

GOVERNMENT OF THE DISTRICT OF COLUMBIA
Office of the City Administrator

Rashad M. Young
City Administrator



CITY ADMINISTRATOR'S ORDER
NO. 2016-1

DATE: July 15, 2016

SUBJECT: Restriction on Certain Personnel Actions; Travel and Training Reporting Requirement

By virtue of the authority vested in me as City Administrator by section 422(7) of the District of Columbia Home Rule Act, approved December 24, 1973 (87 Stat. 790; D.C. Official Code § 1-204.22(7)), and Mayor's Order 2015-036, dated January 9, 2015, and pursuant to the authority set forth in sections 422(2) and (3) and 449 of the District of Columbia Home Rule Act, approved December 24, 1973 (87 Stat. 790; D.C. Official Code §§ 1-204.22(2) and (3) and 1-204.49), as delegated to the City Administrator by Mayor's Order 2015-036, dated January 9, 2015, it is hereby **ORDERED** that:

I. **RESTRICTION ON CERTAIN PERSONNEL ACTIONS**

- A, There is imposed on each subordinate executive branch agency a freeze on:
1. Promotions (except temporary promotions of one hundred and twenty (120) days or less and career ladder promotions);
 2. Reclassifications;
 3. Pay raises and other salary adjustments (except for step increases or cost of living adjustments required by law, regulation, court order, or a collective bargaining agreement);
 4. Additional income allowances;
 5. Bonuses;
 6. Awards;
 7. Payments and reimbursements of expenses incurred by prospective employees for pre-employment interviews; and
 8. Payments and reimbursement of relocation expenses of new employees.

- B. 1. The Department of Human Resources shall submit a monthly new hires report to the Office of the City Administrator by the fifteenth (15th) day of each month. The report shall include a chart that provides information on each new employee hired by a subordinate executive branch agency during the prior month.
- 2. If the City Administrator determines that an agency has inadequate controls over the hiring of new employees, the City Administrator may require that the agency obtain the prior approval of the Office of the City Administrator before the agency hires each new employee of the agency. The procedures and standards for obtaining such approval shall be those procedures and standards set forth in Mayor's Order 2014-230, issued October 2, 2014.

II. **TRAVEL AND TRAINING REPORTING REQUIREMENT**

- A. Each subordinate executive branch agency shall submit a monthly travel and training expense report to the Office of the City Administrator by the fifteenth (15th) day of each month.
- B. The report shall include a chart that provides the following information for all travel and training expenses that the agency incurred in the prior month:
 - 1. Name of the traveler/trainee;
 - 2. Position title of the traveler/trainee;
 - 3. Dates of the travel or training;
 - 4. Location of the travel or training;
 - 5. Purpose of the travel or training; and
 - 6. Total expenditures for the travel or training.
- C. In addition to the chart required by subsection B of this section, the travel and training expense report shall include a copy of each travel and training authorization form associated with the travel or training listed on the chart. The authorization form shall be signed by the agency director or the agency director's designee.
- D. Expenses for the following travel are not required to be included on the travel and training expense report:
 - 1. Travel within the District or within fifty (50) miles of the U.S. Capitol;

2. Travel that is paid for or reimbursed in full by a source other than local or special purpose (O-type) funding; and
- E. Expenses associated with the following types of training, seminars, and conferences are not required to be included on the travel and training expense report:
1. Training, seminars, or conferences conducted by District government employees at District government facilities, and
 2. Training, seminars, or conferences that are paid for or reimbursed in full by a source other than local or O-type funding.
- F. If an agency fails to timely submit the reports required by this section, or if the City Administrator determines that an agency has inadequate controls over travel or training expenditures, the City Administrator may require an agency to obtain prior approval by the Office of the City Administrator of the agency's travel and training expenditures. The procedures and standards for obtaining such approval shall be those procedures and standards set forth in Mayor's Order 2014-230, issued October 2, 2014.

III. **WAIVER OF RESTRICTIONS**

- A. The City Administrator may waive any of the restrictions set forth in section I of this Order pursuant to the standards set forth in paragraph B of this section.
- B. A waiver may be granted for actions or expenditures that are:
1. Necessary for the public safety or health;
 2. Necessary to ensure compliance with a law, regulation, collective bargaining agreement, or court order; or
 3. Necessary to carry out the functions of government.

IV. **RELATION TO PRIOR MAYOR'S ORDERS, PRIOR MAYOR'S MEMORANDA, AND OTHER PROCESSES**

- A. A waiver granted by the Office of the City Administrator under Mayor's Order 2014-230, issued October 2, 2014, shall be deemed to be a waiver granted under this Order.

- B. Donations of international travel or international travel expenses shall continue to be subject to review and approval by the Mayor's Chief of Staff pursuant to Mayor's Memorandum 2005-001, issued August 21, 2015.
- C. The hiring of Excepted Service employees shall continue to be managed by the Executive Office of the Mayor and the Mayor's Office of Talent and Appointments.

V. **PROHIBITIONS**

- A. No officer or employee of the District of Columbia may make or authorize an expenditure, obligation, or personnel action that is inconsistent with this Order.
- B. An officer or employee violating this Order shall be subject to appropriate administrative discipline, including, when circumstances warrant, suspension from duty without pay or removal from office.

VI. **EXEMPTION**

This Order shall not apply to the Executive Office of the Mayor or to offices or agencies that report to the Executive Office of the Mayor.

VII. **EFFECTIVE DATE**

This Order shall be effective immediately.



RASHAD M. YOUNG
CITY ADMINISTRATOR