VALUE			
Comptroller Source			0040			OTHER SERVICES AND CHARGES		PCA Code 20300			
Object Code			0410			OFFICE SUPPORT		Index Code INVIO			
						CBE		Not a CBE Because			
157316167	LEE, AYANNA	*****3542	11/06/2015	11/09/2015	Unknown	MWELA	703-778-4648, VA	8398	\$0.00	\$25.00	Purchase
NOTES											
			Order No:3337								
CHART OF ACCOUNT			DC Gov			CUSTOM FIELD		VALUE			

Transaction Detail with Accounting Codes and Notes

DCPCARD

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Orientation: Landscape

Selection Criteria: Post Date Is Between '10/1/2015' AND '2/11/2016'

Tran ID	Name	Account Number	Tran Date	Post Date	Purchase Method	Merchant Name	Merchant City, State	MCC	Tax	Tran Amount	Tran Type
157555251	LEE, AYANNA	*****3542	11/12/2015	11/13/2015	Unknown	SUPERIOR COURIERS LLC	WASHINGTON, DC	4215	\$0.00	\$44.00	Purchase
NOTES			Invoice No: 1015								
CHART OF ACCOUNT			DC Gov								
Comptroller Source			0040	OTHER SERVICES AND CHARGES		CUSTOM FIELD		20300	VALUE		
Object Code			0410	OFFICE SUPPORT		PCA Code		20300	INDEX CODE		
					CBE		INVIO				
			Not a CBE Because								
157650403	LEE, AYANNA	*****3542	11/13/2015	11/16/2015	Unknown	SUCCESSORIES	5616927981, FL	5947	\$0.00	\$189.98	Purchase
NOTES											
CHART OF ACCOUNT			DC Gov								
Comptroller Source			0040	OTHER SERVICES AND CHARGES		CUSTOM FIELD		20300	VALUE		
Object Code			0410	OFFICE SUPPORT		PCA Code		20300	INDEX CODE		
					CBE		INVIO				
			Not a CBE Because								
157724893	LEE, AYANNA	*****3542	11/16/2015	11/17/2015	Unknown	FEDEXOFFICE 00006718	WASHINGTON, DC	7338	\$0.00	\$2.00	Purchase
NOTES											
CHART OF ACCOUNT											
					CUSTOM FIELD		VALUE				
					PCA Code						
					INDEX CODE						
					CBE						
			Not a CBE Because								
157855024	LEE, AYANNA	*****3542	11/18/2015	11/19/2015	Unknown	VISTAPR*VISTAPRI NT.COM	866-8936743, MA	2741	\$0.00	\$317.23	Purchase
NOTES			Order Number: GGWD4-L3A10-1H8 Purchase of promotional supplies.								
CHART OF ACCOUNT			DC Gov								
					CUSTOM FIELD		VALUE				

Transaction Detail with Accounting Codes and Notes

DCPCARD

Date/Time Printed: 02/11/2016 04:19:48 PM

Orientation: Landscape

Selection Criteria: Post Date Is Between '10/1/2015' AND '2/11/2016'

Tran ID	Name	Account Number	Tran Date	Post Date	Purchase Method	Merchant Name	Merchant City, State	MCC	Tax	Tran Amount	Tran Type
158806085	LEE, AYANNA	*****3542	12/08/2015	12/09/2015	Unknown	DRI*NUANCE	ORDERFIND.CO M, MN	5734	\$4.02	\$74.00	Purchase
NOTES											
CHART OF ACCOUNT											
							CUSTOM FIELD	VALUE			
							PCA Code				
							Index Code				
							CBE				
							Not a CBE Because				
158806086	LEE, AYANNA	*****3542	12/08/2015	12/09/2015	Unknown	DRI*NUANCE	ORDERFIND.CO M, MN	5734	\$0.46	\$8.45	Purchase
NOTES											
CHART OF ACCOUNT											
							CUSTOM FIELD	VALUE			
							PCA Code				
							Index Code				
							CBE				
							Not a CBE Because				
159056136	LEE, AYANNA	*****3542	12/11/2015	12/14/2015	Unknown	SAGE PUBLICATIONS	805-499-9774, CA	5994	\$0.00	\$30.00	Purchase
NOTES											
CHART OF ACCOUNT											
							CUSTOM FIELD	VALUE			
							PCA Code				
							Index Code				
							CBE				
							Not a CBE Because				
159453251	LEE, AYANNA	*****9620	12/21/2015	12/22/2015	Unknown	INTERNATIONAL ASSOCIAT	07039266383, DC	8398	\$0.00	\$600.00	Purchase
NOTES											
Registration fees for NFHTA examination: Akita Smith Evans Rahsaan Coefield											
CHART OF ACCOUNT											
							CUSTOM FIELD	VALUE			
							DC Gov				

Transaction Detail with Accounting Codes and Notes

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Orientation: Landscape

Selection Criteria: Post Date Is Between '10/1/2015' AND '2/11/2016'

Tran ID	Name	Account Number	Tran Date	Post Date	Purchase Method	Merchant Name	Merchant City, State	MCC	Tax	Tran Amount	Tran Type
159854450	LEE, AYANNA	*****9620	01/04/2016	01/06/2016	Unknown	HUD NFHTA TUITION FEES	WASHINGTON, DC	8299	\$0.00	\$35.00	Purchase
NOTES							CUSTOM FIELD	VALUE			
CHART OF ACCOUNT							PCA Code				
							Index Code				
							CBE				
							Not a CBE Because				
159854451	LEE, AYANNA	*****9620	01/05/2016	01/06/2016	Unknown	SUPERIOR COURIERS LLC	WASHINGTON, DC	4215	\$0.00	\$110.00	Purchase
NOTES							CUSTOM FIELD	VALUE			
CHART OF ACCOUNT							PCA Code				
							Index Code				
							CBE				
							Not a CBE Because				
159854452	LEE, AYANNA	*****9620	01/05/2016	01/06/2016	Unknown	PAYPAL *INTERFAITHC	4029357733, CA	8661	\$0.00	\$50.00	Purchase
NOTES							CUSTOM FIELD	VALUE			
CHART OF ACCOUNT							PCA Code				
							Index Code				
							CBE				
							Not a CBE Because				

Transaction Detail with Accounting Codes and Notes

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Selection Criteria: Post Date Is Between '10/1/2015' AND '2/11/2016'

Tran ID	Name	Account Number	Tran Date	Post Date	Purchase Method	Merchant Name	Merchant City, State	MCC	Tax	Tran Amount	Tran Type
160076864	LEE, AYANNA	*****9620	01/07/2016	01/11/2016	Unknown	HUD NFHTA TUITION FEES	WASHINGTON, DC	8299	\$0.00	\$1,500.00	Purchase
NOTES							CUSTOM FIELD	VALUE			
CHART OF ACCOUNT							PCA Code				
							Index Code				
							CBE				
							Not a CBE Because				
160076865	LEE, AYANNA	*****9620	01/07/2016	01/11/2016	Unknown	HUD NFHTA TUITION FEES	WASHINGTON, DC	8299	\$0.00	\$1,500.00	Purchase
NOTES							CUSTOM FIELD	VALUE			
CHART OF ACCOUNT							PCA Code				
							Index Code				
							CBE				
							Not a CBE Because				
160126410	LEE, AYANNA	*****9620	01/11/2016	01/12/2016	Unknown	PAYPAL	4029357733, CA	8999	\$0.00	\$150.00	Purchase
NOTES							CUSTOM FIELD	VALUE			
CHART OF ACCOUNT							PCA Code				
							Index Code				
							CBE				
							Not a CBE Because				
160316091	LEE, AYANNA	*****9620	01/14/2016	01/15/2016	Unknown	METRO CNTR BULK SALES	WASHINGTON, DC	4111	\$0.00	\$240.00	Purchase
NOTES							CUSTOM FIELD	VALUE			
CHART OF ACCOUNT											

Transaction Detail with Accounting Codes and Notes

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Orientation: Landscape

Selection Criteria: Post Date Is Between '10/1/2015' AND '2/11/2016'

Tran ID	Name	Account Number	Tran Date	Post Date	Purchase Method	Merchant Name	Merchant City, State	MCC	Tax	Tran Amount	Tran Type
160508392	LEE, AYANNA	*****9620	01/19/2016	01/20/2016	Unknown	DELTA 00623320722581	DELTA.COM, CA	3058	\$0.00	\$250.20	Purchase
							PCA Code				
							Index Code				
							CBE				
							Not a CBE Because				
NOTES											
CHART OF ACCOUNT							CUSTOM FIELD	VALUE			
							PCA Code				
							Index Code				
							CBE				
							Not a CBE Because				
161506431	LEE, AYANNA	*****9620	02/06/2016	02/08/2016	Unknown	DC BAR	02027374700, DC	8699	\$0.00	\$20.00	Purchase
NOTES											
CHART OF ACCOUNT							CUSTOM FIELD	VALUE			
							PCA Code				
							Index Code				
							CBE				
							Not a CBE Because				
161506432	LEE, AYANNA	*****9620	02/06/2016	02/08/2016	Unknown	DC BAR	02027374700, DC	8699	\$0.00	\$35.00	Purchase
NOTES											
CHART OF ACCOUNT							CUSTOM FIELD	VALUE			
							PCA Code				
							Index Code				
							CBE				
							Not a CBE Because				
161616230	LEE, AYANNA	*****9620	02/09/2016	02/10/2016	Unknown	SUPERIOR COURIERS LLC	WASHINGTON, DC	4215	\$0.00	\$118.00	Purchase

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 Transaction Detail with Accounting Codes and Notes

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Selection Criteria: Post Date Is Between '10/1/2015' AND '2/11/2016'

Tran ID	Name	Account Number	Tran Date	Post Date	Purchase Method	Merchant Name	Merchant City, State	MCC	Tax	Tran Amount	Tran Type
NOTES											
CHART OF ACCOUNT											
							CUSTOM FIELD	VALUE			
							PCA Code				
							Index Code				
							CBE				
							Not a CBE Because				
161616231	LEE, AYANNA	*****9620	02/09/2016	02/10/2016	Unknown	PAYPAL *NATIONALCOM	4029357733, DC	8398	\$0.00	\$25.00	Purchase
NOTES											
CHART OF ACCOUNT											
							CUSTOM FIELD	VALUE			
							PCA Code				
							Index Code				
							CBE				
							Not a CBE Because				
Grand Totals						Total Transactions	48		\$10.95	\$16,870.78	



**FY 2015 PERFORMANCE PLAN
Office of Human Rights¹**

MISSION

The mission of the DC Office of Human Rights (OHR) is to eradicate discrimination, increase equal opportunity, and protect human rights in the city.

SUMMARY OF SERVICES

The DC OHR investigates and resolves complaints of discrimination in employment, housing, places of public accommodation, and educational institutions, pursuant to the DC Human Rights Act of 1977 and other numerous local and federal laws. OHR also prevents discrimination by providing training and educating DC government employees, private employers, workers, and the community at-large of their rights and responsibilities under the law. OHR monitors compliance with the Language Access Act of 2004 and investigates allegations of non-compliance with this Act by DC government agencies and houses the District’s Citywide Bullying Prevention Program. The agency also investigates complaints and conditions causing community tension and conflict that can lead to breaches of the peace. The Commission on Human Rights is the adjudicatory body that decides private sector cases after OHR has found “probable cause” of discrimination.

PERFORMANCE PLAN DIVISIONS

- Office of Human Rights
- Equal Justice Program²
- Commission on Human Rights

AGENCY WORKLOAD MEASURES

Measure	FY 2012 Actual	FY 2013 Actual	FY 2014 Actual
Number of discrimination complaints received	1,064	1,115	1,306
Number of new docketed cases	334	408	504
Number of mediations	297	397	416

¹ This Performance Plan includes both the Office of Human Rights and the Commission on Human Rights.

² For the purposes of the FY15 Performance Plan, the (2000) Office of Justice Program budget division is also included in the (1000) Office of Human Rights.



*Office of Human Rights*³

SUMMARY OF SERVICES

The Office of Human Rights provides for administrative support and the required tools to achieve operational and programmatic results. The Office of Human Rights includes the Equal Justice Division, which provides education and awareness and investigates, adjudicates, and provides compliance services to people who live, work, and/or conduct business in the District of Columbia so that they are informed of, and may have timely resolution of, discrimination complaints.

OBJECTIVE 1: Shorten response times and strengthen quality controls for all internal programs, including investigations and mediations, and Language Access compliance

INITIATIVE 1.1: Improve efficiency in intakes and administrative dismissals.

In FY15, OHR will enhance the pre-complaint and intake process to become more user friendly for parties. These enhancements include plain language explanation of process, procedure, and law via OHR communication tools and outreach and in agency correspondence. Specifically, OHR will rewrite its administrative dismissal and notice letters to explain agency action with less technical or sophisticated legal language in an effort to reduce confusion to parties and unnecessary interaction with OHR. These changes will significantly reduce requests to reopen administratively dismissed cases, Respondent motions to dismiss, and other administrative functions occurring prior the investigation of a valid complaint.

Staffing levels at the intake stage will also be reevaluated and reconfigured for greater efficiency. **Completion Date: September 2015.**

INITIATIVE 1.2: Digitize Language Access Citywide Reporting Systems

In FY15, OHR will transition Language Access Quarterly Reports to a fully digitized reporting system for more streamlined and comprehensive tracking of compliance with Language Access statutes. Use of this database will enable smoother transition from agencies' Quarterly Reporting to Biennial Reporting. Presently, the Language Access Program obtains 18 discrete points of data from 34 agencies, four times per year via Microsoft Word/Excel files which must then be reconfigured. The Language Access Program this year will unveil a digital QuickBase tracking system to streamline data collection and reporting. **Completion Date: September 2015.**

INITIATIVE 1.3: Reconfigure Investigative Assignment Procedures.

OHR will establish more effective criteria to ensure docketed cases can be tracked, assigned and completed according to area of discrimination (i.e. employment, housing, etc.) and complexity of case (i.e. number of issues/bases presented). Presently, all cases docketed through the Office of Human Rights must be completed within a 6 month timeline (3 months for housing cases). Under this new system, investigations will be assigned based upon in-house investigator expertise and the level of effort required for each investigation as reflected by the allegations. Timeline of completion for traditional

³ For the purposes of the FY15 Performance Plan, the (2000) Office of Justice Program budget division is also included in the (1000) Office of Human Rights



cases will be approximately 14 weeks (3-4 months), while complex cases will be 20 weeks (5 months). This reconfiguration will enable OHR to tailor its investigative methods and bring cases to resolution in an expedited way.

Completion Date: September 2015.

OBJECTIVE 2: Prevent discrimination by promoting awareness of and compliance with local and federal antidiscrimination laws through increased outreach and awareness activities (Age Friendly DC Goal: Domain #5).

INITIATIVE 2.1: Create Touchpoints Report

Through thorough analysis of OHR Complainants and Respondents – including ward-by-ward data, analysis of location of incident (“hot spots”) crossed with area of discrimination – OHR will better determine 1) the most frequent type of offenses; 2) where most Complainant live in the District; and 3) areas of the District where most Respondents do business. OHR’s trends and interactions with specific communities will be used to guide future outreach and awareness initiatives. **Completion Date: September 2015.**

INITIATIVE 2.2: Design and implement outreach initiative

OHR will collaborate with a marginalized community to create an outreach initiative that increases the number of complaints from this community, thereby reducing discrimination via heightened enforcement activities. OHR will accomplish this initiative through an advertising campaign and new programs like the Human Rights Liaison training, which aims to develop expertise and understanding of the functions of the OHR in the broader community. **Completion Date: September 2015.**

INITIATIVE 2.3: Ensure compliance with Bullying Prevention Program

Ensure all covered entities – specifically city agencies and educational institutions – have a compliant bullying prevention policy. In the Youth Bullying Prevention Act of 2012, youth-serving government agencies (eg: OSSE, DPR, DPL, etc.) and education institutions (in practice, Local Education Agencies, or LEAs) must have a bullying prevention policy, modeled after the Bullying Prevention Task Force’s model policy. In FY13, the Bullying Prevention Task Force and Bullying Prevention Program made public the model policy, and in the subsequent months, the Director of the Bullying Prevention Program has worked with agencies and LEAs to ensure that 1) they have a BP Policy, 2) it is compliant with the law, and 3) it uses best practices over and above the basic legal requirements in the law.

Currently, 90% of LEAs have policies, of which 60% are compliant, and 100 percent of agencies have policies and are all compliant. This fiscal year, the Bullying Prevention Program will enhance outreach to agencies and education institutions through increased trainings, in-person visits and a day-long awareness event in October, to boost the number of compliant policies. **Completion Date: September 2015.**

OBJECTIVE 3: Oversee the implementation of agency-wide priorities.



INITIATIVE 3.1 Conduct agency sustainability assessment using OCA approved criteria developed by DDOE and OP in accordance with Mayor’s Order 2013-209 (Sustainable DC Governance Goal 1, Action 1.2; Built Environment Goal 3)

Within one hundred twenty (120) days after the City Administrator approves sustainability assessment criteria developed jointly by the District Department of the Environment and the Office of Planning, each agency head subject to the authority of the mayor shall use the criteria to evaluate the sustainability of their respective operations in accordance with the requirements of Mayor’s Order 2013-209, the Sustainable DC Transformation Order, and submit to his or her responsible Deputy Mayor and the Office of the City Administrator the results of the agency’s internal assessment.

Completion Date: April 2015

KEY PERFORMANCE INDICATORS – Office of Human Rights

Measure	FY 2013 Actual	FY 2014 Target	FY 2014 Actual	FY 2015 Projection	FY 2016 Projection	FY 2017 Projection
Average cost per mediation	NA	\$594.75	\$906.1	\$495.62	\$495.62	\$495.62
Average cost per Language Access training	NA	\$1,116.61	\$804.00	\$1,075.58	\$932.14	\$932.14
Median case review score	93.13%	95%	91.08%	96%	96%	97%
Percent of cases backlogged	6.31%	4%	13.99% ⁴	10% ⁵	10%	10%
Percent adherence to optimal number of case closures per quarter	88.25%	95%	131%	97%	97%	98%
Percent of OHR complainants satisfied with the agency’s customer service	100%	95%	95.34%	96%	96%	97%
Percent of mediations that lead to settlement agreements	47%	44%	41.79%	44%	45%	45%
Percent of agencies compliant with Language Access ⁶	NA	NA	88%	90%	95%	95%
Number of Fair Housing outreach activities (including trainings, events, etc.)	NA	NA	78	50	55	60
Number of pre-complaint questionnaires received	NA	NA	1,306	1,050	1,200	1,250
Level of educational institution compliance on Bullying Prevention	NA	NA	91%	85%	90%	90%
Percent of adherence to operational efficiency targets, based on diagnostic analysis (cases docketed/suggested number of cases docketed) ⁷	NA	95%	88.03%	98%	98%	98%

⁴ This increase in backlogged cases reflects all cases on OHR’s docket as opposed to only cases which originated at OHR.

⁵ This projection reflects consideration of all cases on OHR’s docket, without regard to origination.

⁶ This KPI is reported as the percent of agencies reporting Language Access compliance via the digital reporting tool. The language of this KPI will be updated in FY16 to reflect this clarification.

⁷ For the purposes of the FY15 Performance Plan, this KPI was moved to the correct division. This KPI was incorrectly listed under the Commission on Human Rights in the FY 2015 budget book



Commission on Human Rights

SUMMARY OF SERVICES

The Commission on Human Rights provides adjudication services through an administrative, trial-type hearing conducted before a hearing examiner or a panel of commissioners. The Commission rules and can issue injunctive relief and award damages (if discrimination is found) to people who live, work, or conduct business in the District of Columbia.

OBJECTIVE 1: Adjudicate cases with probable cause findings, determine damages associated with cases, and adjudicate all criminal background check cases.

INITIATIVE 1.1: Train DC Bar members on COHR rules and procedure

The Commission on Human Rights will organize and execute a program for members of the District of Columbia Bar on the rules and procedure for litigating a case before the Commission. Each year, DC Bar members bring dozens of cases before the Commission. It is imperative that these litigators understand the nuance of defending a case and appearing before the Commission, as the administrative law field differs substantially in rules and procedure from the civil and criminal fields. The Commission will prepare and present at least one training program for any and all DC Bar members interested.

Completion Date: September 2015.

KEY PERFORMANCE INDICATORS – Commission on Human Rights

Measure	FY 2013 Actual	FY 2014 Target	FY 2014 Actual	FY 2015 Projection	FY 2016 Projection	FY 2017 Projection
Percent of reductions in the total inventory of cases adjudicated at the Commission	NA	85%	82%	90%	95%	95%
Number of months, on average, that is used as a guideline for completion of Commission cases	NA	15	15	15	15	15

Office of Human Rights FY2016

Agency Office of Human Rights **Agency Acronym** OHR **Agency Code** HMO **Fiscal Year** 2016

2016 Workload Measures

Performance Plan Metrics	Frequency of Reporting	Measure	FY2013	FY2014	FY2015
No measures found					

2016 Key Performance Indicators

Performance Plan Metrics	Division	Frequency of Reporting	Measure	Current Fiscal Year Target	FY2013	FY2014	FY2015
1 - Shorten Response Times and Strengthen Quality Control for All Internal Programs, including investigations, mediations, and Language Access Compliance (3 Measures)							
Key Performance Indicator		Quarterly	Percent of Cases Backlogged	10	6.31	13.99	16.81
Key Performance Indicator		Quarterly	Percent of OHR complainants satisfied with the agency's customer service	96	95	95.34	100
Key Performance Indicator		Quarterly	Number of Fair Housing Outreach Activities	55	0	78	149
2 - Prevent discrimination by promoting awareness of and compliance with local and federal antidiscrimination laws through increased outreach and awareness activities. (1 Measure)							
Key Performance Indicator		Annually	Average cost per Language Access Training	932.14			
3 - Oversee Implementation of Agencywide Priorities (2 Measures)							
Key Performance Indicator		Annually	Percent of Agencies Compliant with Language Access	95			
Key Performance Indicator		Annually	Level of Education Institution Compliance on Bullying Prevention	90			
Performance Plan Metrics	Division	Frequency of Reporting	Measure	Current Fiscal Year Target	FY2013	FY2014	FY2015
(empty) (2 Measures)							
Key Performance Indicator		Quarterly	Percent of EEOC Contract case closures per quarter	97	88.25	131	53
Key Performance Indicator		Quarterly	Percent of EEOC Contract cases docketed	98	0	88.03	311.69

2016 Objectives

FY16 Objectives

Division/Department	Objective Number	Objective Description
Commission on Human Rights (1 Objective)		
Commission on	4	Adjudicate cases with probable cause findings, determine damages associated with cases,

Human Rights		and adjudicate all criminal background check cases.
Office of Human Rights (2 Objectives)		
Office of Human Rights	1	Shorten Response Times and Strengthen Quality Control for All Internal Programs, including investigations, mediations, and Language Access Compliance
Office of Human Rights	2	Prevent discrimination by promoting awareness of and compliance with local and federal antidiscrimination laws through increased outreach and awareness activities.
Office of Human Rights (1 Objective)		
Office of Human Rights	3	Oversee Implementation of Agencywide Priorities

2016 Initiatives

Division/Department	Objective Number	Objective Title	Objective Description	Initiative Number	Initiative Title	Initiative Description
Commission on Human Rights - 4 (2 Initiatives)						
Commission on Human Rights	4	Adjudicate Cause Cases	Adjudicate cases with probable cause findings, determine damages associated with cases, and adjudicate all criminal background check cases.	4.1	COHR Will Upgrade Case Management Procedures	In FY16, COHR will evaluate current case management systems and purchase software and increase capacity of COHR staff in order to improve efficiency in adjudication of all cases.
Commission on Human Rights	4	Adjudicate Cause Cases	Adjudicate cases with probable cause findings, determine damages associated with cases, and adjudicate all criminal background check cases.	4.2	COHR Will Train DC Bar members on COHR rules and procedure	The Commission on Human Rights will organize and execute a program for members of the District of Columbia Bar on the rules and procedure for litigating a case before the Commission. Each year, DC Bar members bring dozens of cases before the Commission. It is imperative that these litigators understand the nuance of defending a case and appearing before the Commission, as the administrative law field differs substantially in rules and procedure from the civil and criminal fields. The Commission will prepare and present at least one training program for any and all DC Bar members interested.
TOT	8					
Office of Human Rights - 1 (3 Initiatives)						

Office of Human Rights	1	Efficiency Controls	Shorten Response Times and Strengthen Quality Control for All Internal Programs, including investigations, mediations, and Language Access Compliance	1.1	OHR will improve efficiency in intakes and administrative dismissals.	<p>In FY16, OHR will enhance the pre-complaint and intake process to become more user friendly for parties. These enhancements include plain language explanation of process, procedure, and law via OHR communication tools and outreach, and in-agency correspondence.</p> <p>Specifically, OHR will rewrite its administrative dismissal and notice letters to explain agency action with less technical or sophisticated legal language in an effort to reduce confusion to parties and unnecessary interaction with OHR.</p> <p>These changes will significantly reduce requests to reopen administratively dismissed cases, motions to dismiss, and other administrative functions occurring prior to the investigation of a valid complaint.</p> <p>Staffing levels at the intake stage will also be reevaluated and reconfigured for greater efficiency.</p>
Office of Human Rights	1	Efficiency Controls	Shorten Response Times and Strengthen Quality Control for All Internal Programs, including investigations, mediations, and Language Access Compliance	1.2	OHR Will Strive to Improve Language Access in All Eight Wards	<p>In FY16, OHR's Language Access program will strive to improve language access in all 8 wards by providing targeted education, training, and intervention. In FY15, OHR transitioned Language Access Quarterly Reports to a fully digitized reporting system for more streamlined and comprehensive tracking of compliance with Language Access statutes. OHR can now utilize this database to assist covered entities with transitioning from agencies' Quarterly</p>

						Reporting to Biennial Reporting. The Language Access Director will use this information to provide targeted education, training, and intervention.
Office of Human Rights	1	Efficiency Controls	Shorten Response Times and Strengthen Quality Control for All Internal Programs, including investigations, mediations, and Language Access Compliance	1.3	OHR Will Reconfigure Investigative Assignment Procedures	In FY16, OHR will integrate protections afforded by the Fair Criminal Records Screening Act, the Protecting Pregnant Workers Fairness Act, and the Unemployment Anti-Discrimination Act of 2012 into its complement of investigative services. Given the variety of laws OHR enforces, OHR will continue to develop a system of case management which streamlines operations and provides speedy resolution to parties. Existing regulations require all cases docketed by OHR to be resolved within a 6 month timeline. Under this new system which was implemented in FY15, investigations will continue to be assigned based upon in-house investigator expertise and the complexity of the allegations and relevant law. This reconfiguration will assist with OHR's goal to reduce its investigative period to less than 6 months.
TOT	3					

Office of Human Rights - 2 (9 Initiatives)

Office of Human Rights	2	Prevent Discrimination	Prevent discrimination by promoting awareness of and compliance with local and federal antidiscrimination laws through increased outreach and awareness activities.	2.1	OHR Will Update EEO Counseling Program for District Government Employees and Provide Training	OHR is redesigning and revitalizing the DC government EEO Counseling process. OHR has already trained over 100 EEO Counselors, HR personnel, and agency attorneys under existing procedures. In FY16, OHR will update DCHRA regulations regarding complaints
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						in the district government, launch an EEO Counselor Certification Program, and offer regular trainings for counselors to reduce the number of employment discrimination complaints in District government.
Office of Human Rights	2	Prevent Discrimination	Prevent discrimination by promoting awareness of and compliance with local and federal antidiscrimination laws through increased outreach and awareness activities.	2.2	OHR Will Create Touchpoints Report	In FY16, OHR will perform a thorough ward-by-ward review and analysis of complaint data (both Complainants and Respondent), identifying location of incidents ("hot spots") and area of discrimination. This information will allow OHR and the District to gain a better understanding of: 1) the most frequent type of offenses; 2) where most Complainants live in the District; and 3) areas of the District where most Respondents do business. OHR will utilize this data to provide targeted education to workers and employers, and to perform Initiative 1.2 below.
Office of Human Rights	2	Prevent Discrimination	Prevent discrimination by promoting awareness of and compliance with local and federal antidiscrimination laws through increased outreach and awareness activities.	2.3	OHR Will Design and Implement Targeted Outreach Initiative	In FY16, OHR will increase its targeted outreach and education efforts by using the Touchpoints Report and collaborating with DOES and marginalized communities. OHR will achieve this by communicating with specific community organizations and leaders to educate workers and employers on the District's human rights. OHR will also work with ANC leaders to implement this initiative.
Office of Human Rights	2	Prevent Discrimination	Prevent discrimination by promoting awareness of and compliance with local and federal	2.4	OHR Will Conduct Fair Housing Symposium	OHR will work with DC Housing Authority, U.S. Housing and Urban Development agency, and other local

			antidiscrimination laws through increased outreach and awareness activities.			housing related agencies to provide a community oriented Fair Housing Symposium. OHR will reach out to community organizations providing assistance to the victims of domestic violence and people who have been identified as homeless in order to ensure education of this marginalized group.
Office of Human Rights	2	Prevent Discrimination	Prevent discrimination by promoting awareness of and compliance with local and federal antidiscrimination laws through increased outreach and awareness activities.	2.5	OHR Will Educate Employers and Workers	In FY16, OHR will develop and issue monthly or quarterly guidance to raise awareness regarding new laws, and to take preventative measures in eliminating discrimination by educating the community about frequent types of discrimination occurring in the District. OHR will work with the Spanish Chambers of Commerce, DSLBD, and DCRA to broaden employer outreach.
Office of Human Rights	2	Prevent Discrimination	Prevent discrimination by promoting awareness of and compliance with local and federal antidiscrimination laws through increased outreach and awareness activities.	2.6	OHR Will ncrease Equal Employment Opportunity for Returning Citizens	In FY16, OHR will continue to visit correctional facilities housing individuals who are likely to return from incarceration to the District. OHR will work with the Department of Corrections to reach out to residents in Pre-Release programs. OHR will collaborate with the Office of Returning Citizens Affairs and NAACP to effectuate this initiative.
Office of Human Rights	2	Prevent Discrimination	Prevent discrimination by promoting awareness of and compliance with local and federal antidiscrimination laws through increased outreach and awareness activities.	2.7	OHR Will Enhance Investigations Division Law Clerk Program	OHR will continue to operate a robust and competitive law clerk program focused on educating law school students attending law schools in the District on human rights issues and laws enforced by OHR. OHR will support Human Rights Officers who

						conduct investigations by pairing them with law students who are passionate about civil rights and who are equipped with the skillset to support HROs with investigative workload.
Office of Human Rights	2	Prevent Discrimination	Prevent discrimination by promoting awareness of and compliance with local and federal antidiscrimination laws through increased outreach and awareness activities.	2.8	OHR Will Ensure Implementation of Bullying Prevention Policy	In FY16, OHR will work to ensure all covered entities – specifically city agencies and educational institutions – are developing and implementing their bullying prevention policy consistent with OHR’s guidance. In the Youth Bullying Prevention Act of 2012, youth-serving government agencies (e.g.: OSSE, DPR, DPL, etc.) and education institutions (in practice, Local Education Agencies, or LEAs) must have a bullying prevention policy, modeled after the Bullying Prevention Task Force’s model policy. In FY13, the Bullying Prevention Task Force and Bullying Prevention Program made public the model policy. In FY15, the Director of the Bullying Prevention Program launched a toolkit for implementing the bullying prevention policy. It is OHR’s goal to have all District schools (including charter schools) have 100% compliant Bullying Prevention Policy so that all students in all 8 wards have equal access to a world class education.
Office of Human Rights	2	Prevent Discrimination	Prevent discrimination by promoting awareness of and compliance with local and federal antidiscrimination laws through	2.9	OHR Will Strengthen Fair Housing Enforcement	In FY16, OHR will work with DHS to require grantees who are direct service providers to comply with DCHRA on non-housing discrimination. To

			increased outreach and awareness activities.			that end, OHR will provide training to direct service providers who are grantees and sub-grantees. OHR will provide quarterly training to landlords and housing providers on housing discrimination. OHR will also perform additional outreach services to vulnerable communities. OHR will revise its housing regulations to expand protection for victims of intra-family offense, who are part the vulnerable community. OHR will continue to review its regulations for areas to strengthen. OHR will continue to participate in community meetings on tenant barriers to identify barriers and propose potential solutions.
TOT		18				

Office of Human Rights - 3 (1 Initiative)

Office of Human Rights	3	Agencywide Priorities	Oversee Implementation of Agencywide Priorities	3.1	OHR Will Educate and Provide Support to the Aging Community	In FY16, OHR will ensure the District's aging residents are able to obtain housing free from discrimination. OHR will achieve this in part by collaborating with ODR and the Office on Aging to ascertain the specific type of assistance OHR can provide. Projected support include providing seminars and outreach sessions on Fair Housing laws and human rights laws covering employment, housing, educational institutions, and public accommodations.
TOT		3				

TOT	32					
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Initiative Title	Initiative Description	Special Mayoral Plan	Mayoral Plan Domain	Mayoral Plan Goal	Mayoral Plan Action
No oper/strat init-special mayoral plans links found					

2016 Linked Goals

Primary Priority Goal?	District Priority Goal	Priority Area	Initiative Number	Initiative Title	Objective Number	Objective Title	Objective Description
Commission on Human Rights (2 Initiatives)							
<input type="checkbox"/>	Drive Operational Improvement through Innovation, Experimentation, and Data-Driven Results	Excellence in Government	4.1	COHR Will Upgrade Case Management Procedures	4	Adjudicate Cause Cases	Adjudicate cases with probable cause findings, determine damages associated with cases, and adjudicate all criminal background check cases.
<input type="checkbox"/>	Build a Best-in-Class District Workforce	Excellence in Government	4.2	COHR Will Train DC Bar members on COHR rules and procedure	4	Adjudicate Cause Cases	Adjudicate cases with probable cause findings, determine damages associated with cases, and adjudicate all criminal background check cases.
TOT			8.3		8		
Office of Human Rights (13 Initiatives)							
<input type="checkbox"/>	Provide a High-Quality Government Experience for Our Residents through Improving and Measures Customer Service Delivery	Excellence in Government	1.1	OHR will improve efficiency in intakes and administrative dismissals.	1	Efficiency Controls	Shorten Response Times and Strengthen Quality Control for All Internal Programs, including investigations, mediations, and Language Access Compliance
<input type="checkbox"/>	Drive Operational Improvement through Innovation, Experimentation, and Data-Driven Results	Excellence in Government	1.2	OHR Will Strive to Improve Language Access in All Eight Wards	1	Efficiency Controls	Shorten Response Times and Strengthen Quality Control for All Internal Programs, including investigations, mediations, and Language Access Compliance
<input type="checkbox"/>	Build a Best-in-Class District Workforce	Excellence in Government	2.1	OHR Will Update EEO Counseling Program for District Government Employees and Provide Training	2	Prevent Discrimination	Prevent discrimination by promoting awareness of and compliance with local and federal antidiscrimination laws through increased outreach and

<input type="checkbox"/>	Build the most well-equipped workforce in the Nation with an emphasis on cultivating and connecting talent in Wards 7 and 8 to good paying sustainable jobs	Resilient Communities	2.2	OHR Will Create Touchpoints Report	2	Prevent Discrimination	awareness activities. Prevent discrimination by promoting awareness of and compliance with local and federal antidiscrimination laws through increased outreach and awareness activities.
<input type="checkbox"/>	Build the most well-equipped workforce in the Nation with an emphasis on cultivating and connecting talent in Wards 7 and 8 to good paying sustainable jobs	Resilient Communities	2.3	OHR Will Design and Implement Targeted Outreach Initiative	2	Prevent Discrimination	Prevent discrimination by promoting awareness of and compliance with local and federal antidiscrimination laws through increased outreach and awareness activities.
<input type="checkbox"/>	Produce, preserve and protect affordable housing, so that current and future residents can call DC home – regardless of income level	Resilient Communities	2.4	OHR Will Conduct Fair Housing Symposium	2	Prevent Discrimination	Prevent discrimination by promoting awareness of and compliance with local and federal antidiscrimination laws through increased outreach and awareness activities.
<input type="checkbox"/>	Grow and diversify the District's economy	Foundation for a Sustainable City	2.5	OHR Will Educate Employers and Workers	2	Prevent Discrimination	Prevent discrimination by promoting awareness of and compliance with local and federal antidiscrimination laws through increased outreach and awareness activities.
<input type="checkbox"/>	Make DC the safest big city in America	A Safer, Stronger DC	2.6	OHR Will Increase Equal Employment Opportunity for Returning Citizens	2	Prevent Discrimination	Prevent discrimination by promoting awareness of and compliance with local and federal antidiscrimination laws through increased outreach and awareness activities.
<input type="checkbox"/>	Build the most well-equipped workforce in the Nation with an emphasis on cultivating and	Resilient Communities	2.6	OHR Will Increase Equal Employment Opportunity for Returning Citizens	2	Prevent Discrimination	Prevent discrimination by promoting awareness of and compliance with local and federal

	connecting talent in Wards 7 and 8 to good paying sustainable jobs						antidiscrimination laws through increased outreach and awareness activities.
<input type="checkbox"/>	Make DC the safest big city in America	A Safer, Stronger DC	2.6	OHR Will ncrease Equal Employment Opportunity for Returning Citizens	2	Prevent Discrimination	Prevent discrimination by promoting awareness of and compliance with local and federal antidiscrimination laws through increased outreach and awareness activities.
<input type="checkbox"/>	Build a Best-in-Class District Workforce	Excellence in Government	2.7	OHR Will Enhance Investigations Division Law Clerk Program	2	Prevent Discrimination	Prevent discrimination by promoting awareness of and compliance with local and federal antidiscrimination laws through increased outreach and awareness activities.
<input type="checkbox"/>	Close the achievement gap and empower all students to succeed	World Class Education for All Eight Wards	2.8	OHR Will Ensure Implementation of Bullying Prevention Policy	2	Prevent Discrimination	Prevent discrimination by promoting awareness of and compliance with local and federal antidiscrimination laws through increased outreach and awareness activities.
<input type="checkbox"/>	End homelessness	Resilient Communities	2.9	OHR Will Strengthen Fair Housing Enforcement	2	Prevent Discrimination	Prevent discrimination by promoting awareness of and compliance with local and federal antidiscrimination laws through increased outreach and awareness activities.
TOT			30		24		
Office of Human Rights (1 Initiative/Goal Link)							
<input type="checkbox"/>	Establish DC as a world class age-friendly city	Resilient Communities	3.1	OHR Will Educate and Provide Support to the Aging Community	3	Agencywide Priorities	Oversee Implementation of Agencywide Priorities
TOT			3.1		3		
TOT			41.4		35		

ATTACHMENT 12

COMPENSATION AGREEMENT

BETWEEN

THE OFFICE OF THE ATTORNEY GENERAL

AND

**THE AMERICAN FEDERATION OF GOVERNMENT
EMPLOYEES, LOCAL 1403,
AFL-CIO**

EFFECTIVE OCTOBER 1, 2013 THROUGH SEPTEMBER 30, 2017

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PREAMBLE

This Compensation Agreement (Agreement or Compensation Agreement) is entered into between the Office of the Attorney General and the American Federation of Government Employees, Local 1403, (Union) (herein after jointly referred to as the parties) the sole and exclusive collective bargaining representative of unit employees comprising Compensation Unit 33, as certified by the Public Employee Relations Board (PERB).

ARTICLE 1 -- RECOGNITION

AFGE Local 1403 is recognized as the sole and exclusive collective bargaining representative for the bargaining units set forth in PERB Certification No. 121 and PERB Certification No. 133.

ARTICLE 2 -- WAGES

	FY 2014	FY 2015	FY 2016	FY 2017
% Increase	1.5%	3%	3 %	3 %

SECTION A – FY 2014

The A-35 salary schedule for all bargaining unit employees will be increased by one and one half percent (1.5%) effective the first day of the first full pay period commencing on or after October 1, 2013. The Union has agreed to forego any adjustments coming from the District’s Classification and Compensation initiative for the term of this Agreement.

Each employee who receives an “exceeds expectations” or substantially similar or higher rating for the evaluation period ending August 31, 2013, shall receive a two percent (2%) bonus. Bonus payments shall be paid to each qualified employee within the second quarter of the fiscal year beginning October 1, 2013, and in no event later than March 31, 2014. If Employer has not conducted a performance review for an employee by December 31, 2013, the employee shall be entitled to the bonus amount for FY 2014, established by the rating in the most recent annual performance evaluation, if any.

SECTION B -- FY 2015

The A-35 salary schedule for all bargaining unit employees will be increased by three percent (3%) effective the first day of the first full pay period commencing on or after October 1, 2014.

Each employee who receives an “exceeds expectations” or substantially similar or higher rating for the evaluation period ending August 31, 2014, shall receive a two percent (2%) bonus. Bonus payments shall be paid to each qualified employee within the second quarter of the fiscal year beginning October 1, 2014, and in no event later than March 31, 2015. If Employer has not conducted a performance review for an employee by December 31, 2014, the employee shall be entitled to the bonus amount for FY 2015, established by the rating in the most recent annual performance evaluation, if any.

SECTION C -- FY 2016

The A-35 salary schedule for all bargaining unit employees will be increased by three percent (3%) effective the first day of the first full pay period commencing on or after October 1, 2015.

Each employee who receives an “exceeds expectations” or substantially similar or higher rating for the evaluation period ending August 31, 2015, shall receive a two percent (2%) bonus. Bonus payments shall be paid to each qualified employee within the second quarter of the fiscal year beginning October 1, 2015, and in no event later than March 31, 2016. If Employer has not conducted a performance review for an employee by December 31, 2015, the employee shall be entitled to the bonus amount for FY 2016, established by the rating in the most recent annual performance evaluation, if any.

SECTION D -- FY 2017

The A-35 salary schedule for all bargaining unit employees will be increased by three percent (3%) effective the first day of the first full pay period commencing on or after October 1, 2016.

Each employee who receives an “exceeds expectations” or substantially similar or higher rating for the evaluation period ending August 31, 2016, shall receive a two percent (2%) bonus. Bonus payments shall be paid to each qualified employee within the second quarter of the fiscal year beginning October 1, 2016, and in no event later than March 31, 2017. If Employer has not conducted a performance review for an employee by December 31, 2016, the employee shall be entitled to the bonus amount for FY 2017, established by the rating in the most recent annual performance evaluation, if any.

SECTION E – Saturday and Holiday Pay

Effective FY 2015, attorneys who are required to work on Saturdays or holidays to provide court coverage will receive straight time pay for all hours worked. Disbursements for Saturday and holiday pay will not exceed \$65,000.00 for any fiscal year of this Agreement. After disbursements reach \$65,000.00 in any one fiscal year, attorneys who are required to work on Saturdays or holidays for the remainder of that fiscal year will receive compensatory time for the number of hours actually worked.

For the period of FY2014 that occurs after the effective date of this contract, all OAG attorneys who are required to work on Saturdays and holidays to provide court coverage shall receive compensatory time for the hours actually worked.

ARTICLE 3 -- BENEFITS COMMITTEE

SECTION A – General

The parties herein agree to establish a Benefits Committee. AFGE shall select two representatives to serve on the committee, at least one of whom shall have expertise in benefits, and the other of whom shall have such expertise or a demonstrated commitment to developing the necessary expertise. The District of Columbia Human Resources office shall appoint representatives with authority to serve on the committee. The Benefits Committee shall meet at least quarterly during the 24 month period immediately prior to the expiration of a benefits contract and have its first meeting within thirty (30) business days following the Council's approval of this Agreement.

SECTION B – Purpose

The purpose of the Benefits Committee shall be to address the benefits of employees in the Local 1403 bargaining unit and of other local unions that may join this committee and make recommendations to the Executive regarding those benefits. AFGE shall not have final decision making authority with regard to benefits. Differences in opinion arising from Benefits Committee meetings or the procurement process, including but not limited to vendor recommendations/selection and what benefits the District shall provide shall not be subject to grievance arbitration, or any bargained or statutory resolution process, unless an existing benefit is substantively modified or decreased. Arbitration is limited to interest arbitration to resolve conflicts resulting from the negotiation of successor collective bargaining agreements effective October 1, 2017, unless an existing benefit is substantively modified or decreased.

SECTION C -- Responsibilities

The members of the Benefits Committee shall be authorized to consider all matters that concern the benefits of employees represented by the Committee that are subject to mandatory bargaining between the parties. The Benefits Committee shall:

1. Monitor the quality and level of services provided to covered employees under existing Health, Retirement, Optical, Life, Disability, Indemnity and Dental Insurance Plans.
2. Review and recommend changes and enhancements in Health, Retirement, Optical, Life, Disability, Indemnity and Dental benefits, and any proposals for new benefits, consistent with Chapter 6, Subchapter XXI of the D.C. Official Code (2012 Repl.).
3. With the assistance of the Office of Contracting and Procurement, evaluate criteria for bids, make recommendations concerning the preparation of solicitations for requests for qualifications or proposals and make recommendations to the contracting officer concerning the selection of providers following the receipt of any statements of qualifications or bids, consistent with Chapter 4 of the D.C. Official Code (2012 Repl.).
4. Following the receipt of statements of qualification or bids to select Health, Retirement, Optical, Life, Disability, Indemnity and Dental insurance providers, or any statements of qualification or bids for the addition of new benefits providers, the Union President shall be notified to identify no more than one individual from the Benefits Committee to participate in each RFQ or RFP selection process and that representative shall not have final decision-making authority. However, Management shall consider the comments of Benefits Committee members and the input of the individuals selected to participate in the RFP selection process in good faith in the decision-making process.
5. Explore issues concerning the workers' compensation system that affect employees consistent with Chapter 6, Subchapter XXIII of the D.C. Official Code (2012 Repl.).
6. The Committee shall be notified by email of any alteration of existing benefits programs, and proposed additional benefit programs to determine the extent to which they impact employees. Upon notification, the Committee shall notify the Office of Labor Relations and Collective Bargaining within ten (10) calendar days to discuss any concerns any Committee member has regarding the impact on employees.

SECTION D – Maintenance of Benefits

Nothing herein shall be construed to reduce, modify or eliminate any benefits that bargaining unit members enjoyed prior to entering into this Agreement.

SECTION E – Additional Benefits

The parties agree that the establishment of this Benefits Committee does not limit or prohibit the parties to this Agreement from negotiating and agreeing to additional or modified benefits.

ARTICLE 4 -- BENEFITS

Except as otherwise provided in this Agreement, the Parties hereby incorporate the following specific benefits provided under the Compensation Agreement between the District of Columbia Government and Compensations Units 1 and 2, FY 2013 – FY 2017: Life Insurance; Health Insurance; Indemnity Insurance; Short and Long Term Disability Insurance; Optical and Dental Insurance; Annual, Sick and Other Leave; Pre-Tax Benefits; Retirement; Civil Services Retirement System; Defined Contribution; Deferred Compensation; as the applicable benefits for bargaining unit members covered by this Agreement.

Such benefits shall be amended or revised by any additional benefits negotiated and approved by the Benefits Committee established in Article 3, the City Council, and the Mayor with the express written consent of the Union for the duration of this Agreement.

SECTION A -- Life Insurance

1. Life insurance is provided to covered employees in accordance with §1-622.01, *et seq.* of the District of Columbia Official Code (2012 Repl.) and Chapter 87 of Title 5 of the United States Code.

(a) District of Columbia Official Code §1-622.03 (2012 Repl.) requires that benefits shall be provided as set forth in §1-622.07 to all employees of the District first employed after September 30, 1987, except those specifically excluded by law or by rule.

(b) District of Columbia Official Code §1-622.01 (2012 Repl.) requires that benefits shall be provided as set forth in Chapter 87 of Title 5 of the United States Code for all employees of the District government first employed before October 1, 1987, except those specifically excluded by law or rule and regulation.

2. The current life insurance benefits for employees hired on or after October 1, 1987 are: The District of Columbia provides life insurance in an amount equal to the employee's annual salary rounded to the next thousand, plus an additional \$2,000. Employees are required to pay two-thirds (2/3) of the total cost of the monthly premium. The District Government shall pay one-third (1/3) of the total cost of the premium. Employees may choose to purchase additional life insurance coverage through the District Government. These additions to the basic coverage are set-forth in the schedule below:

Option A – Standard. Provides \$10,000 additional coverage. Cost determined by age.

Option B – Additional. Provides coverage up to five times the employee's annual salary. Cost determined by age and employee's salary.

Option C – Family. Provides \$10,000 coverage for the eligible spouse and \$10,000 for each eligible child; \$25,000 coverage for eligible spouse and \$10,000 for each eligible

child; or \$50,000 coverage for eligible spouse and \$10,000 for each eligible child. Cost determined by age.

The level of life insurance benefits provided to Employees covered under this Agreement shall not be decreased or revised during the term of this Agreement without the express advance written consent of the Union. The District shall provide life insurance coverage for employees hired on or after October 1, 1987 that shall provide a level of benefits as comparable to similarly situated employees.

Employees must contact their respective personnel office to enroll or make changes in their life insurance coverage.

SECTION B -- Health Insurance

1. Pursuant to D.C. Official Code § 1-621.02 (2012 Repl.), all employees covered by this agreement and hired after September 30, 1987, shall be entitled to enroll in group health insurance provided by the District of Columbia. Health insurance coverage shall provide a level of benefits comparable to the plan(s) provided on the effective date of this agreement. District employees are required to execute an enrollment form in order to participate in this program.

(a) The Employer may elect to provide additional health care providers for employees employed after September 1, 1987, provided that such addition of providers does not reduce the current level of benefits provided to employees. If the Employer decides to expand the list of eligible providers, the Employer shall give Union representatives notice of the proposed additions.

(b) Employees are required to contribute 25% of the total premium cost of the employee's selected plan. The Employer shall contribute 75% of the premium cost of the employee's selected plan.

2. Pursuant to D.C. Official Code § 1-621.01 (2012 Repl.), all District employees covered by this agreement and hired before October 1, 1987, shall be eligible to participate in group health insurance coverage provided through the Federal Employees Health Benefits Program (FEHB) as provided in Chapter 89 of Title 5 of the United States Code. The United States Office of personnel management administers this program.

3. The plan descriptions shall provide the terms of coverage and administration of the respective plans. Plan summaries and the full plans will be available on the DCHR website. Where the full plan is not posted a link to the plans will be provided on the DCHR website.

SECTION C – Optical and Dental

1. The District shall provide Optical and Dental Plan coverage at a level of benefits comparable to the plan(s) provided on the effective date of this agreement. Benefit levels shall not be reduced during the term of this agreement except by mutual agreement of the District, the Union and the insurance carrier(s). District employees are required to execute an enrollment form in order to participate in the Optical and Dental program.

2. The District may elect to provide additional Optical and/or Dental providers, provided that such addition of providers does not reduce the current level of benefits provided to employees. Should the District Government decide to expand the list of eligible providers, the District shall give Union representatives notice of the proposed additions.

SECTION D – Short and Long Term Disability

1. Employees covered by this Agreement shall be eligible to enroll, at their own expense, in the District's Short and Long Term Disability Insurance Programs, which provide for partial income replacement when employees are required to be absent from duty due to a non-work-related qualifying medical condition. Employees may use income replacement benefits under the program in conjunction with annual or sick leave benefits provided for in this Agreement.

2. Short and Long Term Disability Benefit levels shall not be decreased or revised during the term of this Agreement without the express written consent of the Union.

3. The District may elect to provide additional Short and/or Long Term Disability coverage providers, provided that the addition of providers does not reduce or substantively modify the current level of benefits provided to employees. If the District decides to expand the list of eligible providers, the District shall give the Union advance notice of the proposed additions.

SECTION E – AFLAC

Employer shall provide access to the AFLAC indemnity benefits currently in effect for Union employees.

SECTION F -- Annual Leave

1. In accordance with D.C. Official Code §1-612.03 (2012 Repl.), full-time employees covered by the terms of this Agreement are entitled to:

(a) one-half (1/2) day (4 hours) for each full biweekly pay period for an employee with less than three (3) years of service (accruing a total of thirteen (13) annual leave days per annum);

(b) three-fourths (3/4) day (6 hours) for each full biweekly pay period, except that the accrual for the last full biweekly pay period in the year is one and one-fourth days (10 hours), for an employee with more than three (3) but less than fifteen (15) years of service (accruing a total of twenty (20) annual leave days per annum); and,

(c) one (1) day (8 hours) for each full biweekly pay period for an employee with fifteen (15) or more years of service (accruing a total of twenty-six (26) annual leave days per annum).

2. Part-Time employees who work on a prearranged scheduled tour of duty are entitled to earn leave as provided above on a pro rata basis.

3. Employees shall be eligible to use annual leave in accordance with the District of Columbia Laws.

4. An employee's request to use annual leave shall not be unreasonably denied.

SECTION G – Sick Leave

1. In accordance with District of Columbia Code §1-612.03 (2012 Repl.), a full-time employee covered by the terms of this Agreement may accumulate up to thirteen (13) sick days which accrues on the basis of four hours for each full biweekly pay period, and may accumulate up to thirteen (13) days in a calendar year.

2. In the case of part-time employment, the rate at which leave accrues under this subsection shall be a percentage of the rate prescribed above which is determined by dividing 40 into the number of hours in the regularly scheduled work week of that employee during that fiscal year.

3. An employee may use sick leave to

(a) Provide care for a family member who is incapacitated as a result of physical or mental illness, injury, pregnancy, or childbirth;

(b) Provide care for a family member as a result of medical, dental, or optical examination or treatment;

(c) Provide care for a foster child or a prospective or newly adopted child in the employee's care; or

(d) Make any other use allowed by law.

4. An employee's request to take sick leave shall not be unreasonably denied.

SECTION H – Other Forms of Leave

1. Military Leave: An employee is entitled to leave, without loss of pay, leave, or credit for time of service as reserve members of the armed forces or as members of the National Guard to the extent provided in D.C. Official Code §1-612.03(m)(2012 Repl.).

2. Court Leave: An employee is entitled to leave, without loss of pay, leave, or service credit during a period of absence in which he or she is required to report for jury duty or to appear as a witness on behalf of the District of Columbia Government, or the Federal or a State or Local Government to the extent provided in D.C. Official Code §1-612.03(l) (2012 Repl.).

3. Funeral Leave:

(a) An employee is entitled to three (3) days of leave without loss of pay, leave, or service credit to make arrangements for or to attend the funeral or memorial service for an immediate relative. In addition, the Employer shall grant an employee's request for annual, sick or compensatory time up to three (3) days upon the death of an immediate relative. Approval of additional time shall be at the Employer's discretion. However, requests for leave shall be granted unless the Agency's ability to accomplish its work would be seriously impaired. For purposes of this section "immediate relative" means the following relatives of the employee: spouse (including a person identified by an employee as his/her "domestic partner" as defined in D.C. Official Code §32-701 (2012 Repl.) and related laws), parents and grandparents thereof, children (including adopted and foster children and children of whom the employee is legal guardian and spouses thereof, parents, grandparents, grandchildren, brothers, sisters, and spouses thereof) and any individual related by blood or affinity whose close association with the employee is the equivalent of a family relationship. For the purpose of leave certification, employees shall provide a copy of the obituary or death notice, a note from clergy or funeral professional or a death certificate within ten (10) business days of the Employer's request.

(b) An employee is entitled to three (3) days of leave, without loss of pay, leave, or service credit to make arrangements for or to attend the funeral or memorial service of a family member who died as a result of a wound, disease or injury incurred while serving as a member of the armed forces in a combat zone to the extent provided in D.C. Official Code § 1-612.03(n) (2012 Repl.).

4. Administrative Closing – An employee who has previously scheduled leave for a day (or portion of a day) on which the District of Columbia or the Office of the Attorney General closes by order of the Mayor or the Attorney General shall not be charged leave for that day, or portion of the day, that the District agency is closed.

5. Back-to-School Leave – Subject to the discretion of an individual’s manager as described in this section, any employee who serves as the primary caregiver for a child enrolled in school, including pre-school, elementary school, middle or junior high school, or high school, may take 2 hours of excused leave (that is without charge to the employee’s leave balance) to assist his or her child in preparing for and traveling to the first day of school during the academic year. An employee’s individual manager shall make every effort to grant requests for excused absences on the first day; however, the granting of all such requests may not be feasible if it results in disruption of public services provided by the administration. Accordingly, when an employee cannot be granted an excused absence on his or her child’s first school day, he or she shall be given an excused absence of 2 hours during the first week of school or as soon thereafter as practicable, in order to assist his or her child in preparing for an attending school.

SECTION I -- Pre-Tax Benefits

1. Employee contributions to benefits programs established pursuant to D.C. Official Code §1-611.19 (2012 Repl.), including the District of Columbia Employees Health Benefits Program, may be made on a pre-tax basis in accordance with the requirements of the Internal Revenue Code and, to the extent permitted by the Internal Revenue Code, such pre-tax contributions shall not effect a reduction of the amount of any other retirement, pension, or other benefits provided by law.

2. To the extent permitted by the Internal Revenue Code, any amount of contributions made on a pre-tax basis shall be included in the employee's contributions to existing life insurance, retirement system, and for any other District government program keyed to the employee's scheduled rate of pay, but shall not be included for the purpose of computing Federal or District income tax withholdings, including F.I.C.A., on behalf of any such employee.

SECTION J – Retirement

1. **CIVIL SERVICE RETIREMENT SYSTEM (CSRS):** As prescribed by 5 U.S.C. § 8401 and related chapters, employees first hired by the District of Columbia Government before October 1, 1987, are subject to the provisions of the CSRS, which is administered by the U.S. Office of Personnel Management. Under Optional Retirement the aforementioned employee may choose to retire when he/she reaches:

- (a) Age 55 and 30 years of service;
- (b) Age 60 and 20 years of service;
- (c) Age 62 and 5 years of service.

Under Voluntary Early Retirement, which must be authorized by the U.S. Office of Personnel Management, an employee may choose to retire when he/she reaches:

- (a) Age 50 and 20 years of service;
- (b) Any age and 25 years of service.

The pension of an employee who chooses Voluntary Early Retirement will be reduced by 2% for each year under age 55.

2. **DEFINED CONTRIBUTION PENSION PLAN:** The District shall continue the Defined Contribution Pension Plan currently in effect which includes:

(a) All eligible employees hired by the District on or after October 1, 1987, shall be enrolled into the defined contribution pension plan as prescribed by D.C. Official Code § 1-626.09 (2012 Repl.).

(b) After the completion of one year of service, the District shall contribute an amount not less than 5% of their base salary to an employee's Defined Contribution Pension Plan account. The District government funds this plan. There is no employee contribution to the Defined Contribution Pension Plan. After two years of plan participation, an employee is entitled to 20% of the account. After three years of plan participation, an employee is entitled to 40% of the account. After 4 years of plan participation, an employee is entitled to 60% of the account. An employee is fully vested after five years of plan participation and is entitled to 100% of the account.

3. **DEFERRED COMPENSATION PROGRAM:** All District employees covered by this Agreement shall be eligible to participate in the District's Deferred Compensation Program as currently described in Section 1-626.05 and related Chapters of the D.C. Official Code (2012 Repl.). The Deferred Compensation Program is a savings system through pre-tax deductions and allows employees to accumulate funds for long-term goals, including retirement. The portion of salary contributed reduces the amount of taxable income in each paycheck. The Internal Revenue Service determines the annual maximum deferral amount. Under the program, employees may choose from various fixed or variable rate investment options.

SECTION K – Holidays

1. The following legal public holidays are provided to all employees covered by this Agreement:

- (a) New Year's Day, January 1st of each year;
- (b) Dr. Martin Luther King, Jr.'s Birthday, the 3rd Monday in January of each year;
- (c) Washington's Birthday, the 3rd Monday in February of each year;
- (d) D.C. Emancipation Day, April 16th of each year;
- (e) Memorial Day, the last Monday in May of each year;
- (f) Independence Day, July 4th of each year;

- (g) Labor Day, the 1st Monday in September of each year;
- (h) Columbus Day, the 2nd Monday in October of each year;
- (i) Veterans Day, November 11th of each year;
- (j) Thanksgiving Day, the 4th Thursday in November of each year; and
- (k) Christmas Day, December 25th of each year.

2. Any other legal public holiday observed by the District and any other day declared a holiday for District workers by the President, Congress, or the Mayor will also be granted to employees covered by this Agreement (together, the holidays described in this section are referred to as Holidays throughout this Agreement). When an employee, having a regularly scheduled tour of duty is relieved or prevented from working on a day District agencies are closed by order of the Mayor, he or she is entitled to the same pay for that day as for a day on which an ordinary day's work is performed.

SECTION L – Benefits Levels

The level of benefits shall not be decreased or revised during the term of this Agreement without the express written consent of the Union.

**ARTICLE 5
COMPENSATORY TIME**

A lawyer who is required to work one or more hours outside his or her normal work hours may request an equal amount of compensatory time from his or her supervisor. If the request is granted, the time will be recorded on the employee's records and may be used, in the same manner that annual leave is used. Compensatory time may only be approved for working at scheduled or special events outside an employee's regular work hours, travel time outside normal work hours, and extraordinary assignments. Compensatory time will not be approved to allow an employee to complete regular assignments. Regular assignments are preparation for trials, drafting motions and responses to motions, including but not limited to, Motions for Temporary Restraining Orders, Motions for Preliminary Injunctions, and any other daily tasks performed by attorneys. Compensatory time will not be provided if additional work beyond the regular work day has resulted from the employee's inefficient use of time during the regular work day. Compensatory time credit should be requested by an employee before the work is performed whenever possible. The decision to grant an employee compensatory time is at the discretion of management. Employees may not carry more than 24 hours of compensatory time for more than 2 successive pay periods. In no event will an employee be entitled to pay in lieu of compensatory time, except as expressly provided elsewhere in this Agreement.

**ARTICLE 6
PROFESSIONAL MEMBERSHIPS**

During the course of each fiscal year, the Employer shall provide a total of one (1) day of administrative leave (8 hours or the hourly work day for Employee) to any Employee who uses his/her out-of-State bar license by entering his or her appearance on behalf of the District of Columbia or individuals acting within the scope of their employment in any proceeding outside the District of Columbia. The use of administrative leave must be approved by the Employee's supervisor, which shall not be unreasonably withheld, and must be used no later than the last day of the fiscal year or 30 days after the Employee uses his/her out-of-State bar license, whichever is later.

**ARTICLE 7
MONTHLY TRANSIT SUBSIDY**

Beginning the first full pay period on or after Council approval, the District of Columbia Government shall subsidize the cost of monthly transit for personal use by employees by twenty-five dollars (\$25.00) per month for actual transportation expenses incurred by employees who commute to and from work.

**ARTICLE 8
MILEAGE ALLOWANCE METRO REIMBURSEMENT AND
ACCESS TO OFFICIAL GOVERNMENT VEHICLES AND TRANSPORTATION**

SECTION A – Parking Spaces

Three (3) parking spaces shall be set aside from among those allocated to the Office of the Attorney General in the underground parking garage at 441 4th St., NW, Washington, D.C. for use by bargaining unit members as determined by the Union. The parking spaces shall be funded by the Union. The parking rate payable by the Union will not exceed the rate applicable to the parking spaces allocated to the Office of the Attorney General. The Union, within its sole discretion, may utilize one or more of its allocated spaces from time to time to provide short term parking for its members. Upon request, the Union shall notify the Employer which employees are authorized to use the Union parking spaces.

SECTION B – Mileage Allowance

The parties agree that the mileage allowance established by the U.S. General Services Administration for authorized Federal Government travel shall be the reimbursement rate for Union employees authorized to use their personal vehicles for official District of Columbia business. To receive such allowance, authorization by Employer must be received in advance of the employees' travel. Employees shall use the appropriate District Form to document mileage and timely request reimbursement.

SECTION C – Use of Personal Vehicles

1. Employees who are authorized and are within the scope of employment while using their personal vehicle for official business are covered by the District of Columbia Non-Liability Act (D.C. Official Code §§2-411 through 2-416 (2012 Repl.)). The Non-Liability Act generally provides that a District Employee is not subject to personal liability in a civil suit for property damage or for personal injury arising out of a motor vehicle accident during the discharge of the employee's official duties, so long as the employee was acting within the scope of his or her employment.

2. Claims by employees for personal property damage or loss incident to the use of their personal vehicle for official business may be made under the Military Personnel and Civilian Employees Claim Act of 1964 (31 U.S.C. §3701 *et seq.*).

SECTION D – Reimbursement for Use of Personal Vehicles

In the event it becomes necessary for employees to use their personal vehicle for official government business, employees shall obtain prior approval from his/her immediate supervisor and shall be reimbursed for mileage and parking incurred consistent with District of Columbia rules, regulations and orders.

SECTION E- Reimbursement for Taxicab Expenses

Employees who must travel by taxicab for official government business to a destination that is not accessible by Metro shall be reimbursed for their travel, provided that they receive prior authorization from an immediate supervisor for reimbursement.

SECTION F – Metro Fare Cards

Upon request, Employer shall provide metro fare cards in electronic form to employees for official government travel within the WMATA system. The metro fare card value shall be equivalent to the cost of travel at the time of day during which the employee travels.

SECTION G – Availability of Fleet Vehicles

Upon prior approval by an immediate supervisor, management shall facilitate the request for a Department of Public Works fleet vehicle and to the extent available, Employees may use the vehicle for official government business at no charge to the Employee.

ARTICLE 9 SICK LEAVE INCENTIVE PROGRAM

In order to recognize an employee's productivity through his/her responsible use of accrued sick leave, the Employer agrees to provide time-off in accordance with the following:

SECTION A – Accrual

A full time employee who is in a pay status for the leave year shall accrue annually:

1. Three (3) days off for utilizing a total of no more than two (2) days of accrued sick leave.
2. Two (2) days off for utilizing a total of more than two (2) but not more than four (4) days of accrued sick leave.
3. One (1) day off for utilizing a total of more than four (4) but no more than five (5) days of accrued sick leave.

SECTION B – Employees in a Non-pay Status

Employees in a non-pay status for no more than two (2) pay periods for the leave year shall remain eligible for incentive days under this Article. Sick leave usage for maternity or catastrophic illness/injury, not to exceed two (2) consecutive pay periods, shall not be counted against sick leave for calculating eligibility for incentive leave under this Article.

SECTION C – Procedure for Use of Time Accrued

Time off pursuant to a sick leave incentive award shall be selected by the employee and requested at least three (3) full workdays in advance of the leave date. Requests for time off pursuant to an incentive award shall be given priority consideration and the employee's supervisor shall approve such requests for time off unless staffing needs or workload considerations dictate otherwise. If the request is denied, the employee shall request and be granted a different day off within one month of the date the employee initially requested. Requests for time off shall be made on the standard "Application for Leave" form.

SECTION D – Use of Time Accrued

All incentive days must be used in full-day increments following the leave year in which they were earned. Incentive days may not be substituted for any other type of absence from duty. There shall be no carryover or payment for any unused incentive days.

SECTION E – Part Time Employees

Part-time employees are not eligible for the sick leave incentive as provided in this Article.

**ARTICLE 10
ANNUAL LEAVE/COMPENSATORY TIME BUY-OUT**

SECTION A – Payment for Annual Leave/Compensatory Time

An employee who is separated or is otherwise entitled to a lump-sum payment under personnel regulations for the District of Columbia Government shall receive payment for each hour of unused annual leave or compensatory time in the employee's official leave record.

SECTION B -- Computation

The lump-sum payment shall be computed on the basis of the employee's hourly pay rate at the time of separation.

**ARTICLE 11
BACK PAY**

Arbitration awards or settlement agreements in cases involving an individual employee shall be paid within sixty (60) days of receipt from the employee of relevant documentation, including documentation of interim earnings and other potential offsets. Employer shall submit the SF-52 and all other required documentation to the Department of Human Resources or the Office of Pay and Retirement Services within thirty (30) days following receipt from the employee of relevant documentation.

**ARTICLE 12
WAITING PERIODS FOR ADVANCEMENT WITHIN STEPS**

The within-grade waiting periods on the A-35 salary scale for step advancement for bargaining unit employees with a prearranged regularly scheduled tour of duty are as follows:

1. Steps 2, 3, 4 and 5: fifty-two (52) calendar weeks of creditable service;
2. Steps 6, 7, 8, 9 and 10: one hundred and four (104) calendar weeks of creditable service.

**ARTICLE 13
GRIEVANCE AND ARBITRATION PROCEDURES**

Grievance procedures shall be determined by the terms and conditions of Article 30 in the Non Compensation Agreement.

ARTICLE 14 SAVINGS CLAUSE

SECTION A

In the event any article, section or portion of this Agreement is held to be invalid and unenforceable by any court or other authority of competent jurisdiction, such decision shall apply only to the specific article, section, or portion thereof specified in the decision; and upon issuance of such a decision, the Employer and the Union agree to immediately negotiate a substitute for the invalidated article, section or portion thereof to the extent possible.

SECTION B

The terms of this Agreement supersede any subsequently enacted D.C. laws, District Personnel Manual (DPM) regulations, or departmental rules concerning compensation covered herein for the term of this agreement.

ARTICLE 15 DURATION AND FINALITY

Section 1 -- Effective Date

This agreement shall be implemented as provided herein subject to the requirements of Section 1715 of the District of Columbia Comprehensive Merit Personnel Act D.C. Official Code, § 1-617.15(a), (2012 Repl.). This Agreement shall be effective on the date provided by law (i.e., when it is approved by the Council or as otherwise effective pursuant to D.C. Official Code § 1-617.17 (2012 Repl.)) and shall remain in full force and effect until September 30, 2017, or until a new compensation agreement becomes effective. Notice to reopen the Agreement shall be provided as required by D.C. Official Code § 1-617.17 (f)(1)(A)(i) (2012 Repl.).

Section 2 – Finality

This Agreement was reached after negotiations during which the parties were able to negotiate on any and all negotiable non-compensation issues, and contains the full agreement of the parties as to all such compensation issues that were or could have been negotiated.

**ARTICLE 16
INCORPORATION OF NON COMPENSATION AGREEMENT**

The terms and conditions of the Non Compensation Agreement Between the Office of the Attorney General and the American Federation of Government Employees, Local 1403, AFL-CIO, effective October 1, 2013 through September 30, 2017 (Non Compensation Agreement), are incorporated herein by reference into this Agreement. The provisions of this Compensation Agreement shall control to the extent of any inconsistency.

On this 25th day of March, 2014 and in witness to this Agreement, the Parties hereto set their signatures.

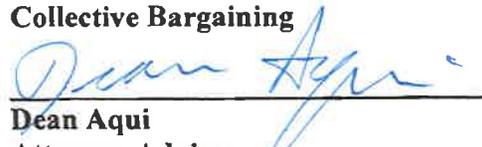
**FOR THE DISTRICT OF COLUMBIA
GOVERNMENT**



Irvin B. Nathan, Attorney General
Office of the Attorney General



Nadine C. Wilburn,
Chief Counsel, Personnel, Labor &
Employment Division
Office of the Attorney General

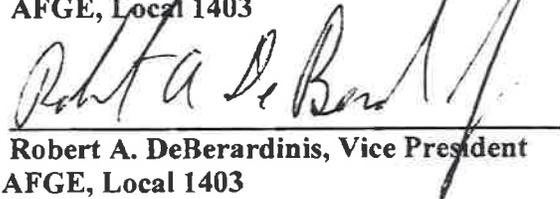
Natasha Campbell
Director, Office of Labor Relations &
Collective Bargaining
Office of Labor Relations &
Collective Bargaining


Dean Aqui
Attorney Advisor
Office of Labor Relations &
Collective Bargaining

**FOR THE AMERICAN FEDERATION
OF GOVERNMENT EMPLOYEES
LOCAL 1403**



Shana Frost, Acting President
AFGE, Local 1403



Robert A. DeBerardinis, Vice President
AFGE, Local 1403

APPROVAL

This collective bargaining agreement between the District of Columbia and Compensation Unit 33, dated 28 March 2014 has been reviewed in accordance with §1-617.15 of the District of Columbia Official Code (2012 Repl.) and is hereby approved on this 24 day of June 2014.



Vincent Gray, Mayor

ATTACHMENT 12

**COMPENSATION COLLECTIVE BARGAINING
AGREEMENT**

BETWEEN

THE DISTRICT OF COLUMBIA GOVERNMENT

AND

COMPENSATION UNITS 1 AND 2

EFFECTIVE APRIL 1, 2013 – SEPTEMBER 30, 2017

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PREAMBLE

This Compensation Agreement is entered into between the Government of the District of Columbia and the undersigned labor organizations representing units of employees comprising Compensation Units 1 and 2, as certified by the Public Employee Relations Board (PERB).

The Agreement was reached after negotiations during which the parties were able to negotiate on any and all negotiable compensation issues, and contains the full agreement of the parties as to all such compensation issues. The Agreement shall not be reconsidered during its life nor shall either party make any changes in compensation for the duration of the Agreement unless by mutual consent or as required by law.

ARTICLE 1 WAGES

SECTION A: FISCAL YEAR 2013:

Effective the first day of the first full pay period beginning on or after April 1, 2013, the FY 2013 salary schedules of employees employed in bargaining units as certified and assigned to Compensation Units 1 and 2 by the Public Employees Relations Board shall be adjusted by 3%.

SECTION B: FISCAL YEAR 2014:

The Parties agree that the District shall set aside the amount equivalent to 1.5% of the total salaries for Compensation Units 1 and 2, as of November 19, 2012, to be used to implement any compensation adjustment required by the Classification and Compensation and Reform Project.

SECTION C: FISCAL YEAR 2015:

Effective the first day of the first full pay period beginning on or after October 1, 2014, the FY 2015 salary schedules of employees employed in bargaining units as certified and assigned to Compensation Units 1 and 2 by the Public Employees Relations Board shall be adjusted by 3%.

SECTION D: FISCAL YEAR 2016:

Effective the first day of the first full pay period beginning on or after October 1, 2015, the FY 2016 salary schedules of employees employed in bargaining units as certified and assigned to Compensation Units 1 & 2 by the Public Employees Relations Board shall be adjusted by 3%.

SECTION E: FISCAL YEAR 2017:

Effective the first day of the first full pay period beginning on or after October 1, 2016, the FY 2017 salary schedules of employees employed in bargaining units as certified and assigned to Compensation Units 1 & 2 by the Public Employees Relations Board shall be adjusted by 3%.

**ARTICLE 2
METRO PASS**

The District of Columbia Government shall subsidize the cost of monthly transit passes for personal use by employees by not less than twenty five (\$25.00) per month for employees who purchase and use such passes to commute to and from work.

**ARTICLE 3
PRE-PAID LEGAL PLAN**

SECTION A:

The Employer shall make a monthly contribution of ten dollars (\$10.00) for each bargaining unit member toward a pre-paid legal services plan. The Employer shall make monthly contributions directly to the designated provider of the legal services program.

SECTION B:

The plan shall be contracted for by the Union subject to a competitive bidding process where bidders are evaluated and selected by the Union. The District may present a proposed contract which shall be evaluated on the same basis as other bidders. The contract shall provide that the Employer will be held harmless from any liability arising out of the implementation and administration of the plan by the benefit provider, that the benefit provider will supply utilization statistics to the Employer and the Union upon request for each year of the contract, and that the benefit provider shall bear all administrative costs.

SECTION C:

The parties shall meet to develop procedures to implement the legal plan which shall be binding upon the benefit provider. The procedures shall include an enrollment process.

SECTION D:

To be selected for a contract under this Article, the benefit provider must maintain an office in the District of Columbia; be incorporated in the District and pay a franchise tax and other applicable taxes; have service providers in the District; and maintain a District bank account.

SECTION E:

The Employer's responsibility under the terms of this Article shall be as outlined in Section C of this Article and to make premium payments as is required under Section A of this Article. To the extent that any disputes or inquiries are made by the legal services provider chosen by the Union, those inquiries shall be made exclusively to the Union. The Employer shall only be required to communicate with the Union to resolve any disputes that may arise in the administration of this Article.

**ARTICLE 4
DISTRICT OF COLUMBIA
NEGOTIATED EMPLOYEE ASSISTANCE HOME PURCHASE
PROGRAM**

SECTION A:

The Parties shall continue the Joint Labor-Management Taskforce on Employee Housing.

SECTION B:

Pursuant to the DPM, Part 1, Chapter 3 §301, the District provides a preference for District residents in employment. In order to encourage employees to live and work in the District of Columbia, a joint Labor-Management Task Force on Employee Housing was established during previous negotiations with Compensation Units 1 & 2. The Taskforce strives to inform employees of the programs currently available for home ownership in the District of Columbia. Additionally, the Taskforce collaborates with other government agencies including the Department of Housing and Community Development and the District's Housing Finance Agency to further affordable housing opportunities for bargaining unit employees, who have been employed by the District Government for at least one year.

SECTION C:

The parties agree that \$500,000.00 will be set aside to be used toward Negotiated employee Assistance Home Purchase Program (NEAHP) for the duration of the Agreement. If at any time, the funds set aside have been depleted, the Parties will promptly convene negotiations to provide additional funds for the program.

SECTION D:

Any funds set aside in Fiscal Years 2014, 2015, 2016 and 2017 shall be available for expenditure in that fiscal year or any other fiscal year covered by the Compensation Units 1 and 2 Agreement. All funds set aside for housing incentives shall be expended or obligated prior to the expiration of the Compensation Units 1 and 2 Agreement for FY 2014 – FY 2017.

**ARTICLE 5
BENEFITS COMMITTEE**

SECTION A:

The parties agree to continue their participation on the District's Joint Labor-Management Benefits Committee for the purpose of addressing the benefits of employees in Compensation Units 1 and 2. The Benefits Committee shall meet quarterly, in January, April, July and October of each year.

SECTION B: RESPONSIBILITIES:

The Parties shall be authorized to consider all matters that concern the benefits of employees in Compensation Units 1 and 2 that are subject to mandatory bargaining between the parties. The Parties shall be empowered to address such matters only to the extent granted by the Unions in Compensation Units 1 and 2 and the District of Columbia Government. The parties agree to apply a system of expedited arbitration if necessary to resolve issues that are subject to mandatory bargaining. The Committee may, by consensus, discuss and consider other benefit issues that are not mandatory bargaining subjects.

SECTION C:

The Committee shall:

1. Monitor the quality and level of services provided to covered employees under existing Health, Optical and Dental Insurance Plans for employees in Compensation Units 1 and 2.
2. Recommend changes and enhancements in Health, Optical and Dental benefits for employees in Compensation Units 1 and 2 consistent with Chapter 6, Subchapter XXI of the D.C. Official Code (2001 ed.).
3. With the assistance of the Office of Contracting and Procurement, evaluate criteria for bids, make recommendations concerning the preparation of solicitation of bids and make recommendations to the contracting officer concerning the selection of providers following the receipt of bids, consistent with Chapter 4 of the D.C. Official Code (2001 ed.).

4. Following the receipt of bids to select health, dental, optical, life and disability insurance providers, the Union's Chief Negotiator shall be notified to identify no more than two individuals to participate in the RFP selection process.
5. Explore issues concerning the workers' compensation system that affect employees in Compensation Units 1 and 2 consistent with Chapter 6, Subchapter XXIII of the D.C. Official Code (2001 ed.).
6. The Union shall be notified of proposed benefit programs to determine the extent to which they impact employees in Compensation Units 1 and 2. Upon notification, the Union shall inform the Office of Labor Relations and Collective Bargaining within ten (10) calendar days to discuss any concerns it has regarding the impact on employees in Compensation Units 1 and 2.

ARTICLE 6 BENEFITS

SECTION A: LIFE INSURANCE:

1. Life insurance is provided to covered employees in accordance with §1-622.01, *et seq.* of the District of Columbia Official Code (2001 Edition) and Chapter 87 of Title 5 of the United States Code.

(a) District of Columbia Official Code §1-622.03 (2001 Edition) requires that benefits shall be provided as set forth in §1-622.07 to all employees of the District first employed after September 30, 1987, except those specifically excluded by law or by rule.

(b) District of Columbia Official Code §1-622.01 (2001 Edition) requires that benefits shall be provided as set forth in Chapter 87 of Title 5 of the United States Code for all employees of the District government first employed before October 1, 1987, except those specifically excluded by law or rule and regulation.

2. The current life insurance benefits for employees hired on or after October 1, 1987 are: The District of Columbia provides life insurance in an amount equal to the employee's annual salary rounded to the next thousand, plus an additional \$2,000. Employees are required to pay two-thirds (2/3) of the total cost of the monthly premium. The District Government shall pay one-third (1/3) of the total cost of the premium. Employees may choose to purchase additional life insurance coverage through the District Government. These additions to the basic coverage are set-forth in the schedule below:

Option A – Standard	Provides \$10,000 additional coverage	Cost determined by age
Option B – Additional	Provides coverage up to five times the employee's annual salary	Cost determined by age and employee's salary
Option C – Family	Provides \$5,000 coverage for the eligible spouse and \$2,500 for each eligible child.	Cost determined by age.

Employees must contact their respective personnel offices to enroll or make changes in their life insurance coverage.

SECTION B: HEALTH INSURANCE:

1. Pursuant to D.C. Official Code §1-621.02 (2001 Edition), all employees covered by this agreement and hired after September 30, 1987, shall be entitled to enroll in group health insurance coverage provided by the District of Columbia.

(a) Health insurance coverage shall provide a level of benefits comparable to the plan(s) provided on the effective date of this agreement. Benefit levels shall not be reduced during the term of this agreement except by mutual agreement of the District, representatives of Compensation Units 1 and 2 and the insurance carrier(s). District employees are required to execute an enrollment form in order to participate in this program.

(b) The District may elect to provide additional health care providers for employees employed after September 30, 1987, provided that such addition of providers does not reduce the current level of benefits provided to employees. Should the District Government decide to expand the list of eligible providers, the District shall give Compensation Units 1 & 2 representatives notice of the proposed additions.

(c) Employees are required to contribute 25% of the total premium cost of the employee's selected plan. The District of Columbia Government shall contribute 75% of the premium cost of the employee's selected plan.

2. Pursuant to D.C. Official Code §1-621.01 (2001 Edition), all District employees covered by this agreement and hired before October 1, 1987, shall be eligible to participate in group health insurance coverage provided through the Federal Employees Health Benefits Program (FEHB) as provided in Chapter 89 of Title 5 of the United States Code. This program is administered by United States Office of Personnel Management.

3. The plan descriptions shall provide the terms of coverage and administration of the respective plans. Employees and union representatives are entitled to receive a copy of the summary plan description upon request. Additionally, employees

and union representatives are entitled to review copies of the actual plan description upon advance request.

SECTION C: OPTICAL AND DENTAL:

1. The District shall provide Optical and Dental Plan coverage at a level of benefits comparable to the plan(s) provided on the effective date of this agreement. Benefit levels shall not be reduced during the term of this agreement except by mutual agreement of the District, the Union and the insurance carrier(s). District employees are required to execute an enrollment form in order to participate in the Optical and Dental program.

2. The District may elect to provide additional Optical and/or Dental providers, provided that such addition of providers does not reduce the current level of benefits provided to employees. Should the District Government decide to expand the list of eligible providers, the District shall give Compensation Units 1 & 2 representatives notice of the proposed additions.

SECTION D: SHORT-TERM DISABILITY INSURANCE PROGRAM

Employees covered by this Agreement shall be eligible to enroll, at their own expense, in the District's Short-Term Disability Insurance Program, which provides for partial income replacement when employees are required to be absent from duty due to a non-work-related qualifying medical condition. Employees may use income replacement benefits under the program in conjunction with annual or sick leave benefits provided for in this Agreement.

SECTION E: ANNUAL LEAVE:

1. In accordance with D.C. Official Code §1-612.03 (2001 Edition), full-time employees covered by the terms of this agreement are entitled to:

(a) one-half (1/2) day (4 hours) for each full biweekly pay period for an employee with less than three years of service (accruing a total of thirteen (13) annual leave days per annum);

(b) three-fourths (3/4) day (6 hours) for each full biweekly pay period, except that the accrual for the last full biweekly pay period in the year is one and one-fourth days (10 hours), for an employee with more than three (3) but less than fifteen (15) years of service (accruing a total of twenty (20) annual leave days per annum); and,

(c) one (1) day (8 hours) for each full biweekly pay period for an employee with fifteen (15) or more years of service (accruing a total of twenty-six (26) annual leave days per annum).

2. Part-time employees who work at least 40 hours per pay period earn annual leave at one-half the rate of full-time employees.

3. Employees shall be eligible to use annual leave in accordance with the District of Columbia laws.

SECTION F: SICK LEAVE:

1. In accordance with District of Columbia Official Code §1-612.03 (2001 Edition), a full-time employee covered by the terms of this agreement may accumulate up to thirteen (13) sick days in a calendar year.

2. Part-time employees for whom there has been established in advance a regular tour of duty of a definite day or hour of any day during each administrative workweek of the biweekly pay period shall earn sick leave at the rate of one (1) hour for each twenty (20) hours of duty. Credit may not exceed four (4) hours of sick leave for 80 hours of duty in any pay period. There is no credit of leave for fractional parts of a biweekly pay period either at the beginning or end of an employee's period of service.

SECTION G: OTHER FORMS OF LEAVE:

1. **Military Leave:** An employee is entitled to leave, without loss of pay, leave, or credit for time of service as reserve members of the armed forces or as members of the National Guard to the extent provided in D.C. Official Code §1-612.03(m) (2001 Edition).

2. **Court Leave:** An employee is entitled to leave, without loss of pay, leave, or service credit during a period of absence in which he or she is required to report for jury duty or to appear as a witness on behalf of the District of Columbia Government, or the Federal or a state or local government to the extent provided in D.C. Official Code §1-612.03(l) (2001 Edition).

3. **Funeral Leave:**

a. An employee is entitled to two (2) days of leave, without loss of pay, leave, or service credit to make arrangements for or to attend the funeral or memorial service for an immediate relative. In addition, the Employer shall grant an employee's request for annual or compensatory time up to three (3) days upon the death of an immediate relative. Approval of additional time shall be at the Employer's discretion. However, requests for leave shall be granted unless the Agency's ability to accomplish its work would be seriously impaired.

b. For the purpose of this section "immediate relative" means the following relatives of the employee: spouse (including a person identified by an employee as his/her "domestic partner" (as defined in D.C. Official Code §32-701 (2001 edition), and related laws), and parents thereof, children (including adopted and foster children and children of whom the employee is legal guardian and spouses thereof, parents, grandparents, grandchildren, brothers, sisters, and spouses thereof. For the purposes of certification of leave, employees shall provide a copy of the obituary or death notice, a note from clergy or funeral professional or a death certificate upon the Employer's request.

c. An employee is entitled to not more than three (3) days of leave, without loss of pay, leave, or service credit to make arrangements for or to attend the funeral or memorial service for a family member who died as a result of a wound, disease or injury incurred while serving as a member of the armed forces in a combat zone to the extent provided in D.C. Official Code §1-612.03(n) (2001 Edition).

SECTION H: PRE-TAX BENEFITS:

1. Employee contributions to benefits programs established pursuant to D.C. Official Code §1-611.19 (2001 ed.), including the District of Columbia Employees Health Benefits Program, may be made on a pre-tax basis in accordance with the requirements of the Internal Revenue Code and, to the extent permitted by the Internal Revenue Code, such pre-tax contributions shall not effect a reduction of the amount of any other retirement, pension, or other benefits provided by law.

2. To the extent permitted by the Internal Revenue Code, any amount of contributions made on a pre-tax basis shall be included in the employee's contributions to existing life insurance, retirement system, and for any other District government program keyed to the employee's scheduled rate of pay, but shall not be included for the purpose of computing Federal or District income tax withholdings, including F.I.C.A., on behalf of any such employee.

SECTION I: RETIREMENT:

1. **CIVIL SERVICE RETIREMENT SYSTEM (CSRS):** As prescribed by 5 U.S.C. §8401 and related chapters, employees first hired by the District of Columbia Government before October 1, 1987, are subject to the provisions of the CSRS, which is administered by the U.S. Office of Personnel Management. Under Optional Retirement the aforementioned employee may choose to retire when he/she reaches:

- (a) Age 55 and 30 years of service;
- (b) Age 60 and 20 years of service;
- (c) Age 62 and 5 years of service.

Under Voluntary Early Retirement, which must be authorized by the U.S. Office of Personnel Management, an employee may choose to retire when he/she reaches:

- (a) Age 50 and 20 years of service;
- (b) Any age and 25 years of service.

The pension of an employee who chooses Voluntary Early Retirement will be reduced by 2% for each year under age 55.

2. CIVIL SERVICE RETIREMENT SYSTEM: SPECIAL RETIREMENT PROVISIONS FOR LAW ENFORCEMENT OFFICERS:

Employees first hired by the District of Columbia Government before October 1, 1987, who are subject to the provisions of the CSRS and determined to be:

- (a) a "law enforcement officer" within the meaning of 5 U.S.C. §8331(20)(D);
and
- (b) eligible for benefits under the special retirement provision for law enforcement officers;

shall continue to have their retirement benefits administered by the U. S. Office of Personnel Management in accordance with applicable law and regulation.

3. DEFINED CONTRIBUTION PENSION PLAN:

Section A:

The District of Columbia shall continue the Defined Contribution Pension Plan currently in effect which includes:

- (1) All eligible employees hired by the District on or after October 1, 1987, are enrolled into the defined contribution pension plan.
- (2) As prescribed by §1-626.09(c) of the D.C. Official Code (2001 Edition) after the completion of one year of service, the District shall contribute an amount not less than 5% of their base salary to an employee's Defined Contribution Pension Plan account. The District government funds this plan; there is no employee contribution to the Defined Contribution Pension Plan.
- (3) As prescribed by §1-626.09(d) of the D.C. Official Code (2001 Edition) the District shall contribute an amount not less than an additional .5% of a detention officer's base salary to the same plan.
- (4) Compensation Units 1 and 2 Joint Labor Management Technical Advisory Pension Reform Committee
 - (a) Establishment of the Joint Labor-Management Technical Advisory Pension Reform Committee (JLMTAPRC or Committee)

- (1) The Parties agree that employees should have the security of a predictable level of income for their retirement after a career in public service. In order to support the objective of providing retirement income for employees hired on or after October 1, 1987, the District shall plan and implement an enhanced retirement program effective October 1, 2008. The enhanced program will consist of a

deferred compensation component and a defined benefit component.

(2) Accordingly, the Parties agree that the JLMTAPRC is hereby established for the purpose of developing an enhanced retirement program for employees covered by the Compensation Units 1 and 2 Agreement.

(b) Composition of the JLMTAPRC

The Joint Labor-Management Technical Advisory Pension Reform Committee will be composed of six (6) members, three (3) appointed by labor and three (3) appointed by management, and the Chief Negotiators (or his/her designee) of Compensation Units 1 and 2. Appointed representatives must possess a pension plan background including but not limited to consulting, financial or actuarial services. In addition, an independent consulting firm with demonstrated experience in pension plans design and actuarial analysis will support the Committee.

(c) Responsibilities of the JLMTAPRC

The Committee shall be responsible to:

- Plan and design an enhanced retirement program for employees hired on or after October 1, 1987 with equitable sharing of costs and risks between employee and employer;
- Establish a formula cap for employee and employer contributions;
- Establish the final compensation calculation using the highest three-year consecutive average employee wages;
- Include retirement provisions such as disability, survivor and death benefits, health and life insurance benefits;
- Design a plan sustainable within the allocated budget;
- Draft and support legislation to amend the D.C. Code in furtherance of the "Enhanced Retirement Program."

(d) Duration of the Committee

The Committee shall complete and submit a report with its recommendations to the City Administrator for the District of Columbia within one hundred and twenty (120) days after the effective date of the Compensation Units 1 and 2 Agreement.

4. TIAA-CREF PLAN:

For eligible education service employees at the University of the District of Columbia hired by the University or a predecessor institution, the University will contribute an amount not less than seven percent (7%) of their base salary to the Teachers Insurance and Annuity Association College Retirement Equities Fund (TIAA-CREF).

SECTION J: HOLIDAYS:

1. As prescribed by D.C. Official Code §1-612.02 (2001 Edition) the following legal public holidays are provided to all employees covered by this agreement:

- (a) New Year's Day, January 1st of each year;
- (b) Dr. Martin Luther King, Jr.'s Birthday, the 3rd Monday in January of each year;
- (c) Washington's Birthday, the 3rd Monday in February of each year;
- (d) Emancipation Day, April 16th;
- (e) Memorial Day, the last Monday in May of each year;
- (f) Independence Day, July 4th of each year;
- (g) Labor Day, the 1st Monday in September of each year;
- (h) Columbus Day, the 2nd Monday in October of each year;
- (i) Veterans Day, November 11th of each year;
- (j) Thanksgiving Day, the 4th Thursday in November of each year;
and
- (k) Christmas Day, December 25th of each year.

2. When an employee, having a regularly scheduled tour of duty is relieved or prevented from working on a day District agencies are closed by order of the Mayor, he or she is entitled to the same pay for that day as for a day on which an ordinary day's work is performed.

ARTICLE 7 OVERTIME

SECTION A: Overtime Work:

Hours of work authorized in excess of eight (8) hours in a pay status in a day or forty (40) hours in a pay status in a work week shall be overtime work for which an employee shall receive either overtime pay or compensatory time unless the employee has used unscheduled leave during the eight (8) hours shift or the forty (40) hour work week. The unscheduled leave rule will not apply when an employee has worked a sixteen (16) hour shift (back-to-back) and takes unscheduled leave for an eight (8) hour period following the back-to-back shift or where an employee has indicated his/her preference not to work overtime and the Employer has no other option but to order the employee to work overtime. Scheduled leave is leave requested and approved prior to the close of the preceding shift.

SECTION B: Compressed, Alternate and Flexible Schedules:

1. Compressed, Alternate and Flexible schedules may be jointly determined within a specific work area that modifies this overtime provision (as outlined in Section A of this Article) but must be submitted to the parties to this contract prior to implementation. This Agreement to jointly determine compressed schedules does not impact on the setting of the tour of duty.

2. When an employee works a Compressed, Alternate, and Flexible schedule, which generally means (1) in the case of a full-time employee, an 80-hour biweekly basic work requirement which is scheduled for less than 10 workdays, and (2) in the case of a part-time employee, a biweekly basic work requirement of less than 80 hours which is scheduled for less than 10 workdays, the employee would receive overtime pay or compensatory time for all hours in a pay status in excess of his/her assigned tour of duty, consistent with the 2004 District of Columbia Omnibus Authorization Act, 118 Stat. 2230, Pub. L. 108-386 Section (October 30, 2004).

3. The purpose of this Section is to allow for authorized Compressed, Alternate, and Flexible time schedules which exceed eight (8) hours in a day or 40 hours in a week to be deemed the employee's regular tour of duty, and not be considered and not be considered overtime within the confines of the specific compressed work schedule and this Article. Bargaining unit members so affected would receive overtime or compensatory time for all hours in pay status in excess of their assigned tour of duty.

SECTION C:

Subject to the provisions of Section D of this Article, an employee who performs overtime work shall receive either pay or compensatory time at a rate of time and one-half (1-1/2) for each hour of work for which overtime is payable.

SECTION D:

Bargaining Unit employees shall receive overtime pay unless the employee and the supervisor mutually agree to compensatory time in lieu of pay for overtime work. Such mutual agreement shall be made prior to the overtime work being performed.

SECTION E:

Paramedics and Emergency Medical Services Technicians employed by the Fire and Emergency Medical Services Department and represented by the American Federation of Government Employees, Local 3721 shall earn overtime after they have worked 40 hours in a week.

**ARTICLE 8
INCENTIVE PROGRAMS**

PART I - SICK LEAVE INCENTIVE PROGRAM:

In order to recognize an employee's productivity through his/her responsible use of accrued sick leave, the Employer agrees to provide time-off in accordance with the following:

SECTION A:

A full time employee who is in a pay status for the leave year shall accrue annually:

1. Three (3) days off for utilizing a total of no more than two (2) days of accrued sick leave.
2. Two (2) days off for utilizing a total of more than two (2) but not more than four (4) days of accrued sick leave.
3. One (1) day off for utilizing a total of more than four (4) but no more than five (5) days of accrued sick leave.

SECTION B:

Employees in a non-pay status for no more than two (2) pay periods for the leave year shall remain eligible for incentive days under this Article. Sick leave usage for maternity or catastrophic illness/injury, not to exceed two (2) consecutive pay periods, shall not be counted against sick leave for calculating eligibility for incentive leave under this Article.

SECTION C:

Time off pursuant to a sick leave incentive award shall be selected by the employee and requested at least three (3) full workdays in advance of the leave date. Requests for time off pursuant to an incentive award shall be given priority consideration and the employee's supervisor shall approve such requests for time off unless staffing needs or workload considerations dictate otherwise. If the request is denied, the employee shall request and be granted a different day off within one month of the date the employee initially requested. Requests for time off shall be made on the standard "Application for Leave" form.

SECTION D:

All incentive days must be used in full-day increments following the leave year in which they were earned. Incentive days may not be substituted for any other type of absence from duty. There shall be no carryover or payment for any unused incentive days.

SECTION E:

Part-time employees are not eligible for the sick leave incentive as provided in this Article.

SECTION F:

This program shall be in effect in Fiscal Years 2014, 2015, 2016 and 2017.

PART II – PERFORMANCE INCENTIVE PILOT PROGRAM:

In order to recognize employees' productivity through their accomplishment of established goals and objectives, special acts toward the accomplishment of agency initiatives, demonstrated leadership in meeting agency program and/or project goals and/or the District's Strategic Plan initiatives, the Employer, in accordance with criteria established by the High Performance Workplace Committee agrees to establish pilot incentive programs within agencies, including time off without loss of pay or charge to leave as an incentive award. The District of Columbia Government Office of Labor Management Partnerships and the District of Columbia Incentive Awards Committee may serve as resources at the request of the parties in the implementation of the pilot incentive programs within agencies.

ARTICLE 9

CALL-BACK/CALL-IN/ON-CALL AND PREMIUM PAY

SECTION A: CALL-BACK

A minimum of four (4) hours of overtime, shall be credited to any employee who is called back to perform unscheduled overtime work on a regular workday after he/she completes the regular work schedule and has left his/her place of employment.

SECTION B: CALL-IN

1. When an employee is called in before his/her regular tour of duty to perform unscheduled overtime and there is no break before the regular tour is to begin, a minimum of two (2) hours of overtime shall be credited to the employee.

2. A minimum of four (4) hours of overtime work shall be credited to any employee who is called in when not scheduled and informed in advance, on one of the days when he/she is off duty.

SECTION C: ON-CALL

1. An employee may be required to be on call after having completed his/her regular tour of duty. The employer shall specify the hours during which the employee is on call; and shall compensate the employee at a rate of twenty-five percent (25%) of his/her basic rate of pay for each hour the employee is on call.

2. The employee's schedule must specify the hours during which he/she will be required to remain on-call. On call designation will be made on the form attached as Appendix 1.

SECTION D: HOLIDAY PAY

An employee who is required to work on a legal holiday falling within his or her regular basic workweek, shall be paid at the rate of twice his or her regular basic rate of pay for not more than eight (8) hours of such work.

SECTION E: NIGHT DIFFERENTIAL

An employee shall receive night differential pay at a rate of ten percent (10%) in excess of their basic day rate of compensation when they perform night work on a regularly scheduled tour of duty falling between 6:00 p.m. and 6:00 a.m. Employees shall receive night differential in lieu of shift differential.

SECTION F: PAY FOR SUNDAY WORK

A full-time employee assigned to a regularly scheduled tour of duty, any part of which includes hours that fall between midnight Saturday and midnight Sunday, is entitled to Sunday premium pay for each hour of work performed which is not overtime work and which is not in excess of eight (8) hours for each tour of duty which begins or ends on Sunday. Sunday premium pay is computed as an additional twenty-five percent (25%) of the employee's basic rate of compensation.

SECTION G: ADDITIONAL INCOME ALLOWANCE FOR CHILD AND FAMILY SERVICES

1. The Additional Income Allowance (AIA) program within the Child and Family Services Agency (CFSA) which was established pursuant to the "Personnel Recruitment and Retention Incentives for Child and Family Services Agency Compensation System Changes Emergency Approval Resolution of 2001", Council Resolution 14-53 (March 23, 2001) and as contained in Chapter 11, Section 1154 of the District Personnel Manual, "Recruitment and Retention Incentives – Child and Family Services Agency," shall remain in full force and effect during the term of this Agreement.
2. The Administration of the AIA within CFSA shall be governed by the implementing regulations established in Child and Family Services Agency, Human Resources Administration Issuance System, HRA Instruction No. IV.11-3.

3. **OTHER SUBORDINATE AGENCIES WITH SIGNIFICANT RECRUITMENT AND RETENTION PROBLEMS**

Subordinate agencies covered by this Agreement may provide additional income allowances for positions that have significant recruitment and retention problems consistent with Chapter 11, Part B, Section 1143 of the District Personnel Manual.

**ARTICLE 10
MILEAGE ALLOWANCE**

SECTION A:

The parties agree that the mileage allowance established for the employees of the Federal Government who are authorized to use their personal vehicles in the performance of their official duties shall be the rate for Compensation Units 1 and 2 employees, who are also authorized in advance, by Management to use their personal vehicles in the performance of their official duties.

SECTION B:

To receive such allowance, authorization by Management must be issued prior to the use of the employee's vehicle in the performance of duty. Employees shall use the appropriate District Form to document mileage and request reimbursement of the allowance.

SECTION C:

1. Employees required to use their personal vehicle for official business if a government vehicle is not available, who are reimbursed by the District on a mileage basis for such use, are within the scope of the District of Columbia Non-Liability Act (D.C. Official Code §§2-411 through 2-416 (2001 Edition)). The Non-Liability Act generally provides that a District Employee is not subject to personal liability in a civil suit for property damage or for personal injury arising out of a motor vehicle accident during the discharge of the employee's official duties, so long as the employee was acting within the scope of his or her employment.

2. Claims by employees for personal property damage or loss incident to the use of their personal vehicle for official business if a government vehicle is not available may be made under the Military Personnel and Civilian Employees Claim Act of 1964 (31 U.S.C. §3701 *et seq.*).

SECTION D:

No employee within Compensation 1 and 2 shall be required to use his/her personal vehicle unless the position vacancy announcement, position description or other pre-hire

documentation informs the employee that the use of his/her personal vehicle is a requirement of the job.

SECTION E:

Employees required as a condition of employment to use their personal vehicle in the performance of their official duties may be provided a parking space or shall be reimbursed for non-commuter parking expenses, which are incurred in the performance of their official duties.

ARTICLE 11
ANNUAL LEAVE/COMPENSATORY TIME BUY-OUT

SECTION A:

An employee who is separated or is otherwise entitled to a lump-sum payment under personnel regulations for the District of Columbia Government shall receive such payment for each hour of unused annual leave or compensatory time in the employee's official leave record.

SECTION B:

The lump-sum payment shall be computed on the basis of the employee's rate at the time of separation in accordance with such personnel regulations.

ARTICLE 12
BACK PAY

Arbitration awards or settlement agreements in cases involving an individual employee shall be paid within sixty (60) days of receipt from the employee of relevant documentation, including documentation of interim earnings and other potential offsets. The responsible Agency shall submit the SF-52 and all other required documentation to the Department of Human Resources within thirty (30) days upon receipt from the employee of relevant documentation.

ARTICLE 13
DUTY STATION COVERAGE

The Fire and Emergency Medical Services employees and the correctional officers at the Department of Corrections and the Department of Youth Rehabilitative Services who are covered under Section 7(k) of the Fair Labor Standards Act shall be compensated a minimum of one hour pay if required to remain at his/her duty station beyond the normal tour of duty.

ARTICLE 14 GRIEVANCES

SECTION A:

This Compensation Agreement shall be incorporated by reference into local working conditions agreements in order to utilize the grievance/arbitration procedure in those Agreements to consider alleged violations of this Agreement.

SECTION B:

Grievances concerning compensation shall be filed with the appropriate agency and the Office of Labor Relations and Collective Bargaining under the applicable working conditions agreement.

ARTICLE 15 LOCAL ENVIRONMENT PAY

SECTION A:

Each department or agency shall eliminate or reduce to the lowest level possible all hazards, physical hardships, and working conditions of an unusual nature. When such action does not overcome the hazard, physical hardship, or unusual nature of the working condition, additional pay is warranted. Even though additional pay for exposure to a hazard, physical hardship, or unusual working condition is authorized, there is a responsibility on the part of a department or agency to initiate continuing positive action to eliminate danger and risk which contribute to or cause the hazard, physical hardship, or unusual working condition. The existence of pay for exposure to hazardous working conditions or hardships in a local environment is not intended to condone work practices that circumvent safety laws, rules and regulations.

SECTION B:

Local environment pay is paid for exposure to (1) a hazard of an unusual nature which could result in significant injury, illness, or death, such as on a high structure when the hazard is not practically eliminated by protective facilities or an open structure when adverse conditions exist, e.g., darkness, lightning, steady rain, snow, sleet, ice, or high wind velocity; (2) a physical hardship of an unusual nature under circumstances which cause significant physical discomfort in the form of nausea, or skin, eye, ear or nose irritation, or conditions which cause abnormal soil of body and clothing, etc., and where such distress or discomfort is not practically eliminated.

SECTION C:

Wage Grade (WG) employees as listed in Chapter 11B, Appendix C of the DPM and any other employee including District Service (DS) employees as determined pursuant to Section 4 of this Article and Chapter 11B, Subpart 10.6 of the DPM are eligible for environmental differentials.

SECTION D:

The determination as to whether additional pay is warranted for workplace exposure to environmental hazards, hardships or unusual working conditions may be initiated by an agency or labor organization in accordance with the provisions of Chapter 11B, Subpart 10.6 of the DPM.

SECTION E:

Employees eligible for local environment pay under the terms of this Agreement shall be compensated as follows:

1. **Severe Exposure.** Employees subject to “Severe” exposure shall receive local environment pay equal to twenty seven percent (27%) of *the rate for RW 10, step 2 on the Compensation Unit 2 pay schedule*. The following categories of work are currently paid the rate for “severe” exposure:

- High Work

2. **Moderate Exposure.** Employees subject to “Moderate” exposure shall receive local environment pay equal to ten percent (10%) of *the rate for RW 10, step 2 on the Compensation Unit 2 pay schedule*. The following categories of work are currently paid the rate for “moderate” exposure:

- Explosives and Incendiary
Materials – High Degree Hazard
- Poison (Toxic Chemicals)
– High Degree Hazard
- Micro Organisms
– High Degree Hazard

3. **Low Exposure.** Employees subject to “Low” exposure shall receive local environment pay equal to five percent (5%) of *the rate for RW 10, step 2 on the Compensation Unit 2 pay schedule*. The following categories of work are currently paid the rate for “low” exposure:

- Dirty Work
- Cold Work
- Hot Work
- Welding Preheated metals

- Explosives and Incendiary Materials
 - Low Degree Hazard
- Poison (Toxic Chemicals)
 - Low Degree Hazard
- Micro Organisms
 - Low Degree Hazard

SECTION F:

These changes to local environment pay shall not take effect until the payroll modules of PeopleSoft are implemented by the District of Columbia.

**ARTICLE 16
NEWLY CERTIFIED BARGAINING UNITS**

For units placed into a new compensation unit, working conditions or non-compensatory matters shall be negotiated simultaneous with negotiations concerning compensation. Where the agreement is for a newly certified collective bargaining unit assigned to an existing compensation unit, the parties shall proceed promptly to negotiate simultaneously any working conditions, other non-compensatory matters, and coverage of the compensation agreement. There should not be read into the new language any intent that an existing compensation agreement shall become negotiable when there is a newly certified collective bargaining unit. Rather, the intent is to require prompt negotiations of non-compensatory matters as well as application of compensation (e.g., when pay scale shall apply to the newly certified unit).

**ARTICLE 17
TERM AND TEMPORARY EMPLOYEES**

The District of Columbia recognizes that many temporary and term employees have had their terms extended to perform permanent services. To address the interests of current term and temporary employees whose appointments have been so extended over time and who perform permanent services, the District of Columbia and the Union representing the employees in Compensation Units 1 and 2 agree to the following:

SECTION A:

Joint labor-management committees established in each agency/program in the Compensation Units 1 and 2 collective bargaining agreement which was effective through September 30, 2010, shall continue and will identify temporary and term employees whose current term and or temporary appointments extend to September 30, 2006, and who perform permanent services in District agency programs.

SECTION B:

Each Agency and Local Union shall review all term appointments within the respective agencies to determine whether such appointments are made and maintained consistent with applicable law. The Union shall identify individual appointments it believes to be contrary to applicable law and notify the Agency. The Agency shall provide the Union reason(s) for the term or temporary nature of the appointment(s), where said appointments appear to be contrary to law. If an employee has been inappropriately appointed to or maintained in a temporary or term appointment, the Agency and the Union shall meet to resolve the matter.

SECTION C:

The agency shall convert bargaining unit temporary and term employees identified by the joint labor-management committees, who perform permanent services, who are in a pay status as of September 30, 2010, and are paid from appropriated funding to the career service prior to the end of the FY 2013 – FY 2017 Compensation Agreement.

SECTION D:

Prior to the end of the FY 2013 – FY 2017 Compensation Agreement, to the extent not inconsistent with District or Federal law and regulation, the District shall make reasonable efforts to convert to the career service temporary and term bargaining unit employees identified by the joint labor-management committees who perform permanent services, are in a pay status as of September 30, 2017, are full-time permanent positions, and are paid through intra-district funding or federal grant funding.

SECTION E:

Employees in term or temporary appointments shall be converted to permanent appointments, consistent with the D.C. Official Code.

SECTION F:

District agencies retain the authority to make term and temporary appointments as appropriate for seasonal and temporary work needs.

SECTION G:

A Joint-Labor Management Committee shall consist of one (1) representative from each national union comprising Compensation Units 1 and 2. The District shall appoint an equal number of representatives. The Committee will facilitate the implementation of this Article should difficulties arise in the Joint-Labor Management Committees set forth in Section A.

ARTICLE 18
SAVINGS CLAUSE

SECTION A:

Should any provisions of this Agreement be rendered or declared invalid by reason of any existing or subsequently enacted law or by decree of a court or administrative agency of competent jurisdiction, such invalidation shall not affect any other part or provision hereof. Where appropriate, the parties shall meet within 120 days to negotiate any substitute provision(s).

SECTION B:

The terms of this contract supersede any subsequently enacted D.C. laws, District Personnel Manual (DPM) regulations, or departmental rules concerning compensation covered herein.

ARTICLE 19
DURATION

This Agreement shall remain in full force and effect through September 30, 2017. On this _____ day of _____ 2013, and as witness the parties hereto have set their signature.

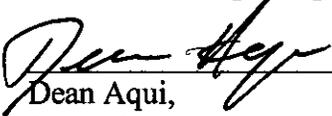
Compensation Units One and Two Collective Bargaining Agreement

Signed: July, 2013

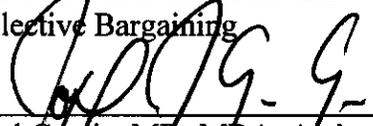
**FOR THE DISTRICT OF COLUMBIA
GOVERNMENT**



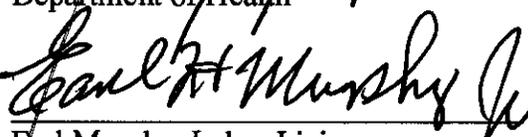
Natasha Campbell, Director
Office of Labor Relations and
Collective Bargaining



Dean Aki,
Supervisory Attorney Advisor
Office of Labor Relations and
Collective Bargaining



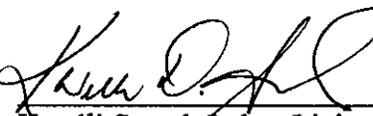
Joxel Garcia, MD, MBA, Acting Director
Department of Health



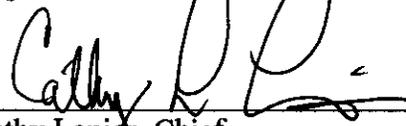
Earl Murphy, Labor Liaison
Department of Health



William Howland, Director
Department of Public Works



Kwelli Sneed, Labor Liaison
Department of Public Works



Cathy Lanier, Chief
Metropolitan Police Department

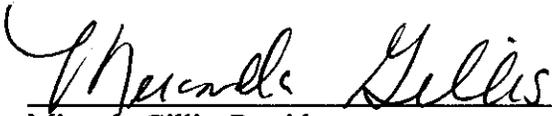
FOR THE UNIONS



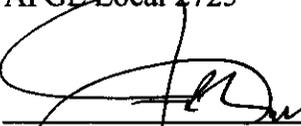
Geo T. Johnson, Chief Negotiator
Compensation Units 1 and 2



James Ivey, President
AFSCME Local 2091



Miranda Gillis, President
AFGE Local 2725



John Rosser, Chairman
Fraternal Order of Police/Department of
Corrections Labor Committee



Lee Blackmon, President
National Association of Government
Employees, R3-07



Ben Butler, President
AFGE Local 2741



Cynthia Perry, Staff Representative
1199 NUCHHE

Compensation Units One and Two Collective Bargaining Agreement

Signed: July, 2013

Mark Viehmeyer, Labor Liaison
Metropolitan Police Department



Lisa Wallace, Vice President
SEIU 1199E-DC



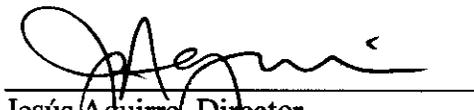
Kenneth Ellerbe, Chief
DC Fire and Emergency Medical Services



Clifford Lowrey, President
AFGE Local 1975

Brian Lee
DC Fire and Emergency Medical Services

Sabrina Brown, President
AFSCME Local 2401



Jesús Aguirre, Director
Department of Parks and Recreation

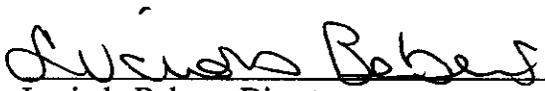
Reginald Walker, President
AFSCME Local 1200



Jamarj Johnson, Labor Liaison
Department of Park and Recreation



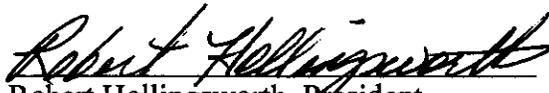
Cliff Dedrick, President
AFSCME Local 2743



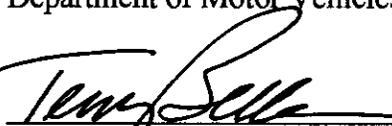
Lucinda Babers, Director
Department of Motor Vehicles

Kenneth Lyons, President
AFGE Local 3721

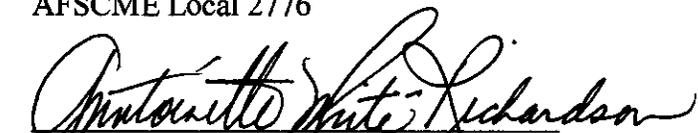
Odessa Nance, Labor Liaison
Department of Motor Vehicles



Robert Hollingsworth, President
AFSCME Local 2776



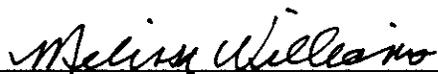
Terry Bellamy, Director
Department of Transportation



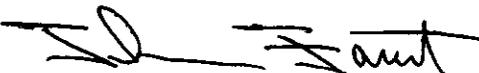
Antoinette White-Richardson, President
AFSCME Local 1808

Compensation Units One and Two Collective Bargaining Agreement

Signed: July, 2013

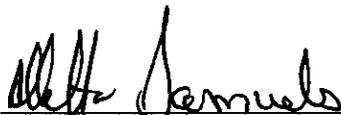

Melissa Williams, Labor Liaison
Department of Transportation


Robert Mayfield, President
AFGE Local 2978


Thomas Faust, Director
Department of Corrections

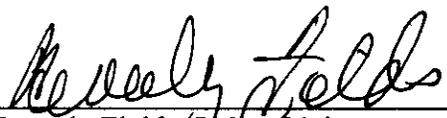

Timothy Traylor, President
AFGE Local 383


Paulette Johnson-Hutchings,
Labor Liaison
Department of Corrections


~~Richard Campbell~~, President **Alletta Samuel**
AFGE Local 1000


Marie Lydie Merre-Louis
Chief Medical Examiner
Office of the Chief Medical Examiner


Walter Jones, President
AFSCME Local 2087


Beverly Fields, Labor Liaison
Office of the Chief Medical Examiner


Barbara Milton, President
AFGE Local 631

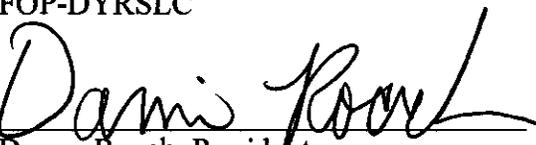

Brian Hanlon, Director
Department of General Services

Antonio Reed, President
NAGE R3-05


Cecelia Banks, Labor Liaison
Department of General Services

Cedric Crawley
FOP-DYRSLC


Phillip A. Lattimore, III, Director
Office of Risk Management


Darren Roach, President
AFSCME Local 877

Compensation Units One and Two Collective Bargaining Agreement

Signed: July, 2012

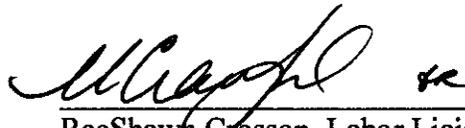
Amy Mauro, Labor Liaison
Office of Risk Management

Sheila Bailey-Wilson, President
AFSCME Local 709

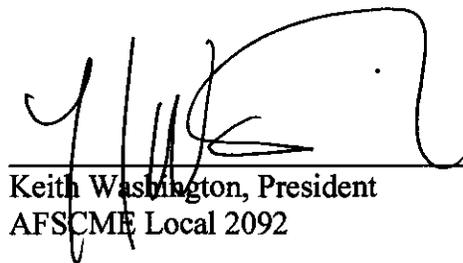


Emily Duso, Interim State
Superintendent of Education
Office of the State Superintendent
Of Education

Johnnie Walker, Representative
AFGE Local 3444



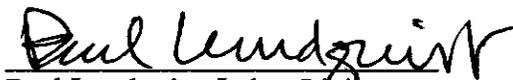
RaeShawn Crosson, Labor Liaison
Office of the State Superintendent
Of Education



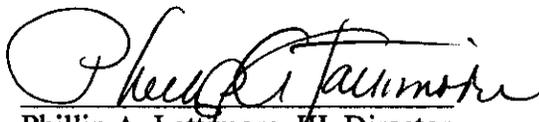
Keith Washington, President
AFSCME Local 2092

Dr. Natwar Gandhi,
Chief Financial Officer
Office of the Chief Financial Officer

Mary Horne, President
AFSCME Local 2095



Paul Lundquist, Labor Liaison
Office of the Chief Financial Officer



Phillip A. Lattimore, III, Director
Office of Risk Management



Wayne M. Turnage, Director
Department of Health Care Finance

Compensation Units One and Two Collective Bargaining Agreement

Signed: July, 2012

Portia Shorter, Labor Liaison
Department of Health Care Finance

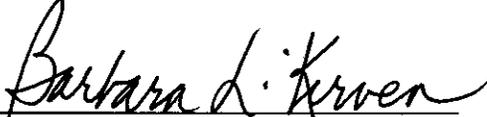


David Berns, Director
Department of Human Services

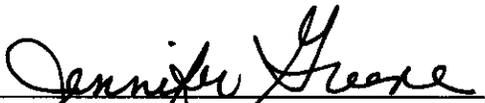


Jaki Buckley, Labor Liaison
Department of Human Services

Ginnie Cooper, Executive Director
DC Public Libraries



Barbara Kirven, Labor Liaison
DC Public Libraries



Jennifer Green, Director
Office of Unified Communications



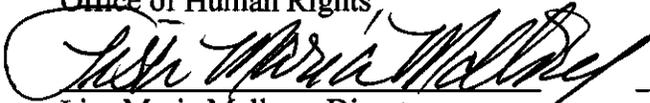
Armita Bonner-Evans, Labor Liaison
Office of Unified Communications

Compensation Units One and Two Collective Bargaining Agreement

Signed: July, 2012

Gustavo F. Velasquez, Director
Office of Human Rights

Ayanna Lee, Labor Liaison
Office of Human Rights



Lisa Maria Mallory, Director
Department of Employment Services

Rahsaan J. Coefield, Labor Liaison
Department of Employment Services



William P. White, Commissioner
Department of Insurance, Securities
And Banking



Margaret Schwender, Labor Liaison
Department of Insurance, Securities
And Banking



Nicholas A. Majett, Director
Department of Consumer and
Regulatory Affairs



Donald Tatum, Labor Liaison
Department of Consumer and
Regulatory Affairs

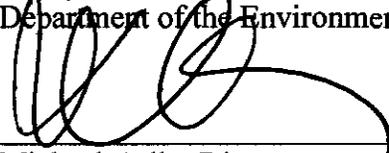
Compensation Units One and Two Collective Bargaining Agreement

Signed: July, 2012

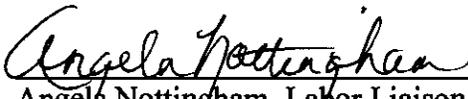
Keith Anderson, Director
Department of the Environment



Denise Rivera-Portis, Labor Liaison
Department of the Environment



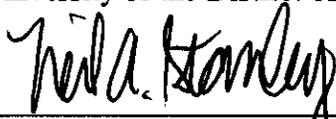
Michael Kelly, Director
Department of Housing and
Community Development



Angela Nottingham, Labor Liaison
Department of Housing and
Community Development

Dr. James E. Lyons, Sr., Interim President
University of the District of Columbia

_____, Labor Liaison
University of the District of Columbia



Neil Stanley, Director
Department of Youth Rehabilitation
Services

Tania Mortensen, Labor Liaison
Department of Youth Rehabilitation
Services



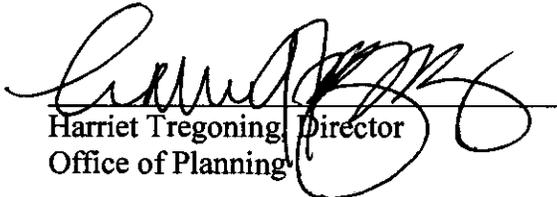
Vikkie Garay, Labor Liaison
Department of General Services

Compensation Units One and Two Collective Bargaining Agreement

Signed: July, 2012

Ron M. Linton, Commissioner
DC Taxicab Commission

Patty Mason, Labor Liaison
DC Taxicab Commission



Harriet Tregoning, Director
Office of Planning



Sandra Harp, Labor Liaison
Office of Planning

Eric E. Richardson, Executive Director
Office of Cable Television

Angela Harper, Labor Liaison
Office of Cable Television

Robert Mancini, Chief Technology Officer
Office of the Chief Technology Officer

Christina Fleps, Labor Liaison
Office of the Chief Technology Officer

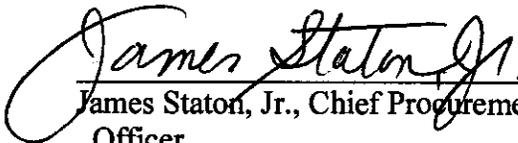
Compensation Units One and Two Collective Bargaining Agreement

Signed: July, 2012



Laura L. Nuss, Director
Department of Disability Services

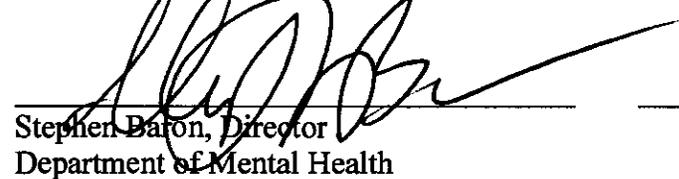
Kehinde Asuelimen, Labor Liaison
Department of Disability Services



James Staton, Jr., Chief Procurement
Officer
Office of Contracting and Procurement



Shirley Danner, Labor Liaison
Office of Contracting and Procurement



Stephen Baron, Director
Department of Mental Health



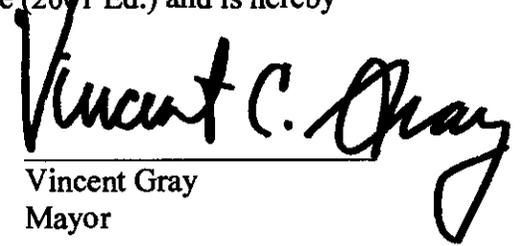
Frankie T. Wheeler, Director,
Human Resources
Department of Mental Health



Brendolyn McCarty-Jones, Labor Liaison
Department of Mental Health

APPROVAL

This collective bargaining agreement between the District of Columbia and Compensation Units 1 and 2, dated April 12, 2012, has been reviewed in accordance with Section 1-617.15 of the District of Columbia Official Code (2001 Ed.) and is hereby approved on this 10 day of July, 2013.


Vincent Gray
Mayor

APPENDIX A

Memorandum of Understanding

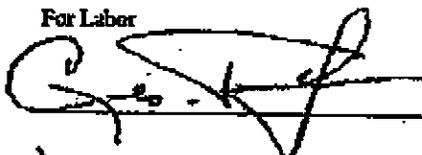
Between
Compensation Units 1 & 2
and
The District of Columbia
Concerning Classification and Compensation Collaborative Review

"The Parties hereby agree that in order to support the objective of rewarding a high performance workforce, a training program for all bargaining committee members shall be developed by a joint labor-management committee. The Committee will be composed of sixteen members, eight appointed by labor and eight appointed by management, and the Chief and Co-Chief negotiators of Compensation Units 1 & 2. This training program shall enhance the understanding of compensation and classification concepts and explore the appropriateness and application of high performance rewards to the District's workforce.

Furthermore, the Parties hereby agree that the District and the Unions shall commence a joint labor-management classification and compensation collaborative review of District jobs. This project shall examine the current classification and compensation systems in order to ensure that job classifications fairly represent actual work performed by District employees as well as the appropriateness of the District's current classification and compensation systems.

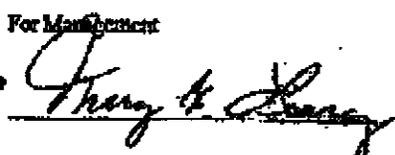
In order to support the training, classification and compensation joint labor-management initiatives, it is understood that the District shall retain the services of The Segal Company to assume the role of the lead consultant with these projects."

For Labor



David J. Schlein

For Management



Henry H. Harvey

January 30, 2001

APPENDIX B

**MEMORANDUM OF AGREEMENT
BETWEEN THE
DISTRICT OF COLUMBIA
AND
COMPENSATION UNITS 1 AND 2
CLASSIFICATION AND COMPENSATION REFORM TASK FORCE INITIATIVES**

Pursuant to the terms of the "Memorandum of Understanding Between Compensation - Units 1 and 2 and the District of Columbia Concerning Classification and Compensation Collaborative Review," which was incorporated as part of the Compensation Agreement between the District of Columbia Government and Compensation Units I and 2, FY 2001-FY 2003 ("Compensation Agreement"), the District of Columbia Government and the Unions in Compensation Units I and 2, established the Joint Labor-Management Classification and Compensation Reform Task Force (Joint Task Force). In addition, under the terms of the Compensation Agreement, the District Government agreed to set aside certain funding in fiscal years 2002 and 2003, which would be used by the Joint Task Force to implement initiatives designed to reform the District's compensation and classification systems.

The Compensation Agreement provides that in FY 2003 the District shall invest the equivalent of a minimum of one percent (1 %) increase in the aggregate salaries of Compensation Units 1 and 2 ("1 % Set-aside") toward classification and compensation reform. The District expended a portion of the 1 % Set-aside to implement the first significant change to the compensation system in the District by changing the pay progression of Compensation Units 1 and 2 employees, or how employees move between steps within a grade. The Joint Task Force has also agreed to begin the first classification reform project by reviewing the position classifications in each of the 9 occupational pay groups and where appropriate reclassify positions and adjust the grades and rates of pay for the reclassified positions.

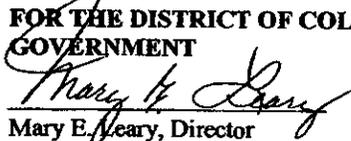
The Joint Task Force classification review will begin in August 2003, with a review of positions in the clerical/administrative occupational group and specific classification series and/or positions, which the Joint Task Force has determined, requires immediate review. The Joint Task Force has agreed that the District shall expend the unencumbered FY 2003 1% Set-aside fund balance under the terms of the Compensation Agreement, to fund increases in salaries or make other pay adjustments for employees in Compensation Units 1 and 2 who occupy positions the grade and/or the rate of pay of which is changed because of reclassification, re-grading, rate adjustment or changes in the District's classification and/or compensation policy as part of the classification reform project initiated by the Joint Task Force in FY 2003.

The Joint Task Force has agreed to apply any rate adjustment retroactively to a date in FY 2003. The retroactive date of implementation will be determined based on the number of employees affected and the unexpended balance of the 1% set-aside. That is pay adjustments will be made in affected employees' pay retroactive to the date permitted by the fund balance. Payment to employees should be made by March 31, 2004.

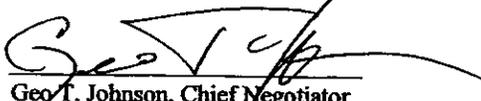
Further, the contracting parties agree that amounts hereafter designated through collective bargaining for classification and compensation collaborative review under the terms of the FY 2004 to FY2006 Compensation Units 1 and 2 Agreement, shall be accorded similar treatment for purposes of implementation. Specifically, any funds set aside in the Fiscal Years 2004, 2005 or 2006 shall be available for expenditure in that fiscal year or any other fiscal year covered by the Compensation Unit 1 and 2 agreement. Provided however, that all funds set aside for compensation and classification reform shall be expended or obligated prior to the expiration of the Compensation Units 1 and 2 Agreement for FY2004 – FY2006.

AGREED, this 26th day of August, 2003.

**FOR THE DISTRICT OF COLUMBIA
GOVERNMENT**


Mary E. Neary, Director
Office of Labor Relations
and Collective Bargaining

FOR COMPENSATION UNITS 1 & 2


Geo. T. Johnson, Chief Negotiator
Compensation Units 1 and 2

Memorandum of Understanding
Between
Compensation Units 1 and 2 and the District of Columbia

*Union Proposal
2/1/06*

The "Memorandum of Understanding between Compensation Units 1 and 2 and the District of Columbia Concerning Classification and Compensation Collaborative Review" was initially incorporated as part of the Compensation Agreement between the District of Columbia Government and Compensation Units 1 and 2 covering fiscal years 2001 through 2003.

Pursuant to the terms of this MOU, the joint Labor Management Classification and Compensation Reform Task Force (LMCCRTF) shall:

1. Effective March 1, 2006, this joint labor management committee established pursuant to the terms of the Compensation Units 1 and 2 collective bargaining agreements (the LMCCRTF) shall be administered under the District's Office of Labor Relations and Collective Bargaining (OLRCB);
2. The LMCCRTF shall have eight (8) voting representatives from labor including representatives from each national labor union comprising Compensation Units 1 and 2 and the District's OLRCB shall appoint an equal number of management representatives;
3. Outside consultants and other subject matter experts are not members of the LMCCRTF and shall not have voting rights in the LMCCRTF. However, such persons may be invited to attend said meetings only when they are presenting information relevant to the task;
4. The funds from the LMCCRTF for fiscal years FY 2004 through FY 2006 shall be used to implement the new pay schedules the last pay period of September 2006, which are attached as Appendices A(1) through A(8) to management's proposals for base wage increases for the contract beginning October 1, 2006.

*med
2/1/06
G.T.S.
2/1/06*

ATTACHMENT 12

COLLECTIVE BARGAINING WORKING CONDITIONS AGREEMENT

BETWEEN

**AMERICAN FEDERATION OF GOVERNMENT
EMPLOYEES, LOCAL 1403,
AFL-CIO,**

AND

THE DISTRICT OF COLUMBIA,

AND

**THE OFFICE OF THE ATTORNEY GENERAL,
THE GOVERNMENT OF THE
DISTRICT OF COLUMBIA**

EFFECTIVE THROUGH SEPTEMBER 30, 2017

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ARTICLE 1 RECOGNITION

Section 1 - Recognition

A. The American Federation of Government Employees, (AFGE) Local 1403 (Union) is recognized as the sole and exclusive collective bargaining representative of employees in the bargaining unit as defined in Section 2 of this Article.

B. As the sole and exclusive representative, the Union is entitled to act for and to negotiate collective bargaining agreements (CBA) on behalf of all employees in the bargaining unit. The Union shall represent the interests of all employees in the bargaining unit without discrimination as to membership.

C. The Employer shall give the Union an opportunity to be present at any formal meeting between the Employer and one or more employee(s) in the bargaining unit concerning any grievance or general condition of employment of the employee(s) in the bargaining unit. A "formal meeting" refers to any meeting between an employee and any individual in his or her supervisory chain of control that includes at least one (1) other management official or supervisor and at least one (1) Union representative.

Section 2 – Coverage

A. All Series 905 attorneys employed by the Office of the Attorney General for the District of Columbia (OAG or Employer), including Agency Counsel, except employees excluded under Section 5 of the Article. PERB Case No. O1-RC-03; Certification No. 121; PERB Case No. 01014-RC-0301, Certification No. 121, 133 (April 19, 2005).

B. AFGE Local 1403 is recognized as the sole and exclusive bargaining representative for the bargaining units set forth in PERB Certification No. 121 and PERB Certification No. 133. In the event that any attorney positions within Local 1403's bargaining unit that are currently assigned to the Office of the Attorney General are subsequently assigned to other agencies within the District of Columbia Government, the parties agree that Local 1403 will open negotiations, within thirty (30) days of the effective date of the transfer of positions, to establish an agreement governing the working conditions of the bargaining unit employees within those positions.

Section 3 – New Units

The provisions of this Agreement shall not cover bargaining unit employees under the administrative jurisdiction of the Attorney General and/or the Mayor of the District of Columbia newly certified during the term of this Agreement. Representatives of any new units shall meet to negotiate a separate Agreement which shall govern the new units.

Section 4 – Unit Clarification(s)

The Union and the Employer shall file a Joint Petition with the Public Employee Relations Board to clarify and correct inaccuracies contained or arising within the current unit certifications. Prior to filing the joint petition, the Union and Employer shall confer on the revised unit descriptions.

Section 5 - Exclusions from Coverage

The following employees are excluded from the bargaining unit covered by the Agreement:

1. All management officials;
2. All supervisors;
3. Employees who act in a confidential capacity with respect to an individual who formulates or effectuates management policies regarding attorney employees in the field of labor relations;
4. Employees engaged in personnel work regarding attorney employees in other than a purely clerical capacity;
5. Employees who are engaged in administering the provisions of Title XVII of the District of Columbia Comprehensive Merit Personnel Act of 1978, D.C. Law 2-139; and
6. Interns, volunteers, pro bono attorneys, contract attorneys, attorneys who are detailed to the OAG from federal agencies.

ARTICLE 2 LABOR-MANAGEMENT RELATIONS

Section 1 - Composition and Function of the Labor-Management Committee

A. The parties shall continue the existing Labor-Management Committee (LMC) that will be constituted of an agreed upon number of Union and Employer representatives.

B. The purpose of the LMC is to provide a forum for the exchange of views on working conditions, terms of employment, risk assessment, matters of common interest or other matters, which either party believes will contribute to improvement in the relations between the Union and the Employer within the framework of this Agreement.

C. Performance evaluation appeals, grievances and disciplinary matters shall not be the subject of discussions at these meetings, nor shall the meeting be for any other purpose, which would modify, add to or detract from the provisions of this Agreement. The Committee shall adopt rules for meetings including rules for notices, agendas, times and locations.

D. Changes to the functions and structure (except changes involving a particular individual as to personnel/supervisory appointments or transfers or space relocations) of the OAG are a proper matter for consideration by the Labor-Management Committee or relevant subcommittee.

Section 2 - Subcommittees

The parties may mutually agree to establish subcommittees of the LMC to study problems and conditions.

Section 3 – Union’s Right to Request Impact and Effects Bargaining

Nothing herein shall be construed to limit the Union's right to request impact and effects bargaining over any proposed organizational changes.

Section 4 - Findings and Recommendations of the Labor-Management Committee or Subcommittee

When possible, the findings and recommendations of the LMC or subcommittee thereof will be forwarded to the Attorney General or his/her designee for consideration. The Attorney General or his/her designee shall respond in writing to any written findings and recommendations of the committee or subcommittee within a reasonable period of time. At the time recommendations are forwarded by the committee or subcommittee to the Attorney General or his/her designee, the committee or subcommittee shall recommend a requested response date from the Attorney General, or his/her designee.

Section 5 - Labor-Management Meetings

A. In mutual recognition of the parties' joint desire to discuss and resolve matters of concern at the lowest possible level, the Union steward and first-level supervisor, who shall be a Section Chief for those attorneys who are in a Section or Deputies for those attorneys who are not in a Section, should meet periodically for the purpose of meaningful consultation and communication on the problems and policies of the organization in their working unit, and if appropriate, the steward may meet with supervisors of a higher level. Such meetings between supervisors and stewards shall be on duty time, shall be brief, and shall cover matters of concern between them and appropriate to their relationship.

B. Appropriate Management and Union representatives shall meet at either party's request to discuss problems concerning the implementation of this Agreement. Each party shall furnish the other with an itemized agenda setting forth the topics of discussion one (1) day before the meeting, unless otherwise agreed. The parties further agree that items not on the agenda may be raised for discussion, if agreed to by the parties at the meeting.

Section 6 - Organizational Changes

A. The parties agree that changes to the functions and structure (except changes involving a particular individual as to personnel/supervisory appointments or transfers or space relocations) of the OAG are a proper matter for consideration by the Labor-Management Committee or

relevant subcommittee. The Employer may, in its discretion, solicit the views of the Union on any proposed organizational change at any time, but agrees that it shall provide to the Union President a copy of the final draft of organizational changes that will impact Bargaining Unit Employees. The Union President or his/her designee may call a meeting of the Labor-Management Committee or relevant subcommittee concerning the proposed changes and Employer shall honor any such request. Following these consultations, the Union will be provided a copy of the final plan that has been approved by appropriate officials. If any changes to the plan are made thereafter, the Union shall be provided a copy of such changes.

Section 7 – Risk Assessment

A. The LMC will act as the Risk Assessment and Control Committee (RACC) on all risk management issues concerning the OAG. When the LMC acts as the RACC, an equal number of representatives from Union and Management shall be included in the meetings.

B. The LMC will make recommendations to the Attorney General concerning risk management issues for OAG. The Attorney General or his/her designee will respond to risk management recommendations of the LMC within a reasonable period of time after receipt, but in no event later than four (4) weeks following the transmittal of a written recommendation from the LMC to the Attorney General. The Attorney General will take any corrective actions needed within a reasonable period of time, given the context of the recommendation.

C. The LMC shall include a RACC risk management agenda within the agenda of the LMC at least four (4) times each year on a quarterly basis.

D. Risk management issues will be considered by the LMC as a whole, with one vote for each committee member authorized.

ARTICLE 3 ADMINISTRATION OF LEAVE

Except as otherwise provided in this Agreement or the corresponding Compensation Agreement, the parties shall adhere to all applicable law and District government rules and regulation in the administration of leave. Annual leave must be reasonably requested in advance except in an emergency (unanticipated event). Employer's decision to grant or deny annual leave shall be made within 72 hours of the request, excluding Saturdays, Sundays, holidays, and any other day that the District government is closed and will be based solely on mission (including coverage) requirements. Except in emergency situations, the Employer shall not consider the reason for the annual leave request in making the leave determination. If requested by the employee, the supervisor shall discuss the reason for the denial of any request, and discuss when the employee will be able to take the requested leave. Requests for annual leave shall be approved when possible.

**ARTICLE 4
ALTERNATIVE WORK SCHEDULE**

The Employer agrees to continue implementation of its Attorney, Non-Attorney Manager, and Support Staff Alternative Work Schedule Program (Office Order No. 2011-07) (March 28, 2011), in effect on September 12, 2013, and set out as Attachment A to this Agreement.

**ARTICLE 5
EMPLOYEE ASSISTANCE PROGRAM**

Section 1 - General

The parties recognize that alcoholism, drug abuse, and emotional and mental illness are health problems that may affect job performance. To this end, the Employer will, at least annually, make employees aware of the District's Employee Assistance Program (EAP) (District Personnel Manual (DPM) Chapter 20B, Section 2050) and available services provided under it. The provisions of the DPM govern except as provided below.

Section 2 - Use of Sick Leave

Employees undergoing a prescribed program of treatment for alcoholism, drug abuse, emotional illness, or mental illness will be allowed to use available sick leave with appropriate documentation of attendance and/or referral for this purpose on the same basis as any other illness.

**ARTICLE 6
UNION STEWARDS/OFFICIAL TIME**

Section 1 - Number of Stewards

- A. The Union may designate, other than the Chief Steward, no more than five (5) stewards, or one (1) steward for every fifty (50) bargaining unit employees, whichever is greater.
- B. The Union will endeavor, whenever possible, to limit the number of Union Representatives working in the same division, to a number that will not cause a significant work disruption in that work unit.

Section 2 - Designation of Representatives

- A. Union Officers, Stewards and Other Representatives
 - 1. Union Officers and Stewards: The Union agrees to provide the OAG and the Office of Labor Relations and Collective Bargaining (OLRCB) with a written list of its officers and stewards within two (2) workdays after the date this Agreement is executed and within five (5) working days after each general election.

2. Other Representatives: The Union will also notify the Employer and OLRCB, in writing, of other Union representatives who may request official time, along with a description of their individual Union assignments.

B. Changes in the list will be submitted to the Employer's designated official(s) at least two (2) workdays prior to the assumption of representational responsibilities by any new officers, stewards or other representatives. If a Union official is not on the list of designated representatives and is needed prior to the two (2) days notice, the Union President shall notify the Employer's designated official(s) by phone and/or e-mail before the official will be recognized. The Employer shall recognize any Union official designated pursuant to this section.

C. The Employer will not recognize any Union official or representative who is not listed as required or for whom notification was not provided in accordance with this section.

D. Except where explicitly provided, this Agreement shall not be interpreted in any manner that interferes with the Union's right to designate representatives of its own choosing on any particular representational matter.

E. The Union will be notified prior to any change in tours of duty of duly appointed Stewards. The Union shall also be notified prior to the organization of tours of duty that would affect the members of the unit.

F. Employer recognizes that the Union may designate employee members, selected or appointed to a Union office or delegated to a Union function and agrees that, upon request, the employee may be granted annual leave or leave without pay for the period of time required to be away from his/her job. Such requests will be submitted as far in advance as possible, but not less than one (1) working day prior to the day the leave is to begin in the event the leave request is eight (8) hours or less, or five (5) working days in advance, in the event the leave request exceeds eight (8) hours. The Union shall be notified of a disapproval of leave in writing together with the Employer's justification. Leave contemplated under this article shall not be denied except for good cause.

Section 3 - Performance Appraisals

A. No Union representative will be disadvantaged in the assessment of his/her performance based on his/her participation in Union activities and/or use of official time to conduct labor-management business authorized by this Agreement. However, performance problems unrelated to participation in Union activities and/or the use of official time may be addressed in accordance with other relevant provisions of this Agreement.

B. At the beginning of the rating year or when the Union representative is initially appointed, workload and performance expectations will be established that consider the actual use of official time and the impact on performance of the duties of the employee's position. Additionally, the designated supervisor and the Union representative will meet at least quarterly to discuss needed adjustments to workload and representational needs.

Section 4 - Official Time for Representational Activity

A. Pursuant to the statutory right and responsibility of the Union to represent bargaining unit employees, representatives of the Union will be granted reasonable amounts of official time to investigate, prepare for, and conduct representational functions in accordance with the provisions of this Article as follows. The Union President (office currently occupied by Shana Frost on an acting basis) will be assigned a caseload equal to no greater than 50% of the average caseload of an attorney with his or her grade level and experience in the Division which employs the Union President. The Union Vice President # 1 (office currently occupied by Robert DeBerardinis) will be assigned a caseload equal to no greater than 75% of the average caseload of an attorney with his/her grade level and experience in the Division which employs the Union Vice President #1. No other Union members or officer will be assigned a reduced caseload. However, other Union members or officers shall be granted reasonable amounts of official time to investigate, prepare for, and conduct representational functions as needed, including necessary travel time. Employer will not be required to grant or approve official time for any Union shop steward, officer or other representative who has not complied with the Employer notification requirements of Section 2 of this Article.

B. For the purpose of this Article, "representational functions" means those authorized activities undertaken by employees on behalf of other employees or the Union pursuant to representational rights under the terms of this Agreement and District of Columbia law. Examples of activities for which reasonable amounts of official time will be authorized include:

1. collective bargaining negotiations;
2. discussions with Employer representatives concerning personnel policies, practices, and matters affecting working conditions;
3. any proceeding in which the Union is representing an employee or the Union pursuant to its obligations under this Agreement;
4. grievance meetings and arbitration hearings;
5. a disciplinary or adverse action oral reply meeting, if the Union is designated as representative of the employee;
6. any meetings for the purpose of presenting replies to the proposed termination of probationers, if the Union is designated as representative of the employee;
7. any meeting for the purpose of presenting reconsideration replies in connection with the denial of within-grade increases, if the Union is designated as representative of the employee;
8. attendance at an examination of an employee who reasonably believes he or she may be the subject of a disciplinary or adverse action;
9. informal consultation meetings between the Employer and the Union;

10. conferring with affected employees about matters for which remedial relief is available under the terms of this Agreement;
 11. attendance at meetings of committees on which Union representatives are authorized members by the Employer or this Agreement;
 12. attendance at labor-management committee meetings or other joint labor-management cooperative efforts;
 13. attendance at Employer recognized or sponsored activities to which the Union has been invited;
 14. attendance at public hearings of the District of Columbia City Council or other legislative/administrative bodies of the District or federal government relating to matters that affect either the OAG or labor relations/labor matters in the District of Columbia that impact or may impact the Union;
 15. necessary travel to any of the activities listed above;
 16. training related to the representational functions of Union officials and stewards which the parties agree is to their mutual benefit and for which management is given notice and provided with an agenda and course description; and
 17. new employee orientation meetings.
- C. Official time shall not include time spent on internal Union business, including, but not limited to:
1. Attending Local, Regional, or National Union meetings;
 2. Soliciting members;
 3. Collecting dues;
 4. Posting notices of Union meetings; administering elections;
 5. Preparing and distributing internal Union newsletters or other such internal documents; and,
 6. Internal Union strategy sessions, except for representational functions.

Section 5 - Requesting Official Time

- A. All use of official time by any Union officer, official, steward or other representative must be recorded on the Employer-approved Official Time Report Form and submitted on a monthly basis to Employer's designee.
- B. Official time for Union representatives should be requested on the approved "Official Time Report" form. The Union representative will request authorization for official time from his or her supervisor in advance and as is consistent with workload requirements except when circumstances do not allow for advance approval (e.g., unscheduled meetings called by management where the Union's attendance is requested; or representation of employees in investigatory interviews; or circumstances where the employee might be subject to discipline). Failure to properly request and obtain approval of official time may result in disciplinary action depending on the circumstances.
- C. All advance requests for official time are understood to be estimates.
- D. If a request for official time is denied, the manager or supervisor refusing such permission shall give the reasons for refusal in writing to the individual who was so denied if the individual involved makes such a request.
- E. Employee Union representatives, except the Union President, in light of her 50% reduced caseload, and Vice President #1, in light of his 25% reduced caseload, will complete the "Official Time Report" form (attached to this Agreement as Exhibit "A") provided by the Employer to accurately depict the actual official time used in a timely manner each pay period.
- F. Management shall not prevent Union representatives from representing employees at reasonable times consistent with the provisions of this Agreement. The Union and employees recognize that workload and scheduling considerations will not always allow for the immediate release of employees from their assignments. However, the Employer agrees that such permission for release shall not be unreasonably delayed or denied. Workload needs will be balanced with official time needs prior to approval based on the following standard: official time requests shall be granted unless they hinder the accomplishment of essential workload requirements that cannot otherwise be accommodated.
- G. All affected employees (e.g., grievants, representatives, witnesses, and appellants) whose presence has been determined to be necessary, by either the Union or the Employer, as the case may be, at relevant proceedings (including hearings, meetings, arbitrations, oral replies, or other labor-management business) will receive necessary official/duty time to participate in and travel to and from the proceedings.

Section 6

- A. The parties agree that Union officials and stewards are entitled to take a reasonable amount of official time and the officials and stewards requesting/using official time shall be treated with civility and shall not be discriminated against because they participate in Union activities and/or take official time. Likewise, Union officials and stewards shall treat supervisors with civility in regard to their supervisors need to have information about the amount and type of official time being requested

so that the supervisor can effectively manage their personnel and allotted workload. The parties agree that there is a need for flexibility to enable managers to effectuate the mission of the government and, at the same time, to enable Union officials and stewards of the bargaining unit to take care of Union business expeditiously.

B. In cases of alleged abuse of official time by the Union, or alleged improper restriction of official time or discrimination by the Employer, the parties shall endeavor to resolve the matter at the lowest possible level. If efforts to resolve the matter between the first line supervisor and the Union official or representative fail, then the party alleging the abuse or improper restriction shall bring the matter to the attention of the appropriate management and Union representatives. If the matter is not resolved then either party may seek assistance from the D.C. Office of Labor Relations and Collective Bargaining.

Section 7

The parties shall conduct separate training concerning use of official time for members and managers and supervisors.

ARTICLE 7 UNION USE OF EMPLOYER FACILITIES AND SERVICES

A. Upon request, the Union may have access to meeting space by following established OAG procedures. Except as provided elsewhere in this Agreement, the Union shall attempt to hold meetings during the non-work time of employees attending the meetings. The Union will be responsible for maintaining decorum at meetings on the Employer's premises and for restoring the space to the same condition to which it existed prior to the meetings.

B. Employer manpower, office space, and supplies, except as otherwise provided in this Agreement, shall not be used in support of internal Union business.

C. The Employer may provide appropriate office space with a locking door for the Union. Assigned Union office space will remain in use unless or until the Employer needs require the use of the assigned space. In this event, management will notify the Union sixty (60) days in advance. Other approximately equivalent or mutually agreeable space will be made available at least fifteen (15) business days prior to the time the Union is required to vacate the present office.

D. The Employer will make available to the Union at a minimum two (2) locking file cabinets, one (1) desk, and three (3) chairs.

E. The Union shall limit its posting of notices and bulletins to Union-designated bulletin boards, and each such posting shall be authorized and initialed by a Union officer or steward. A courtesy copy of all materials to be posted pursuant to this article will be provided to the Attorney General or his/her designee at the time of posting. Each bulletin board shall have the following notice posted in a prominent place:

This bulletin board is for the exclusive use of AFGE Local 1403 and its membership. Matters posted on the board are not intended to reflect the official views of the DC

Government or the Employer unless issued by them.

The contents of the notices posted on the bulletin board shall be at the discretion of the Union, except that the Attorney General or his/her designee may request the removal of language or material that it believes is defamatory or discriminatory. With notice to the Union, Employer may remove language or material that is defamatory or discriminatory.

F. Union officers and representatives, and other unit members who serve in any capacity on behalf of the Union, may use their regular workstations including telephones, computers, and e-mails to communicate with bargaining unit employees in connection with their representational functions; provided however, such activity shall not interfere with the effective operation of the Government's business. Employer shall not monitor Union telephone or email activity or content related to representational functions. All communication regarding terms and conditions of employment shall be in accordance with the Code of Conduct applicable to District Government employees as defined in the Government Ethics Act (D.C. Law 19-124, D.C. Official Code § 1-1161.01 *et seq.*). Communications, including broadcast emails, will not contain statements that reflect on or attack the integrity or motives of individuals, the Office of the Attorney General, or other agencies of the District Government. Communications will clearly identify the Union official responsible for its content.

ARTICLE 8 PERSONNEL FILES

Section 1 - Official Files - Definition

The Official Personnel File ("OPF") for each employee is maintained solely by the District of Columbia Department of Human Resources ("DCHR").

Section 2 - Right to Examine

Employees and/or their authorized representatives shall be permitted to examine all contents of the employee's personnel files, including without limitation the OPF, whether maintained by OAG, DCHR or elsewhere, upon request.

Section 3 - Right to Respond

Each Employee shall have the right to answer any material filed in his/her OAG personnel files and his/her answer shall be attached to the material to which it relates. Unless prohibited by law or regulation, in the case of complaints made orally that are reduced to writing and placed in an OAG personnel file, Employees shall be informed of the person making the complaint; the substance of the complaint, and the date the complaint was made and may respond as provided for in this section.

Section 4 - Right to Copy

An employee and/or their authorized representatives will be permitted to copy any material in all personnel files, including without limitation the OPF, for that employee maintained by the Employer.

Section 5 - Access by Union

Upon presentation of written authorization by an employee, the Union representative may examine all of the employee's personnel files, including without limitation the OPF, and obtain copies of the material free of charge.

Section 6 – Employee to Receive Copies

As consistent with applicable law, the employee shall receive a copy of all material placed in his/her OPF and all personnel related materials, including electronic data, upon request.

**ARTICLE 9
JOB DESCRIPTIONS**

Each employee within the unit shall receive a copy of his/her current job description upon request. When an employee's job description is changed, the employee and the Union shall be provided a copy of the new job description. When there is a material change in job duties, the employee shall be given advance notice of the change.

**ARTICLE 10
LATE ARRIVAL/EARLY DISMISSAL**

Section A -- Late Arrival

Employees shall be permitted to arrive late at work without charge to leave during inclement weather or during other extraordinary circumstances where the District government has authorized a late arrival for all non-essential employees, consistent with the authorization. All employees shall be considered non-essential for purposes of this Article unless they have been previously notified of their essential status.

Section B -- Early Dismissal

Whenever the Mayor, designated agency head, or an authorized official authorizes the early dismissal of District government employees, all employees (except those who have been designated in advance as essential employees consistent with the applicable laws and regulations and those who have been notified by their supervisor that because of specific pressing work requirements that they may not leave work early) shall be permitted to leave their duty stations consistent with the early dismissal authorization. The Attorney General (or his or her designee) shall make every reasonable effort to ensure that employees are notified timely of the early

dismissal or other leave policy during extraordinary circumstances. In addition, managers and supervisors shall make every reasonable attempt to ensure that employees who they manage or supervise are notified of the early dismissal authorization.

Notice shall be provided to employees whose work assignments do not permit them to leave work early regardless of the general early release authorization.

Section C -- Employees on leave during the late arrival/early dismissal period

An employee who previously requested and was granted leave during the authorized late arrival and/or early dismissal hours shall not be charged leave for the period requested that coincides with the authorized late arrival and/or early dismissal hours.

ARTICLE 11 STRIKES AND LOCKOUTS

In accordance with applicable law, it shall be unlawful for any District Government employee or the Union to authorize, ratify or participate in a strike against the District. The term strike as used herein means any unauthorized concerted work stoppage or slowdown. No lockout of employees shall be instituted by the Employer during the term of this Agreement except that the Employer in a strike situation retains the right to close down any facilities to provide for the safety of employees, equipment or the public.

ARTICLE 12 CONTRACTING OUT/PRIVATIZATION

Employer recognizes the Union's desire to retain all work regularly performed for the Employer, and the Union recognizes the Employer's need to maintain an efficient workplace; therefore, Employer will use its best efforts to continue to use bargaining unit employees and not subcontract work that has been traditionally and regularly performed by its employees. Decisions regarding contracting out are areas of discretion of the Employer. The impact and implementation of contracting out upon bargaining unit employees is a mandatory subject of bargaining. The Employer must notify the Union at least thirty (30) days in advance of any contracting out actions. The Union shall have full opportunity to make its recommendations known to the Employer who will duly consider the Union's position and give reasons in writing to the Union for any contracting out action. The Employer shall consult with the Union to determine if the needs of the Government may be met by means other than contracting out work traditionally performed by bargaining unit employees. The Employer shall minimize displacement actions by reassigning or retraining affected employees in order to retain bargaining unit employees consistent with available budget and applicable laws and regulations.

**ARTICLE 13
UNION RIGHTS AND SECURITY**

Section 1 – Exclusive Agent

The Union shall be the exclusive collective bargaining representative of bargaining unit employees.

Section 2 – Access to Employees

Representatives of the Union shall have access to individual employees, either new or rehired, in its bargaining unit to explain Union membership, services and programs. Such access shall be voluntary for new and rehired employees and shall occur during the formal orientation session. The Union shall have the opportunity to provide a fifteen (15) minute presentation as a part of the orientation programs for the Employer.

Section 3 – Dues Check off

Pursuant to D.C. Official Code § 1-617.07 (2012 Repl.), the Employer shall deduct dues from the bi-weekly salaries of those employees who authorize the deduction of said dues. The Union shall be solely responsible for notifying employees, prior to obtaining their authorization, that they have certain constitutional rights under *Chicago Teachers Union Local No.1 v. Hudson*, 475 U.S. 292 (1986) and related cases. The employee must complete and sign an authorized dues deduction form to authorize the withholding. Employer will promptly process dues deduction forms.

Section 4 – Annual Notification of Annual Dues Amount

The amount to be deducted shall be certified to the Office of Labor Relations and Collective Bargaining (OLRCB) annually in writing by the appropriate official of the Union. The employee's authorization shall be forwarded to the OLRCB. It is the responsibility of the employee and the Union to bring errors or changes in status to the attention of the Employer. Corrections or changes shall be made at the earliest opportunity after notification is received but in no case will changes be made retroactively, unless the Employer fails to deduct dues due to the Employer's action or inaction. This provision shall supersede any other dues deduction agreement in effect prior to the effective date of this Agreement.

Section 5 – Service Fees

In keeping with the principle that employees who benefit by the Agreement should share in the cost of its administration, the Union shall require that employees who do not pay Union dues to pay an amount (not to exceed Union dues) that represents the cost of negotiation and/or representation. Such service fee deductions shall be allowed when the Union presents evidence that at least fifty-one percent (51%) of the employees in the unit are members of the Union.

Section 6 – Cost of Processing

Union dues and/or service fees shall be transmitted to the Union, minus a fee of \$.15 per deduction (dues or service fee) per pay period, payable to the OLRCB, for the administrative expenses associated with the collection of said dues pursuant to executed dues check off authorizations.

Section 7 – Hold Harmless

The Union shall indemnify, defend and hold the Employer harmless against any and all claims, demands and other forms of liability that may arise from the operation of this Article. In any case in which a judgment is entered against the Employer as a result of the deduction of dues or other fees, the amount held to be improperly deducted from an employee's pay and actually transferred to the Union by the Employer shall be returned to the Employer or conveyed by the Union to the employee(s) as appropriate.

Section 8

Payment of dues or service fees shall not be a condition of employment.

Section 9

When a service fee is not in effect, the Union may require that an employee who does not pay dues or service fees to pay reasonable costs incurred by the Union in representing such employee in grievances, adverse actions or appeal proceedings within the provisions of the CMLA, provided the Union gives advance notice of said costs to the employee.

Section 10

The terms and conditions of this Agreement shall apply to all employees in the bargaining unit without regard to Union membership.

ARTICLE 14
TERM EMPLOYEES

Section 1

- A. Term employees in the bargaining unit shall be given not less than two (2) pay period's notice of the termination of their appointment.
- B. Term bargaining unit employees shall be fully informed in their offer letter prior to their entrance on duty that the offer of employment is a term position. Term employees shall be provided a copy of their official position description.
- C. To the extent not inconsistent with District or Federal law and regulations, the Employer shall use its best efforts, subject to funding, to convert term bargaining unit employees ("NTE employees") to permanent ("FTE") status by the end of each fiscal year, when the term bargaining unit employee: 1) performs services for which OAG has a continuous need, 2) is in a pay status as of September 30, 2013, and continuing on an ongoing basis any term bargaining unit employee in a pay status by September 30th of each successive year, and 3) has both served for at least one year and performed at a meets expectations level, or the equivalent, for the most recent evaluation rating period. If a term employee is separated by management for any reason, other than project termination or budgetary reasons, and management previously extended the employee's term for 13 months, so that the employee is separated at the end of his or her second term, the employee shall have an opportunity to challenge his or her separation to the same extent as permanent unit employees.
- D. By December 1st of each year, Employer must provide the Union with the names of all unit term employees, the reason why their positions are term positions, and the names of all unit employees who have been converted to FTE status.

Section 2 – Priority Conversion of NTE Employees to FTE Status

When management determines to fill a FTE vacancy in a legal services section, the most senior qualified NTE employee with substantially similar, or greater, experience to the vacant position in that section, providing that the employee has a satisfactory performance appraisal and more than 24 months continuous employment, must be offered the FTE position.

ARTICLE 15 DISCRIMINATION

Section 1 – General Provisions

A. In accordance with the D.C. Human Rights Act of 1977, as amended, D.C. Official Code 2-1401 *et seq.* (2012 Repl.), the Employer shall not discriminate against any Employee because of actual or perceived race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, family responsibilities, matriculation, political affiliation, disability, gender identity or expression or genetic information. The Employer's violation of the Human Rights Act shall also constitute a violation of this Agreement.

B. Employer and the Union agree to cooperate to provide equal opportunity for employment and promotion to all qualified persons, to cooperate in ending discrimination, and to promote the full realization of equal employment opportunity through a positive and continuing effort. To this end, EEO concerns may be filed with OAG's EEO Director in accordance with OAG's Equal Employment Opportunity Office Order No. 2006-11. At the request of either party, the EEO Director shall consider any employment practice or policy that allegedly has an adverse impact on members of any protected group.

Section 2 - Equal Employment Practices

The Employer shall continue implementation of its Equal Employment Opportunity Policy (OAG Office Order No. 2006-11 (March 9, 2006 or successor orders) and any Affirmative Action Plan in accordance with existing law on affirmative action. The Affirmative Action Plan will be developed in accordance with Federal and D.C. Office of Human Rights guidelines. Union input on the development of the Affirmative Action Plan may be provided through OAG's EEO Director. The Employer shall provide the Union a copy of the Affirmative Action Plan, when developed by the Employer.

Section 3 – Sexual Harassment

A. All Employees must be allowed to work in an environment free from sexual harassment. Therefore, the parties agree to identify and work to eliminate such occurrences in accordance with the OAG Sexual Harassment policy contained in OAG Office Order No. 2006-11 as amended or any subsequent policy developed.

B. Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when: (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

Section 4 – Union Activity

The Employer shall not in any way discriminate against any employee because of his/her membership or affiliation in or with the Union or service in any capacity on behalf of the Union. Each employee has the right, freely and without fear of penalty or reprisal:

1. To form, join and assist in labor organization or to refrain from this activity;
2. To engage in collective bargaining concerning terms and conditions of employment, as may be appropriate under the law, rules and regulations through a duly designated representative; and
3. To be protected in the exercise of these rights.

Section 5 – Discrimination Charges and Election

A. An employee may raise a complaint of discrimination under applicable law (to OAG's EEO Director through the administrative complaint process, the Office of Human Rights, the Equal Employment Opportunity Commission, local or federal courts), or through the negotiated grievance procedure but not both. In consideration for the benefits of arbitration, each employee must sign the attached waiver acknowledging voluntary waiver of his/her federal statutory rights, including his/her rights under Title VII as a condition precedent to submission of his/her discrimination complaint to the grievance process. If an employee elects not to voluntarily waive his/her rights, the employee cannot submit his/her discrimination claim through the grievance process. Grievances must be filed within thirty (30) days of the date that the employee knew or should have known of the conduct being grieved. An employee shall be deemed to have exercised this option when the matter that give rise to the allegation of discrimination is made the subject of a timely filed grievance or a formal EEO complaint, whichever event (filing) occurs first.

B. The Union and Employer shall agree on a panel of arbitrators who shall have at least five years of experience in employment discrimination law to hear such grievances at the arbitration level of review.

C. A complainant has the right to be accompanied, represented, and advised by a representative of her/his choosing at any stage of the complaint process, except where there is a conflict of interest or position.

D. The Employer shall notify the Union of all remedial or corrective actions that impact on bargaining unit employees to be taken as the result of informal or formal resolution of EEO complaints.

FORM TO BE COMPLETED BY EMPLOYEES WHO DECIDE TO FILE A GRIEVANCE
OVER A DISCRIMINATION CHARGE

I, _____, acknowledge that I have decided to submit my
employment discrimination charge through the grievance procedure. In consideration of
arbitration, I will forego and waive my rights to file a separate claim under the discrimination
statutes, including Title VII, in accordance with applicable law governing such elections. *See*
Alexander v. Denver-Gardner, 415 U.S. 36 (1974).

Dated:

EMPLOYEE'S NAME

ARTICLE 16
SAFETY AND HEALTH

Section 1 - Working Conditions

- A. The Employer shall provide and maintain safe working conditions for all employees. It is understood that the District may exceed standards established by regulations consistent with the objectives set by law. The Union will cooperate in these efforts by encouraging its members to work in a safe manner and to obey established safety practices and regulations.
- B. Matters involving safety and health will be governed by the D.C. Occupational Safety and Health Plan in accordance with the Comprehensive Merit Personnel Act (D.C. Official Code section 1-620.01 *et seq.*, as amended (2012 Repl.)).

Section 2 - Corrective Actions

- A. If an Employee observes a condition that he or she reasonably believes to be unsafe, the employee shall report the condition to the immediate supervisor and the OAG Risk Manager Specialist.
- B. If the supervisor determines that a condition constitutes an immediate hazard to the health and safety of the employee, the supervisor shall take immediate precautions to protect the employee and contact the Risk Manager Specialist as necessary. If the supervisor does not agree that the condition constitutes an immediate hazard to the health and safety of the employee, the employee may immediately refer the matter to the next level supervisor or designee. The

supervisor or designee shall meet as soon as possible with the employee and his/her Union representative to make a determination of final actions to be taken, if any.

C. Employees shall be protected against penalty or reprisal for reporting an unsafe or unhealthful working condition or practice, or assisting in the investigation of such condition or practice.

Section 3 - First Aid Kits and Defibrillators

A. Subject to budget, Employer shall make first-aid kits reasonably available for the use of all employees in case of on the job injuries.

B. The need for additional first-aid kits is an appropriate issue for the Risk Assessment and Control Committee recommendation. Recommendations of the Risk Assessment and Control Committee will be referred to the Attorney General or his/her designee.

C. Employer shall provide accessible defibrillators meeting the applicable standard of care on each floor where OAG controls its own office space.

D. Employees who have been identified by the Risk Management Specialist as having been exposed to a toxic substance (including, but not limited to asbestos) in sufficient quantity or duration to meet District Government risk standards shall receive appropriate health screening. In the absence of District Government risk standards, the OAG Risk Manager will refer to standards established by other appropriate authorities such as OSHA, NIOSH or the EPA.

Section 4 – Excessive Temperatures in Buildings

Employees, other than those determined by the Employer to be essential, shall be released from duty or reassigned to other duties of a similar nature at a suitably temperate site because of excessively hot or cold conditions in a building. The Employer shall make this determination as expeditiously as possible. In lieu of dismissal, the Employer may authorize employees affected by excessive temperature conditions to telecommute until the condition abates. Administrative leave shall be granted if authorized by the Mayor or his or her designee.

Section 5 – Maintenance of Health Records

Medical records of employees shall be maintained in accordance with the applicable provisions of law. Medical records shall not be disclosed to anyone except in compliance with applicable laws, rules and regulations relating to the disclosure of information. Copies of rules relating to medical records and information shall be made available to the Union.

ARTICLE 17
INFORMATIONAL REPORTS ON EMPLOYEES

Upon request, and at least annually by December 31st of each year, Employer shall provide the Union a list of bargaining unit members that includes the name, grade, step, title, hire date, organizational unit, assignment, location, contact information (including work address, telephone number and fax number) and bargaining unit status of each bargaining unit employee. The Employer shall maintain the Union on the regular distribution list for the New Hires and Resignations Report, which shall be updated at least quarterly. The Employer shall include the Union status on the New Hires and Resignations Report provided to the Union.

ARTICLE 18
FITNESS FOR DUTY

The Employer agrees to comply with applicable District law and controlling regulations concerning fitness for duty.

ARTICLE 19
REQUESTS FOR INFORMATION

Consistent with law and upon request of the Union, the Employer shall provide relevant information that the Union needs to perform its duties in grievance processing and collective bargaining negotiations.

ARTICLE 20
EMPLOYEE USE OF INFORMATION TECHNOLOGY

Section 1 – New Technology

Whenever the Employer proposes to acquire or implement equipment or technological changes that may adversely impact employees in the bargaining unit, the Employer shall notify the Union and, when requested, bargain over any adverse effect. Appropriate training for affected employees that will enable them to maintain their present job status shall be among the principal considerations as part of such bargaining. The Employer shall provide training for affected employees to acquire and maintain the skills and knowledge necessary for new equipment or procedures. The training shall be held during working hours. The Employer shall bear the expense of the training. The Employer shall provide training for employees who had previously not been required to use existing technology but who are then required to do so.

Section 2 – Electronic Mail Use

The parties acknowledge that D.C. Government-provided electronic mail (email) services are to be used for internal and external communications that serve legitimate government functions and purposes. Employees are expected to be familiar with the D.C. Government's Email User Policy. The parties agree that employees are allowed to use email on a limited basis for personal purposes, but such use should be limited to non-work time and should not interfere with the

performance of the employee's duties, nor used to conduct outside employment or for discriminatory or harassing purposes or exchange of pornographic, discriminatory or harassing material.

Section 3 – Internet Access and Use

The parties agree that Internet access through the Office of the Attorney General facilities is considered D.C. Government property and must be used for the program needs of the OAG. Employees are expected to be familiar with the D.C. Government's Internet Access and Use Policy. The parties agree that employees may be allowed to use the Internet on a limited basis for personal purposes, but that such use should be limited to non-work time and should not interfere with the performance of the employee's duties. Employees are expressly prohibited from visiting websites to conduct outside employment or that contain discriminatory, pornographic, bandwidth-consuming, or harassing material.

Section 4 – Telephone Use

The Employer and Union agree that D.C. Government telephones must be used primarily in support of D.C. Government programs. The parties acknowledge that employees are permitted to use telephones on an occasional and selective basis for personal purposes. Such use is a privilege and not a right and may not be abused for the conduct of outside employment during the scheduled tour of duty of the employee or for discriminatory, pornographic, or harassing purposes.

Section 5 - Privacy

Except as provided generally under current, written, and published D.C. Government policies, the Office of the Attorney General shall not monitor employee email, telephone, or internet use, unless it has good cause to believe that an employee has violated this Article or any applicable law or regulation. The Employer will share with the Union notices of any changes or modifications to said policies that it receives.

ARTICLE 21 TRAINING

Section 1 - New Employee Orientation

Employer will provide each new employee with an orientation to include at least a fifteen (15) minute presentation by the Union regarding Union membership.

Section 2 - Continued Training Opportunities

The Employer and Union mutually agree that the legal services provided by attorneys employed by OAG will be enhanced by the opportunity for attorneys to engage in continuing legal education that is relevant to their work. The Employer shall encourage and assist Employees in obtaining career-related training and education both inside and outside the OAG by collecting and posting current information available on training and educational opportunities. The Employer shall inform Employees of time or expense assistance the Employer may be able to provide. Continued training shall be provided and approved within budgetary constraints. The Employer will use its best efforts to provide a variety of appropriate continuing legal education opportunities, including ongoing access to online training opportunities and legal ethics training opportunities, throughout each year at no cost to employees to enable employees to meet their continuing legal education requirements under the Legal Service Act.

Section 3 - Requests for Continued Training

The Employer may consider requests for continued training of Employees and may provide time or expense assistance to Employees. Continued training opportunities shall be afforded Employees on a fair and impartial basis to the maximum extent possible. Employees shall be promptly informed of a denial of a training request together with the reason for the denial. The parties agree that the program needs of the Employer are paramount in providing training to Bargaining Unit Employees.

ARTICLE 22 EMPLOYEE RIGHTS

Section 1 – Respect in the Workplace

It is the intent of the OAG and the Union that all employees both within the bargaining unit and outside shall be treated with fairness and dignity.

Section 2 - Employee Rights

All Union employees have the right, and shall be protected in the free exercise of that right without fear of penalty or reprisal:

1. to organize a labor organization free from interference, restraint, or coercion;
2. to form, join, or assist any labor organization;
3. to bargain collectively through representatives of their own choosing; and
4. to refrain from any or all such activities under subsections (1), (2), and (3) of this subsection, except to the extent that such right may be affected by an agreement requiring membership in a labor organization as a condition of employment as authorized in D.C. Official Code § 1-617.11 (2012 Supp.) (“Employee Rights”).

Employee Rights shall extend to participation in the management of the Union and acting for it in the capacity of a Union representative, including representation of its views to the officials of the Mayor, D.C. Council or Congress.

Section 3 - Employee Grievances

An individual employee may present a grievance at any time to the Employer without the intervention of the Union; provided, however, that the Union is afforded at least forty-eight (48) hours advance notice to be present and to offer its view when requested by an employee at any meeting held to resolve the grievance. Any employee or group of employees who present a personal grievance to the Employer may not do so under the name, or by representation, of the Union. Resolutions of grievance must be consistent with the terms of this Agreement.

Section 4 – Conflicts of Interest

This Agreement does not authorize participation in the management of or acting as a representative of a labor organization by any employee if the participation or activity would result in a conflict of interest, a breach of legal ethics, or otherwise be incompatible with applicable law or with the official duties of the employee.

Section 5 - Campaigns or Drives - Solicitation of Employees in the Bargaining Unit

A. Definition: For the purpose of this Article, solicitation of employees in the bargaining unit means OAG or District government approved solicitations which have been announced in generally published OAG or D.C. government directives.

B. Participation: Contributions from employees in the bargaining unit and participation by employees in the unit to solicit contributions shall be voluntary. There shall be no discrimination against any employee in the unit for non-participation or for any level of contributions. An employee in the bargaining unit may be requested to volunteer or solicit for contributions. Absent a volunteer, OAG will request the Union to assist in providing the needed volunteer. Consistent with District government ethics rules, regulations and law, no management or supervisory employee shall participate in any direct solicitation of employees in the bargaining unit who are under his/her supervision except for occasional office functions.

ARTICLE 23 SABBATICAL/EXTENDED LEAVE

It is the policy of the Office of the Attorney General for the District of Columbia (OAG) to allow attorneys to apply for an extended time away from work for community service, education, travel or other outside interests in a non-pay status. To be eligible for a sabbatical, an attorney must have both: 1) been employed with the OAG for seven years, and 2) received a performance evaluation of at least Successful, or an equivalent rating, in every category for the rating period which immediately precedes the application for sabbatical/extended leave. An attorney who receives a Needs Improvement or a Fails Expectation, or an equivalent rating, in any category is ineligible. After completion of the attorney's seventh anniversary with the OAG and each successive seven years after return from a sabbatical, the attorney may request up to one (1) year of leave as sabbatical. Attorneys who elect to take a sabbatical will return to a comparable position with the OAG.

Section 1 – Process

Application for sabbatical should be submitted to the attorney's immediate supervisor no later than 120 days before the proposed leave is to commence. The immediate supervisor shall review each application and send a recommendation to approve or disapprove the request to the Attorney General within 30 days of the submission of the request.

Section 2 – Supervisor's Authority

Sabbaticals may be taken for any purpose. However, the reason for the request may be taken into consideration by the employee's supervisor in determining whether to approve the request. Final decision on request for sabbatical is in the sole discretion of the Attorney General who, in his/her discretion, may set limits on the number of attorneys who shall be approved for a sabbatical in any one year. If an employee asks for the reason for the denial, a supervisor must provide a written justification for the denial. The denial of an application for sabbatical/extended leave is not grievable.

Section 3 – Potential Loss of Benefits and Insurance Premiums

Attorneys understand that an extended leave of absence in a non pay status may impact his or her retirement and other benefits with the District of Columbia. Attorneys also understand that they are required to pay their portion of any insurance premiums while in a non pay status. Attorneys shall inform themselves of the District of Columbia rules and regulations applicable to an extended leave of absence in a non pay status before submitting the request for sabbatical. Under no circumstances is the OAG required to allow attorneys to use leave intermittently to avoid the loss of benefits while the attorney is on sabbatical.

ARTICLE 24 REASSIGNMENTS, PROMOTIONS, DETAILS

Section 1 – Promotions

The criteria and selection process for line attorney promotions are contained in OAG Office Order number 2007-36, entitled Promotion Policy for Legal Service Attorneys in the Office of the Attorney General. The terms of this policy are incorporated by reference into this Agreement, except as otherwise provided herein.

Section 2 - Promotion Priority Process

Notwithstanding any other provision in this Agreement or in promotion policies and office orders, an attorney who is rated qualified for a promotion and assigned a promotion ranking number but not promoted in the rating period for which he or she is first qualified shall be promoted in rank order before attorneys who are later qualified for promotion, unless the Employer can demonstrate that a substantial reason exists for deviating from this provision.

Section 3 - The Promotions Ranking Committee

The Promotions Ranking Committee (PRC) shall be comprised of Employer representatives from each division in OAG. The PRC will rank all promotion candidates office-wide in accordance with procedures outlined in the Office Order establishing the PRC. The PRC shall be governed by the specific provisions set forth in applicable District of Columbia laws and regulations.

Section 4 – Grievance on Failure to Comply with Process

Attorneys may not grieve a failure to obtain a promotion or failure to appear on a list of candidates recommended for promotion. The decision on whether to grant a promotion is within the sole and unreviewable discretion of the Attorney General. However, attorneys may grieve management's alleged failure to comply with the process outlined in Office Order number 2007-36, later orders or section 2 above.

Section 5 – Filling Vacancies

A. Whenever an attorney vacancy exists within OAG, other than a temporary opening, in any existing job classification or as the result of the development or establishment of a new job classification, Employer shall provide a copy to the Union which shall post such vacancy notice on all Union bulletin boards. The Employer shall also post the announcement electronically through the use of agency-wide e-mail no later than ten (10) working days prior to the closing date. A copy of the notices of OAG job openings will be provided to the appropriate Union Steward at the time of posting.

B. During this period, employees who wish to apply for the position, including employees on layoff, may do so. The application shall be in writing, and may be submitted by electronic mail, any official District online application system or in person to the appropriate Personnel Office.

Section 6 - Job Qualifications

Management has the right to determine job qualifications. Where the Employer has considered the recommendations of the PRC and has determined that two or more employees/applicants for a position are equally qualified to perform the duties of the position, the selection shall be made by the Employer from the designated qualified candidates. The Employer may also reject all candidates on the list and may request a new list.

Section 7 - Additional Duties

Issues involving changed or additional duties assigned to an employee, within his/her present position, shall be considered in accordance with District government position classification guidelines set forth in the District Personnel Manual and any other applicable District of Columbia law.

ARTICLE 25
TIMELY RECEIPT OF CORRECT PAY AND EXPENSE REIMBURSEMENTS

Section 1 - Tardy or Non-Receipt of Pay

- A. Employer shall use its best efforts to take all action necessary to correct tardy receipts or non-receipts of employee paychecks due to electronic, delivery, or other pay errors within its control.
- B. Employer shall use its best efforts to take all action necessary to assist in correcting tardy receipts or non-receipts of employee paychecks due to electronic, delivery, or other pay errors when the specific error or needed correction is not within its control.

Section 2 - Pay Errors

Employer shall expeditiously use its best efforts to take all action necessary to correct all other paycheck errors including those concerning benefits, sick leave, annual leave and various deductions. In any event, the Employer shall correct all pay errors no later than two (2) weeks following the identification of the error by the employee or the Employer. In the event that pay errors continue to exist more than two pay period after Employee provides notice to the appropriate Employer representative and the delay results due to no fault of Employee, Employee shall receive four (4) hours of administrative leave.

Section 3 - Timely Receipt of Pay, Pay Increases, Bonuses and Reimbursements

- A. Employer agrees to use its best efforts to ensure that pay increases, including but not limited to those resulting from step increases, promotions, bonuses and other salary increases, are paid on the effective date. To this end, Employer shall, among other things, use its best efforts to ensure that paperwork needed to implement such increases is completed within a reasonable time of the proposed effective date of the action and shall process the proposed action as expeditiously as possible, to avoid or minimize any delay in implementation.
- B. The Employer must pay all pay increases, including but not limited to those resulting from step increases, promotions, bonuses and other salary increases no later than two (2) pay periods following the effective date of the increase.

Section 4 - Timely Reimbursement of Expenses

Employer shall use its best efforts to take all necessary action to ensure that reimbursement of pre-authorized expenses related to the employee's employment, including but not limited to travel and education expenses, is paid within thirty (30) days of submission of a proper request.

Section 5 - Audits

In the event Employee requests an audit of pay and benefit records because of errors made in their computation, Employer shall complete such audit and transmit the results to the requesting employee within ten (10) business days or shall provide the employee a reason why additional time is required and shall give a projected date of completion.

**ARTICLE 26
GENERAL PROVISIONS**

Section 1 - Work Rules

Employees will be advised of verbal and written work rules that they are required to follow. The Employer agrees that proposed new written work rules and the revision of existing written work rules shall be subject to notice and consultation with the Union.

Section 2 – Identification Device

The Employer agrees that the employee has a right to participate and identify with the Union as his/her representative in collective bargaining matters. Therefore, the Employer agrees that such identification devices as emblems, buttons and pins supplied by the Union to the employees within the bargaining unit may be worn on their clothing except when appearing in court or before any administrative tribunal or other government agency on behalf of the Employer.

Section 3 - Distribution of Agreement

The Employer and the Union agree to electronically distribute the fully executed version of this contract to all management and covered employees upon execution of the contract by the parties.

Section 4 – Office Space

Employer will consider the attorney client and other privileges in providing space. Office space will be identified by OAG and assigned by the Union. Employer determines space, division and section allocation, as well as what offices are available for bargaining unit employees. Employer will afford the Union the advance opportunity to consult over the design of new office space at each step of the design process. The parties acknowledge that this does not interfere with management's final authority to determine the final design.

**ARTICLE 27
COMPUTATION OF TIME**

All time frames referenced in this Agreement shall be interpreted as business days, unless otherwise specified.

**ARTICLE 28
GRIEVANCE AND ARBITRATION PROCEDURES**

Section 1 – Definitions

A grievance under this section is an allegation that the other party has violated a provision of this Agreement. RIFs, furloughs, disciplinary actions and performance rating appeals are excluded from the definition of grievance under this section and such disciplinary actions and ratings are not subject to challenge, review or arbitration under the grievance and arbitration procedures of this section. The grievability of disciplinary actions and performance evaluations is governed by other parts of this Agreement and the Compensation Agreement.

Section 2 – Performance Ratings

Any performance rating may be appealed within thirty (30) calendar days of receipt by the employee to a three-person committee established by the Attorney General. The committee shall be empowered to review the basis for a direct supervisor's rating, conduct a hearing, receive written briefs, and issue a written decision which shall approve, modify, or reject a performance rating. Any decision by the Committee shall be appealable to the Attorney General within thirty (30) calendar days of receipt of the decision by the employee. The Attorney General's decision shall be final and no further appeal shall be allowed under this Agreement. If the committee does not act within thirty (30) calendar days of the appeal, the evaluation may be appealed to the Attorney General who shall issue a decision within fifteen (15) calendar days thereafter. If the Attorney General does not act within fifteen (15) calendar days, unsatisfactory evaluations may be appealed under the provisions of this Article within fifteen (15) calendar days. The Attorney General shall establish procedures for appeals under this Article to the committee and to the Attorney General.

Section 3 – General Provisions

Other than a disciplinary action and evaluations, any grievance that may arise between the parties involving an alleged violation of this Agreement, shall be settled as described in this Article unless otherwise agreed to in writing by the Union President and the Attorney General or his/her designee.

Section 4 – Information Requests

Both parties shall provide all information determined to be reasonable and needed by the other party for processing of a grievance after a request by the other party within a reasonable amount of time.

Section 5 - Procedure

This procedure is designed to enable the parties to settle grievances at the lowest possible administrative level. Grievances must be filed at the lowest level where resolution is possible. Therefore, all grievances shall ordinarily be presented to the immediate supervisor unless it is clear that the immediate supervisor does not have authority to deal with the grievance and that it should be filed elsewhere. The Union may request a face-to-face meeting with the appropriate management representative who is delegated authority to deal with the grievance at each step. The parties agree to endeavor to engage in productive meetings to resolve a grievance.

Nothing in this Agreement shall be construed as precluding discussion between an employee, the Union and the appropriate supervisor over a matter of interest or concern to any of them prior to the initiation of a grievance. Once a matter has been made the subject of a grievance under this procedure, nothing herein shall preclude any party (the Union, the Employer or the Employee) from attempting to resolve the grievance informally at the appropriate level.

Step 1: The employee and/or the Union shall take up the grievance, in writing, with the employee's immediate supervisor within ten (10) business days from the date of the occurrence or when the employee or the Union knew or should have known of the occurrence. The written grievance shall be clearly identified as a grievance submitted under the provisions of this Article, and shall list the name of the grievant or grievants, the contract provisions allegedly violated, the basic facts, issues, or concerns giving rise to the grievance, the date or approximate date and location of the violation and the remedy sought. The supervisor shall address the matter and shall respond, in writing, to the Steward and/or the employee within ten (10) business days after the receipt of the grievance.

Step 2: If the grievance has not been settled, or the supervisor has failed to respond, it may be presented in writing by the Union to the second level supervisor within ten (10) business days after the Step 1 response is due or received, whichever is sooner. The second level supervisor shall respond to the Union in writing within ten (10) business days after receipt of the written grievance.

Step 3: If the grievance is still unresolved, or the supervisor has failed to respond, it may be presented in writing by the Union to the Attorney General or his/her designee within twenty (20) working days after the Step 2 response is due or received, whichever is sooner. The Attorney General or his/her designee, shall respond in writing to the Union within twenty (20) business days after receipt of the written grievance.

Step 4: If the grievance is still unresolved, or the Attorney General or his/her designee has failed to respond, the Union may by written notice request arbitration within twenty (20) business days after the reply at Step 3 is due or received whichever is sooner.

A grievance filed by the Union on a matter involving more than one division within OAG, may be filed with the Attorney General or his/her designee at Step 3. The grievance must be filed within ten (10) business days from the date of the occurrence giving rise to the grievance or

when the Union knew or should have known of the occurrence.

When mutually agreed by the parties, grievances on the same matter on behalf of two (2) or more employees may be processed as a single grievance for the purpose of resolving all the grievances.

A grievance filed by the Union which does not seek personal relief for a particular employee or a group of employees, but rather expresses the Union's disagreement with management's interpretation or application of the Agreement and which seeks an institutional remedy shall be filed at Step 3 within ten (10) business days from the date of the occurrence or when the Union knew or should have known of the occurrence to the extent reasonably possible.

A grievance filed by the Employer should be filed directly with the Union President within ten (10) business days from the date of the occurrence or when the Employer knew or should have known of the occurrence giving rise to the grievance. The Union President shall have ten (10) business days to respond. If the Employer's grievance is still unresolved, or the Union President or his/her designee has failed to respond, the Employer may by written notice request arbitration within twenty (20) business days after the Union's reply is due or received whichever is sooner.

A grievance concerning a continuing violation of this Agreement may be filed at any time during the existence of the alleged violation of this Agreement.

Section 6 - Selection of the Arbitrator

The arbitration proceeding shall be conducted by an arbitrator selected by the Employer and the Union. The Federal Mediation and Conciliation Service (FMCS) shall be requested to provide a list of seven (7) arbitrators from which an arbitrator shall be selected within seven (7) calendar days after receipt of the list by both parties. Both the Employer and the Union may strike three (3) names from the list using the alternate strike method. The party requesting arbitration shall strike the first name. The arbitration hearing shall be conducted pursuant to the FMCS guidelines unless modified by this Agreement.

Section 7 – Authority of the Arbitrator

The jurisdiction and authority of the arbitrator and his/her opinion and award shall be confined exclusively to the interpretation or application of the express provisions of this Agreement at issue between the Union and the Employer consistent with applicable law and regulation. He/she shall have no authority to add to, detract from, alter, amend, or modify any provision of this Agreement; or to impose on either party a limitation or obligation not explicitly provided for in this Agreement. The written award of the arbitrator on the merits of any grievance adjudicated within his jurisdiction and authority shall be final and binding on the aggrieved employee, the Union and the Employer, subject to either party's appeal rights to the Public Employee Relations Board and the Superior Court of the District of Columbia.

Section 8 - Decision of the Arbitrator

The arbitrator shall be requested to render his/her decision in writing within thirty (30) calendar days after the conclusion of the arbitration hearing.

Section 9 - Expenses of the Arbitrator

Expenses for the arbitrator's services and the proceeding shall be borne equally by the Employer and the Union. However, each party shall be responsible for compensating its own representatives and witnesses. If either party desires a record of the arbitration proceedings, it may cause such a recording to be made, providing it pays for the record and makes copies available without charge to the other party and the arbitrator.

Section 10 - Time Off For Grievance Hearings

The employee, Union Steward and/or Union representative shall, upon request, be permitted to meet and discuss grievances with designated management officials at each step of the Grievance Procedure within the time specified consistent with Section 4 of Article 6 on Union Stewards.

Section 11 – Time Limits

All time limits following the initiation of any grievance set forth in this Article may be extended by mutual consent, but if not so extended, must be strictly observed. If the matter in dispute is not resolved within the time period provided for in any step, the next step may be invoked. The appropriate representative of either party shall not unreasonably deny a request for an extension of time if the request is made in writing by the original deadline date. The parties may mutually agree in writing to waive Steps 1 and/or 2 of the procedure described in this Article.

Section 12 – Termination of Grievance

A grievance shall terminate when either party terminates its own grievance, when both parties consent or for failure to meet contractual time limits. The termination of a grievance shall not prejudice either party from reinstating a grievance at a later date.

Section 13 - Exclusions

Matters not within the jurisdiction of the Employer will not be processed as a grievance under this Article unless the matter is specifically included in another provision of this Agreement or the Compensation Agreement.

**ARTICLE 30
DISCIPLINE AND DISCHARGE**

Section 1 -- Disciplinary Actions

A. Assistant Attorneys General ("AAG") in the bargaining unit are appointed to serve the District of Columbia consistent with the provisions of the Legal Service Act. An AAG may be subject to disciplinary action, including reprimand, suspension (with or without pay), reduction in grade or step, or removal for unacceptable performance or for any reason that is not arbitrary or capricious. Disciplinary actions shall be processed in accordance with Section 3614, Chapter 36 of the D.C. Personnel Regulations. The Employer shall provide the Employee with ten (10) calendar days advance notice, consistent with the notice provisions of Chapter 36 of the D.C. Personnel Regulations, of any proposed discipline, with the exception of summary removal. The proposed notice of discipline will also be sent to the Union.

B. Notwithstanding Section 1A herein, the Attorney General, may summarily suspend or remove a bargaining unit member, in accordance with Sections 1616 and 1617 of the DPM, when the employee's conduct:

1. Threatens the integrity of government operations;
2. Constitutes an immediate hazard to the agency, to other District employees, or to the employee; or
3. Is detrimental to public health, safety, or welfare.

C. Upon request, an employee subject to any disciplinary action shall be allowed access to his or her officer, at a mutually agreeable time, to retrieve personal items.

D. If there is no appeal pursuant to the provisions herein, the Attorney General's decision shall be the final agency decision.

Section 2 -- Appeal Procedures

After the Attorney General issues an administrative decision in accordance with §3614, Chapter 36 of the D.C. Personnel Regulations, the Union, on behalf of the Employee, may appeal the Attorney General's suspensions of ten days or more, including demotions and terminations, within ten (10) business days of the Attorney General's decision. This time limit may be extended by mutual consent of the parties, but if not so extended, must be strictly observed. An appeal to the OEA shall stay the time limits for invoking a review by the Mayor under Section 3614, Chapter 36 of the D.C. Personnel Regulations. The Attorney General's decision in connection with a suspension of less than ten days or any other corrective action is final and not subject to appeal.

Section 3 -- Stay of Disciplinary Action

The filing of an appeal shall not serve to stay or delay the effective date of the Attorney General's final administrative decision.

Section 4 -- Standard of Review and Authority of the OEA

A. The OEA Hearing Officer's jurisdiction and authority and opinion shall be confined exclusively to suspensions of ten days or more, and shall be an advisory decision concerning whether the Employer's decision to discipline is: (1) a result of the Employee's unacceptable performance, (2) for any reason that is not arbitrary or capricious in accordance with § 106.56(a) of the Legal Service Act, or (3) both.

B. The OEA Hearing Officer does not have authority to modify, amend, or rescind any disciplinary action or to impose any back-pay or other financial obligation on the Employer resulting from the disciplinary action.

Section 5 -- Time Limits

All time limits set forth, in this Article must be strictly observed. If the Union fails to pursue any step within the time limit then it shall have no further right to continue the appeal.

Section 6 -- Extension of Time Limits

All time limits set forth in this Article may be extended by mutual consent, but if not so extended, must be strictly observed. If the matter in dispute is not resolved within the time period provided for in any step, the next step may be invoked. However, if a party fails to pursue any step within the time limit, then he/she shall have no further right to continue the grievance. The appropriate representative of either party shall not unreasonably deny a request for an extension of time if such request is made in writing by the original deadline date. The parties may mutually agree in writing to waive Steps 1 and or 2 of the procedure described in this Article.

Section 7 -- Substitution of Binding Arbitration Procedures

In the event that the Council of the District of Columbia legislatively establishes a binding arbitration process concerning discipline and discharge for any unit employees in the Legal Service, the parties agree to reopen negotiations solely to rescind this Article to the extent of any conflict and incorporate the binding arbitration process into this Agreement to the maximum extent possible.

**ARTICLE 31
SAVINGS CLAUSE**

SECTION A

In the event any article, section or portion of this Agreement is held to be invalid and unenforceable by any court or other authority of competent jurisdiction, such decision shall apply only to the specific article, section, or portion thereof specified in the decision; and upon issuance of such a decision, the Employer and the Union agree to immediately negotiate a substitute for the invalidated article, section or portion thereof to the extent possible.

SECTION B

The terms of this Agreement supersede any subsequently enacted D.C. laws, District Personnel Manual (DPM) regulations, or departmental rules concerning non-compensation covered herein for the term of this agreement.

ARTICLE 32

INCORPORATION OF COMPENSATION AGREEMENT TERMS

The terms and conditions of the Compensation Agreement between the Office of the Attorney General and the American Federation of Government Employees, Local 1403, AFL-CIO, effective October 1, 2013, through September 30, 2017, (Compensation Agreement), are incorporated by reference into this Agreement. The provisions of the Compensation Agreement shall control to the extent of any inconsistency.

ARTICLE 33

DURATION AND FINALITY

Section 1 -- Effective Date

This agreement shall be implemented as provided herein subject to the requirements of Section 1715 of the District of Columbia Comprehensive Merit Personnel Act D.C. Official Code, § 1-617.15(a), (2012 Repl.). This Agreement shall be effective on the date provided by law (i.e., when it is approved by the Council or as otherwise effective pursuant to D.C. Official Code § 1-617.17 (2012 Repl.)) and shall remain in full force and effect until September 30, 2017, or until a new non compensation agreement becomes effective. Notice to reopen the Agreement shall be provided as required by D.C. Official Code § 1- 617.17 (f)(1)(A)(i) (2012 Repl.).

Section 2 – Finality

This Agreement was reached after negotiations during which the parties were able to negotiate on any and all negotiable non-compensation issues, and contains the full agreement of the parties as to all such non-compensation issues that were or could have been negotiated.

On this 16th day of April, 2014 and in witness to this Agreement, the parties hereto set their signatures.

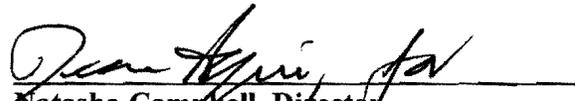
**FOR THE DISTRICT OF COLUMBIA
GOVERNMENT**



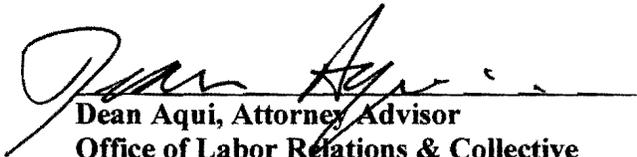
**Irvin B. Nathan, Attorney General
Office of the Attorney General**



**Nadine C. Wilburn,
Chief Counsel, Personnel, Labor &
Employment Division
Office of the Attorney General**



**Natasha Campbell, Director
Office of Labor Relations & Collective
Bargaining**

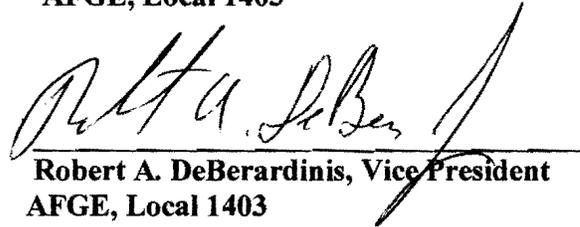


**Dean Aque, Attorney Advisor
Office of Labor Relations & Collective
Bargaining**

**FOR THE AMERICAN FEDERATION
OF GOVERNMENT EMPLOYEES
LOCAL 1403**



**Shana Frost, Acting President
AFGE, Local 1403**



**Robert A. DeBerardinis, Vice President
AFGE, Local 1403**

APPROVAL

This collective bargaining working conditions agreement between the District of Columbia and Compensation Unit 33 represented by AFGE, Local 1403, dated _____, has been reviewed in accordance with Section 1-617.15 of the District of Columbia Official Code (2012 Repl.) and is hereby approved on this _____ day of _____.

Vincent Gray, Mayor

ATTACHMENT 13 - YOUTH BULLYING PREVENTION TASK FORCE

Name	Agency	Ward or State	Beginning Date	Ending Date
Donna Anthony	OSSE	Ward 6		
Marcus Allen	DPR	MD		
Patrice Bowman	OSSE	Ward 7		
Patrick Burke	MPD	Ward 3		
Ellie Canter	Turning the Page	Ward 6	November 2015	November 2017
Kristal Dail	DOH	Ward 6		
Yuliana Del Arroyo	OSSE	VA		
Kafui Doe	OSSE	MD		
Micahel Duran	DCPS	MD		
Celina Gerbic	The Trevor Project	Ward 2		
Daniel Goodwin	CFSA			
Suzanne Greenfield	OHR	Ward 4		
Sharra Greer	Childrens Law Center	Ward 2		
Bryan Grigg	OSSE			
Ambus Harper	DBH	Ward 4		
Willa Jones	Elsie Stokes PCS	Ward 5	October 2015	October 2015
Terrance Laney	LGBT Affairs	Ward 1		

ATTACHMENT 13 - YOUTH BULLYING PREVENTION TASK FORCE

Sislena Ledbetter	UDC	MD		
Allan Marcus	DPR	MD		
Laura Maurizi	OSSE			
Preston Mitchum	BYP100	MD	January 2016	January 2018
Josh Nomkin	Turning the Page	Ward 2		
Marie Moll	LAYC	Ward 1		
Chris Obermayer	DCPS	Ward 1	January 2016	January 2018
Monica Palacio	Office of Human Rights	Ward 4		
Hermina Peter	UDC	MD		
Jacqueline Proctor	DOH	Ward 5		
Linda Ryden	DCPS, teacher	Ward 3		
Judith Sandalow	Children's Law Center	Ward 1		
Kanya Shabazz	Playworks	MD	October 2015	October 2017
Omotunde Sowole-West	OSSE	MD		
Alexis Taylor	Office of Disability Rights	Ward 5		
Jennifer Thompson	DPL	Ward 6		

ATTACHMENT 13 - YOUTH BULLYING PREVENTION TASK FORCE

Mark Thomas	DPR	MD		
Cecilia Thomas	DPR	Ward 5		
Zillah Wesley	DCPS	Ward 4		
Patrice Wedderburn	Advocates for Justice	Ward 8		
Audrey Williams (October 2015)	Public Charter School Board	MD	October 2015	October 2017
Samuel Williams	DYRS			
Monee Wright	KIPP	Ward 7	November 2015	November 2017

Attachment 14, OHR List of Trainings for FY15 and FY16

FY15 Training Sessions					
Date	Type of Outreach and Name	Topic/Purpose	Special Focus	Audience Type	# of Attendees
10/20/2014	Training, FHIP/FHAP at 2400 Pomeroy St SE	FHIP/FHAP, general "know your rights"	housing	tenants	4
10/21/2014	Training, FHIP/FHAP at 2518 17th St. NW	FHIP/FHAP, general "know your rights"	housing	tenants	16
10/21/2014	Training, Human Rights Liaison	"Human Rights Liaison", partnerships	all	advocates	16
10/30/2014	Training at CARECEN youth leadership program	general "know your rights"	national orgin, language access	students at Upper Cardozo International Campus	8
10/30/2014	Training, FHIP/FHAP at 1431 E St NE	FHIP/FHAP, general "know your rights"	housing	tenants	4
10/30/2014	Training, FHIP/FHAP at 2525 14th St NE	FHIP/FHAP, general "know your rights"	housing	tenants	45
11/3/2014	Training, FHIP/FHAP at 1825 Maryland Ave NE	FHIP/FHAP, general "know your rights"	housing	tenants	6
11/4/2014	Training, Breaking Barriers to Employment at MLK Library	"Breaking Barriers to Employment"	employment	general public	9
11/6/2014	Training, FHIP/FHAP PPO at Housing Counseling Services	FHIP/FHAP, general "know your rights"	housing	tenants	4
11/6/2014	Traning, FHIP/FHAP Housing Search clinic at Housing Counseling Services	FHIP/FHAP, general "know your rights"	housing	tenants	11
11/12/2014	Training at Bernice Fontaneau Ward 1 Senior Wellness Center	general "know your rights"	all	seniors	13
11/13/2014	Training for DC Office on Aging Ambassadors	general "know your rights"	all	direct service providers, advocates	5

Attachment 14, OHR List of Trainings for FY15 and FY16

11/13/2014	Training, FHIP/FHAP at Housing Counseling Services Housing Search Clinic	FHIP/FHAP, general "know your rights"	housing	tenants	6
11/17/2014	Training, FHIP/FHAP at 4272 7th St SE #301	FHIP/FHAP, general "know your rights"	housing	tenants	2
11/19/2014	Training at ANC 5B	general "know your rights"	all	general public	16
11/20/2014	Training, FHIP/FHAP Housing Search clinic at Housing Counseling Services	FHIP/FHAP, general "know your rights"	housing	tenants	1
11/20/2014	Training, FHIP/FHAP PPO at Housing Counseling Services	FHIP/FHAP, general "know your rights"	housing	tenants	7
11/24/2014	Training, Employment Discrimination at Shaw Library	general "know your rights"	employment	general public	15
12/4/2014	Training, FHIP/FHAP at Housing Counseling Services Housing Search Clinic	FHIP/FHAP, general "know your rights"	housing	tenants	2
12/4/2014	Training, FHIP/FHAP PPO at Housing Counseling Services	FHIP/FHAP, general "know your rights"	housing	tenants	3
12/5/2014	Training at Mary's Center for Advocates for Justice in Education	general "know your rights"	all	Mary's Center clients	17
12/8/2014	Training, Employment Discrimination at Shaw Library	general "know your rights"	employment	general public	10
12/13/2014	Training at 1451 Sheridan St NW	general "know your rights"	housing	tenants	10
12/17/2014	Training at Department of Employment Services	general "know your rights"	employment	Department of Employment Services staff	13
12/18/2014	Training, FHIP/FHAP at 1436 Newton St NW	FHIP/FHAP, general "know your rights"	housing	tenants	5

Attachment 14, OHR List of Trainings for FY15 and FY16

1/6/2015	Training on FCRSA at Anacostia Library	general "know your rights"	employment, FCRSA	general public	16
1/8/2015	Training at DC Tenants' Rights Center	general "know your rights"	all	general public	2
1/12/2015	Training for ANC2C	general "know your rights", promote #AccessibleDC	all	general public	15
1/13/2015	Training for DC Public Library Adult Services	general "know your rights", partnerships	all	DC Public Library staff	18
1/15/2015	Training for Employment Justice Center's workers committee	general "know your rights"	national origin, race	advocates	8
1/16/2015	Training on FCRSA	general "know your rights"	employment, FCRSA	jobseekers, SOME clients	29
1/20/2015	Training in Spanish on FCRSA at Mt. Pleasant Library	general "know your rights"	employment, FCRSA	general public	3
1/20/2015	Training on FCRSA at NE Neighborhood Library	general "know your rights"	employment, FCRSA	general public	7
1/21/2015	Training at Office of the Tenant Advocate	general "know your rights", partnerships	housing	Office of the Tenant Advocate staff	8
1/21/2015	Training, FHIP/FHAP at 1509 T St SE	FHIP/FHAP, general "know your rights"	housing	tenants	10
1/29/2015	Training, FCRSA at House of Ruth	general "know your rights"	employment, FCRSA	House of Ruth clients	12
1/29/2015	Training, FHIP/FHAP at Housing Counseling Services PPO clinic	FHIP/FHAP, general "know your rights"	housing	tenants	8
1/29/2015	Training, FHIP/FHAP at Housing Counseling Services Housing Search clinic	FHIP/FHAP, general "know your rights"	housing	tenants	
2/3/2015	Training, Breaking Barriers to Employment at MLK Library	general "know your rights"	employment	general public	4
2/4/2015	Training, FCRSA at CSOSA	general "know your rights", partnerships	employment, FCRSA	Jobseekers, CSOSA clients	13
2/5/2015	Training at New Endeavors By Women	general "know your rights"	all	New Endeavors By Women	4

Attachment 14, OHR List of Trainings for FY15 and FY16

				clients	
2/5/2015	Training for Mayor's Youth Leadership Institute	general "know your rights"	all	youth	15
2/9/2015	Training, FHIP/FHAP at 3632 Brothers Pl SE	FHIP/FHAP, general "know your rights"	housing	tenants	8
2/11/2015	Training on FCRSA at Legal Aid	general "know your rights"	employment, FCRSA	Legal Aid staff	40
2/12/2015	Training at Department of Human Services	general "know your rights"	employment, FCRSA	Department of Human Services staff	14
2/12/2015	Training, FHIP/FHAP at Housing Counseling Services Housing Search clinic	FHIP/FHAP, general "know your rights"	housing	tenants	7
2/12/2015	Training, FHIP/FHAP at Housing Counseling Services PPO clinic	FHIP/FHAP, general "know your rights"	housing	tenants	9
2/18/2015	Training at Bread for the City NW	general "know your rights"	employment, FCRSA	advocates	13
2/18/2015	Training at Whitman Walker Health Name and Gender Change Clinic	general "know your rights"	all	Whitman Walker clients	10
2/19/2015	Training on FCRSA at Fairview Halfway House for Women	general "know your rights"	employment, FCRSA	Fairview clients	10
2/19/2015	Training, FHIP/FHAP at Housing Counseling Services ERAP clinic	FHIP/FHAP, general "know your rights"	housing	tenants	6
2/19/2015	Training, FHIP/FHAP at Housing Counseling Services PPO clinic	FHIP/FHAP, general "know your rights"	housing	tenants	5
2/20/2015	Training at La Clinica del Pueblo staff meeting	general "know your rights"	all	La Clinica del Pueblo staff	80
2/24/2015	Training at Upper Cardozo High School for students	general "know your rights"	all	Upper Cardozo International Campus students	170
2/24/2015	Training at Upper Cardozo High School for teachers	general "know your rights"	all	Upper Cardozo International Campus staff	15

Attachment 14, OHR List of Trainings for FY15 and FY16

3/4/2015	Training at La Clinica del Pueblo Empoderate Translatinas support group	general "know your rights"	all	La Clinica del Pueblo clients	12
3/11/2015	Training to Councilmember staff	general "know your rights"	all	Councilmember staff	15
3/12/2015	Training, Empoderate Gay Latino men's support group	general "know your rights"	all	La Clinica del Pueblo clients	14
3/13/2015	Training, Domestic Violence Resource Project	general "know your rights"	all	Domestic Violence Resource Project staff	4
3/16/2015	Training at Office of Asian and Pacific Islander Affairs	general "know your rights"	all	Office of Asian and Pacific Islander staff	7
3/17/2015	Training for Public Interest Attorneys	general "know your rights," partnerships	all	advocates	26
3/18/2015	Training, Breaking Barriers to Employment at MLK Library	general "know your rights"	employment	general public	7
3/19/2015	Training, Jobseekers Dinner at Green Door	general "know your rights"	employment	jobseekers, Green Door clients	15
3/23/2015	Training, Human Rights Liaison	general "know your rights," partnerships	all	advocates	23
3/25/2015	Training, Job Fair at Calvary Women's Services	general "know your rights"	employment, FCRSA	jobseekers, Calvary Women's Services clients	40
3/26/2015	Training, House of Ruth	general "know your rights"	employment, FCRSA	general public	16
3/26/2015	Training, Trabajadores Unidos	general "know your rights"	language access, national origin	advocates	30
3/30/2015	Training, My Sisters Place	general "know your rights"	housing	My Sisters Place staff	5
4/6/2015	Training, 1440 Chapin Street NW	general "know your rights"	housing, language access	tenants	16
4/6/2015	Training, Project Empowerment am class	general "know your rights"	employment, FCRSA	Project Empowerment students	20

Attachment 14, OHR List of Trainings for FY15 and FY16

4/6/2015	Training, Project Empowerment midday class	general "know your rights"	employment, FCRSA	Project Empowerment students	20
4/7/2015	Training, UDC PR Harris Campus	general "know your rights"	employment, FCRSA	UDC students	16
4/10/2015	Training, FCRSA at DC BUYS	general "know your rights"	employment, FCRSA	business community	20
4/20/2015	Training, Community Family Life Services staff	general "know your rights"	all	advocates	15
4/21/2015	Training, Project Empowerment staff	general "know your rights"	employment, FCRSA	advocates	20
4/22/2015	Training, UDC Backus Campus	general "know your rights"	employment, FCRSA	UDC students	10
4/23/2015	Training on FCRSA	general employer info	employment, FCRSA	vendors	20
4/23/2015	Training, Source of Income Panel (am)	general "know your rights"	housing, source of income	advocates	30
4/23/2015	Training, Source of Income Panel (am)	general "know your rights"	housing, source of income	advocates	30
4/24/2015	Training on FCRSA at DC Chamber of Commerce	general employer info	employment, FCRSA	employers	30
4/24/2015	Training on FCRSA, Shadd UDC campus	general "Know Your Rights"	employment, FCRSA	UDC students	1
4/28/2015	Training at District Alliance for Safe Housing	general "know your rights"	employment, FCRSA	District Alliance for Safe Housing staff	10
4/29/2015	Training, Hazelton Penitentiary	general "know your rights"	employment, FCRSA	male inmates	70
4/29/2015	Traning, Hazelton SFF	general "know your rights"	employment, FCRSA	female inmates	13
4/30/2015	Training on FCRSA, UDC UMC campus	general "know your rights"	employment, FCRSA	UDC students	5
5/8/2015	Training, Rapid Re-Housing Case Managers at DHS	general "know your rights"	housing, source of income	DHS and nonprofit grantee staff	58
5/11/2015	Training on FRCSA, Workforce Development Management at DOES	general "know your rights"	employment, FCRSA	Department of Employment Services staff	15
5/15/2015	Training on OHR and FCRSA	general "know your rights"	housing, employment, FCRSA	students at Graduate School USA	4

Attachment 14, OHR List of Trainings for FY15 and FY16

5/15/2015	Training, Employment Discrimination at Trans Pride	general "know your rights"	employment, gender identify/expression	general public	10
5/18/2015	Training, Washington Legal Clinic for the Homeless	partnerships	all	Washington Legal Clinic for the Homeless staff	9
5/19/2015	Training, Public Interest Attorney Info Session	general "know your rights", partnerships	all	advocates	17
5/21/2015	Training on housing discrimination	general "know your rights"	housing	Transitional Housing Corporation clients	6
5/26/2015	Training, housing discrimination at DBH	general "know your rights"	housing, disability	DBH and nonprofit grantee staff	15
5/27/2015	Training on FCRSA	general "know your rights"	employment, FCRSA	advocates	7
5/29/2015	Training on FCRSA	general "know your rights"	employment, FCRSA	DC Water Job Center staff	6
6/2/2015	Training, Summer Series at Anacostia Library	general "know your rights"	housing	general public	8
6/4/2015	Training on FRCSA, AJC Managers at DOES	general "know your rights"	FCRSA, employment	staff at Department of Employment Services	15
6/10/2015	Training, Entrepreneur Roadmap - Finding Talent & Labor Laws	general "know your rights"	PPW, employment	business community	30
6/10/2015	Training, Housing Discrimination at Takoma Library	general "know your rights"	housing	general public	3
6/11/2015	Training, FCRSA	general know your rights	FCRSA	Project Empowerment students	55
6/12/2015	Training at OTA	general "know your rights" partnerships	housing	advocates	10
6/19/2015	Training, Gender Identity/Expression	general "know your rights"	gender identity/expression	general public	11
6/24/2015	Training, OHR overview	general "know your rights"	all	students	20

Attachment 14, OHR List of Trainings for FY15 and FY16

6/25/2015	Training, Housing Discrimination	general "know your rights"	housing	DHS clients	20
6/25/2015	Training, Housing Discrimination	general "know your rights"	housing	THC clients	4
6/30/2015	Training, Human Rights Liaison	general "know your rights"	all	advocates	23
7/2/2015	Training, Washington Lawyer's Committee for Civil Rights and Urban Affairs	general "know your rights"	all	Washington Lawyer's Committee for Civil Rights and Urban Affairs staff	10
7/7/2015	Training, Summer Series at Deanwood Library	general "know your rights"	employment	general public	1
7/8/2015	Training, DC Housing Authority	general "know your rights"	housing, source of income	Chelsea Johnson, Cheryl Robinson	33
7/10/2015	Training, Office of Wage-Hour	general "know your rights"	employment, FCRSA, PPW	Office of Wage-Hour staff	
7/17/2015	training	general "know your rights"	FCRSA, employment	general public, advocates	35
7/22/2015	training	general "know your rights"	FCRSA, employment	general public	60
7/30/2015	Training, Transitional Housing Discrimination	general "know your rights"	housing	Transitional Housing Corporation clients and staff	4
8/4/2015	Training, Breaking Barriers to Employment	general "know your rights"	employment	general public	1
8/5/2015	Training in Spanish, FCRSA at Petworth Library	general "know your rights"	employment, FCRSA	general public	
8/18/2015	Training, Spanish Know Your Rights	general "know your rights"	language access, national origin	general public	0
8/27/2015	Training, Home Care Partners	general "know your rights"	age, disability	Home Care aides	25
9/1/2015	Training, Home Care Partners	general "know your rights"	age, disability	Home Care aides	20
9/2/2015	training	general "know your rights"	FCRSA, employment	general public	60
9/4/2015	Training	general "know your rights"	age, disability	Home Care aides	18
9/8/2015	Training	general "know your rights"	all	general public	10

Attachment 14, OHR List of Trainings for FY15 and FY16

9/10/2015	Training at Shaw Library	general "know your rights"	housing	general public	15
9/14/2015	Training	general "know your rights"	all	MOCRS staff	14
9/15/2015	Training	general "know your rights"	FCRSRA, employment	DC inmates	325
9/15/2015	Training	general "know your rights"	FCRSA, employment	DOC Reentry staff	12
9/16/2015	Training at MLK Library	general "know your rights"	FCRSA, employment	general public	8
9/18/2015	Training	general "know your rights"	FCRSA, employment	Byte Back clients	
9/22/2015	Training, Summer Series at Anacostia Library	general "know your rights"	housing	general public	8
9/23/2015	Training	general "know your rights"	FCRSA, employment	DDS staff	13
9/26/2015	Training, Tenant Summit	general "know your rights"	housing	general public	20
FY16 Training Sessions					
10/6/2015	Training	general "know your rights"	all	general public	20
10/7/2015	Training, Fresh Start Wednesday at the RISE Center	general "know your rights"	sex, employment	general public	5
10/8/2015	Training, Sexual Harassment	general "know your rights"	sex, employment	Inspired Teaching PCS staff	55
10/14/2015	Training, Calvary Job Fair	general "know your rights"	employment	Calvary Women's Services clients	20
10/16/2015	Training, Home Care Partners	general "know your rights"	age, disability	Home Care aides	20
10/19/15	EEO Counselors and Officers	EEO Counselors and Officers	EEO Case Review process training	EEO Counselors and Officers	27
10/20/2015	Training, Metropolitan Washington Employment Lawyers' Association (plaintiffs' bar) Women's Caucus	general "know your rights"	PPW, employment	attorneys	10
10/20/2015	Training, Human Rights Liaison	partnerships, general "know your rights"	all	advocates	24
10/21/15	EEO Counselors and Officers	EEO Counselors and Officers	EEO Case Review process training	EEO Counselors and Officers	35
10/26/15	EEO Counselors and Officers	EEO Counselors and Officers	EEO Case Review process training	EEO Counselors and Officers	45

Attachment 14, OHR List of Trainings for FY15 and FY16

10/26/2015	Training	general "know your rights"	housing	OUC staff	6
10/26/2015	Training	general "know your rights"	housing	OUC staff	7
10/26/2015	Training	general "know your rights"	all	general public	15
10/27/2015	Training	general "know your rights"	housing	OUC staff	11
10/27/2015	Training	general "know your rights"	housing	OUC staff	3
10/28/2015	Training	general "know your rights"	housing	OUC staff	7
10/28/2015	Training	general "know your rights"	housing	OUC staff	1
10/29/2015	Training	general "know your rights"	housing	OUC staff	6
10/29/2015	Training	general "know your rights"	housing	OUC staff	10
10/30/2015	Training, Arena Stage Job Fair	general "know your rights"	employment, FCRSA	general public	20
11/2/2015	Training	general "know your rights"	housing	OUC staff	4
11/2/2015	Training	general "know your rights"	housing	OUC staff	2
11/3/2015	Training	general "know your rights"	housing	OUC staff	7
11/4/2015	Training	partnership, general know your rights	FCRSA	general public, advocates	15
11/5/2015	Training	general "know your rights"	housing	OUC staff	2
11/6/2015	Training	general "know your rights"	housing, source of income	COH staff	40
11/6/2015	Training	general "know your rights"	FCRSA	general public	60
11/9/2015	Training	general "know your rights"	housing, status as victim	NCVC staff	5
11/17/2015	Training, Breaking Barriers to Employment at MLK Library	general "know your rights"	PPW, employment	general public	0
11/19/2015	Training, Home Care Partners	general "know your rights"	housing, age, disability	Home Care aides	17
11/20/2015	Training	general "know your rights"	housing, source of income	DCHA staff	13

Attachment 14, OHR List of Trainings for FY15 and FY16

11/30/2015	Training	general "know your rights"	housing, age, disability	Home Care aides	18
12/2/2015	Training by video with Rivers FCI	general "know your rights"	UADA, employment	DC Inmates	35
12/2/2015	Training, Business Series	general "know your rights"	PPW, employment	business community	8
12/3/15	EEO Counselors and Officers	EEO Counselors and Officers	EEO Case Review process training	EEO Counselors and Officers	29
12/3/2015	Training, Home Care Partners	general "know your rights"	housing, age, disability	Home Care aides	17
12/8/2015	Training, Home Care Partners	general "know your rights"	housing, age, disability	Home Care aides	22
12/8/2015	Training	general "Know your rights"	FCRSA	advocates	10
12/10/2015	Training, Business Series	general "know your rights"	UADA, employment	business community	10
12/15/2015	Training	general "know your rights"	FCRSRA, UADA employment	DC inmates	227
12/18/2015	Training at Bernice Fontaneau Ward 1 Senior Wellness Center	general "know your rights"	all	seniors	4
12/18/2015	training	general "Know your rights"	FCRSA	general public	60
1/13/2016	Training, Business Series	general "know your rights"	employment, FCRSA	business community	23
1/27/2016	Training, Girard St Family Shelter	general "know your rights"	housing	Community of Hope clients	5
1/28/2016	Training, Human Rights Liaison	partnerships, general "know your rights"	all	advocates	19