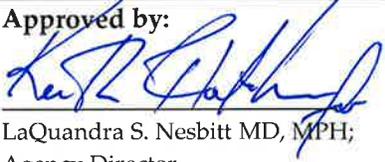
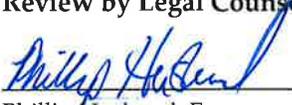




District of Columbia Department of Health <h2 style="text-align: center;">Term Employee Conversion</h2>		PROCEDURE 525.000 Implementing Office: Office of the Director/Office of Human Resources Training Required: Yes Originally Issued: Oct 11 2002 Revised/Reviewed:
Approved by:  LaQuandra S. Nesbitt MD, MPH; Agency Director	Review by Legal Counsel:  Phillip Husband, Esq.; General Counsel	Effective Date: SEP 22 2002 Valid Through Date: SEP 22 2009

I. Authority	Reorganization Plan No. 4 of 1996; Mayor's Order 1997-42; 6-B DCMR§ 823
II. Reason for the Policy	The District's Personnel Regulations establish requirements concerning employment of selected candidates on a term appointment basis, and the conversion of such employees from Career Service Term Appointment employees to Career Service Permanent employees. This document establishes procedures and internal controls to ensure the Department of Health (DOH) remains in compliance with these requirements.
III. Applicability	This document applies to all term appointment employees within DOH, all managers supervising such employees and the DOH Office of Human Resources (DOH HR).
IV. Policy Statement	<p>Term Appointments shall be for more than 1 year and may continue for a period of up to four years. Every Term Appointment shall be periodically reviewed, but not less frequently than every 13 months. The date of the first review, identified as the Not To Exceed (NTE) date, shall be determined at the time of appointment. During this review, DOH shall decide whether the appointment will be extended for an additional term period.</p> <p>During each review, DOH may decide to convert the employee from a Career Service Term Appointment to a Career Service Permanent Appointment. Additionally, DOH may determine the need to eliminate the position and separate the employee. If a determination is made to extend the Term Appointment, a</p>

subsequent NTE date shall be established. DOH shall determine, prior to the fourth anniversary of the appointment, either (1) to convert the employee from a Career Service Term Appointment to a Career Service Permanent Appointment; or (2) to separate the employee from District government service.

If the employee serving in the Term Appointment was selected for the Term position as a result of an open competition vacancy announcement and has served a one-year probation, the employee may be converted into a Career Service Permanent Appointment without any further requirements. If, however, the Term Appointment was made non-competitively, the position may only be converted to a Career Service Permanent appointment, through an open competitive selection process. The employee who has occupied the position, by way of a Career Service Term Appointment, may apply and compete for the position, but he/she is not guaranteed to be the candidate hired to fill the position in a Career Service Permanent Appointment. Additionally, if the Term Appointment employee was selected non-competitively, the administration shall consult DOH HR to review whether or not there are any qualified prior District Government employees on either the Agency Re-Employment Priority Placement (ARPP) or Displaced Employee Program (DEP) listing, who are able to fill the position. If a qualified priority candidate is identified, the position must be offered to that individual first.

If an employee has an uninterrupted period of DOH employment as a Term Appointment employee across more than one position, the four-year mark at which the employee must be converted or separated shall be calculated based upon the beginning date of the uninterrupted period of Term Appointed employment.

DOH HR is the office responsible for tracking the annual review dates for all DOH Term Appointed employees. Once per month, the Human Resource Officer, or his/her designee, shall generate a report of all Term Appointed employees agency-wide. Employees whose NTE date will occur within the next 60 days shall be flagged as such. The finished monthly report shall be routed to the Senior Deputy Directors of each administration. Senior Deputy Directors are responsible for ensuring that the positions are reviewed in advance of the NTE date.

	<p>During the annual review, in the event an administration chooses to eliminate a position held by a Term Appointment employee, the administration shall give the employee occupying that position a minimum of 14 calendar days' notice that the position is being eliminated, with the longest practicable period of notice strongly preferred.</p>
<p>IV. Definitions & Acronyms</p>	<p>ARPP- Agency Re-Employment Priority Placement. A subset of the DEP (see below) consisting of employees of DOH, specifically, whose positions were eliminated due to a reduction-in-force.</p> <p>Career Service Permanent Appointment- An appointment of an employee, who has satisfactorily completed his or her probationary period, to a continuing position in the Career Service.</p> <p>Career Service Term Appointment- An appointment with a specific time limitation in excess of one (1) year, but not exceeding four (4) years, unless extended by the personnel authority as provided in DC Personnel Regulations 6-B DCMR § 823.2, or as otherwise provided by statute.</p> <p>DEP- Displaced Employee Program. A system for priority referral of employees whose positions were eliminated due to a reduction in force.</p> <p>DOH HR- Department of Health Office of Human Resources</p> <p>HRO- Human Resources Officer</p> <p>MLS- Management Liaison Specialist</p> <p>NTE Date- Not to exceed date. This is the pre-determined date on which a term appointment must be reviewed. The result of this review is that (1) the Term Appointment may be extended, (2) the employee may be converted to a Career Service Permanent Appointment, subject to a competitive selection process, or (3) the position may be eliminated resulting in the employee being separated.</p> <p>Qualified Priority Candidate- A former Career Service Regular or Legal Employee included in the ARPP and/or DEP (see above),</p>

	<p>who is qualified to occupy the same grade and series as the position under review.</p>
<p>VI. Procedures</p>	<p>Procedure A: Establishing an NTE Date and Review Schedule</p> <ol style="list-style-type: none"> 1. Upon appointment of a Career Service Term Employee, the hiring manager shall coordinate with the Human Resource Management Liaison Specialist (MLS) to set an NTE Date. This date shall be set no later than 13 months after the appointment date. 2. The MLS shall update the electronic record of position vacancies being filled, to reflect the information related to the new Career Service Term Appointment employee, and the agreed-upon NTE date. 3. Once per month, the Human Resource Officer (HRO), or his/her designee, shall review the electronic position record and identify all employees whose NTE dates shall fall within the next 60 calendar days. 4. For each employee identified in Step 3, the HRO, or his/her designee, shall issue a written notification to that employee's supervisor and the Senior Deputy Director of the employee's administration. 5. If, during the NTE position review, the employee's Career Service Term Appointment NTE date is extended, a new NTE date shall be established. The new NTE date may occur no later than 13 months after the most recent review. <p>Procedure B: Position Review (final review excluded, see Procedure C for final review)</p> <ol style="list-style-type: none"> 1. Prior to the employee's NTE date, the employee's supervisor shall coordinate with the Senior Deputy Director to determine if (1) the appointment shall be extended and a new NTE date established, (2) the employee should be converted to a Career Service Permanent Position, or (3) the position will be eliminated.

2. The employee's supervisor shall notify the MLS in writing of the review's resolution.
3. If the employee is to be extended in the current appointment, the new NTE date shall be established (see Procedure A, Step 5). DOH HR shall send a written notification to the employee confirming the extension.
4. If the position is to be converted into a Career Service Permanent Appointment, the employee shall be notified in writing by DOH HR. If the employee's initial appointment was non-competitive, see Procedure D. If the employee's initial appointment was competitive, the MLS shall facilitate a conversion of the employee into a Career Service Permanent Appointment
5. If the position is to be eliminated, DOH HR shall notify the employee in writing. The employee must receive a minimum of 14 calendar days' notice from the receipt of notification to the separation date. However, the longest period of notice feasible under funding constraints is strongly encouraged.

Procedure C: Final Employee Review

1. A Career Service Term Appointment employee must receive a final review more than 14 calendar days prior to the date marking four years since the initial appointment. This requirement shall be satisfied regardless of the period of time since the most recent NTE date. A Career Service Term Appointment may not be extended during a final review. The employee must be either converted into a Permanent Appointment or be separated at the end of the appointment.

If the position is to be converted into a Career Service Permanent Appointment, the employee shall be notified in writing by DOH HR. If the employee's initial appointment was non-competitive, see Procedure D. If the employee's initial appointment was competitive, the MLS shall facilitate a conversion of the employee to a Career Service Permanent Appointment.

	<p>2. If the position is to be eliminated, DOH HR shall notify the employee in writing. The employee must receive a minimum of 14 calendar days' notice from the receipt of notification to the separation date. However, the longest period of notice feasible under funding constraints is strongly encouraged.</p> <p>Procedure D: Conversion of Non-Competitive Appointments (Use this procedure only if a position review results in a decision to convert a Career Service Term Appointment to a Career Service Permanent Appointment, but the employee occupying the position was initially selected non-competitively)</p> <ol style="list-style-type: none"> 1. The Management Liaison Specialist shall review the ARPP and DEP listings. 2. If a qualified priority candidate is identified on either the ARPP or DEP listing, the qualified priority candidate shall be offered the position. A qualified priority candidate from the ARPP listing shall be offered the position before such a candidate from the DEP listing. If more than one qualified priority candidate is on the same list, offers shall be extended in order of the most seniority. 3. If no qualified priority candidates are identified on either listing, or if all qualified priority candidates from both listings decline the position offer, DOH shall post the position for competitive selection.
<p>VII. Contacts</p>	<p>Human Resources Officer</p>
<p>VIII. Related Documents, Forms and Tools</p>	<p>None</p>