

Department of Behavioral Health
TRANSMITTAL LETTER

SUBJECT DBH Personnel Services		
POLICY NUMBER 700.1	DATE DEC 17 2013	TL# 197

Purpose. To set forth the regulations, policy, guidelines, practices and procedures used by the Department of Behavioral Health (DBH) for the provision of personnel services in accordance with the independent personnel authority.

This revision adopts the policy from the former Department of Mental Health, now merged into the new Department of Behavioral Health, in accordance with the DBH Establishment Act of 2013.

Applicability. This policy and the District Personnel Manual (DPM) apply to all employees of DBH; except, the provisions of collective bargaining agreements shall supersede the policies and procedures of the DPM and its bulletins and instructions, when applicable, for employees covered by such agreements.

Policy Clearance. Reviewed by affected responsible staff and cleared through appropriate Behavioral Health Authority offices.

Implementation Plans. Specific staff whose roles are relevant to the implementation of these policies should be trained, as needed. Program managers are responsible for following through to ensure compliance.

Policy Dissemination and Filing Instructions. Managers/supervisors of DBH must ensure that staff are informed of this policy. Each staff person who maintains policy manuals must promptly file this policy in the DBH Policy and Procedures Manual.

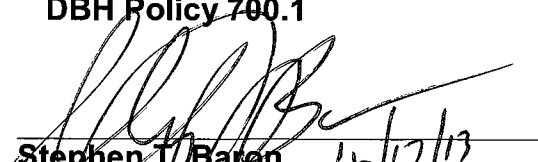
ACTION


REMOVE AND DESTROY

DMH Policy 700.1

INSERT

DBH Policy 700.1


Stephen T. Baron
Director, DBH 12/17/13

<p>GOVERNMENT OF THE DISTRICT OF COLUMBIA</p>  <p>DEPARTMENT OF BEHAVIORAL HEALTH</p>	<p>Policy No. 700.1</p>	<p>Date DEC 17 2013</p>	<p>Page 1</p>
<p>Supersedes DMH Policy 700.1, same subject, dated June 16, 2004</p>			
<p>Subject: DBH Personnel Services</p>			

1. **Purpose.** To set forth the regulations, policy, guidelines, practices and procedures used by the Department of Behavioral Health (DBH) for the provision of personnel services in accordance with its independent personnel authority.

2. **Applicability.** This policy and the District Personnel Manual (DPM) apply to all employees of DBH. Except, the provisions of collective bargaining agreements shall supersede the policies and procedures of the DPM and its bulletins and instructions, when applicable, for employees covered by such agreements.

3. **Authority.** DBH has independent personnel authority that was authorized by the Department of Behavioral Health Establishment Act of 2013, but its administration of this authority shall be consistent with the District of Columbia Government Comprehensive Merit Personnel Act of 1978 as delineated in the DPM.

4. **Policy.** The DPM, including its bulletins and instructions, is adopted in its entirety as the regulatory authority governing all personnel services within DBH. The DBH Division of Human Resources (DHR) is independent of the District of Columbia Office of Personnel (DCOP) and is responsible for providing personnel services to DBH. The DBH personnel authority does not extend to employees of the Corporation Counsel or the Office of the D.C. Chief Financial Officer, who provide services to DBH but report to these offices. To augment DCOP-issued personnel policies, appropriate DBH staff upon approval of the DBH Director may develop policies and procedures for internal use, which shall be in compliance with the DPM.

5. **General Requirements.**

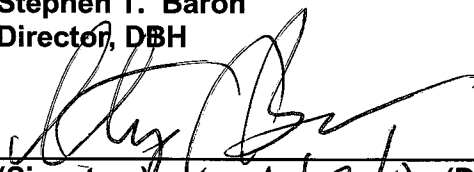
5a. The DBH Division of Human Resources, Policy, Training, and Special Programs Branch, shall be responsible for obtaining and maintaining copies of the DPM, including bulletins and instructions. In addition, DBH staff may access the DPM from the Internet at dcop.dc.gov or DBH website.

5b. Program managers are responsible for ensuring that employees in their respective areas are aware of the DPM and its location within DHR and on-line availability. Program managers should provide advice and assistance to employees on personnel matters or seek assistance from DHR, when necessary.

6. **Inquiries.** Questions regarding this policy should be directed to the DBH Division of Human Resources (DHR) at 202-673-3655.

Approved by:

Stephen T. Baron
Director, DBH


(Signature) 12/17/13 (Date)