

PLANNED ACTION REPORTS (PAR)

Planned Action Reports (PAR's) are standardized monthly reports prepared by all Mayoral agencies to request approval for personnel actions.

There are two types of reports:

- 1) Pink PAR's for new appointments.
- 2) Blue PAR's for all other actions for personnel currently working in the agency (promotions, merits, Civil Service status change, etc.).

Monthly reports are sent to:

- 1) Mayor's Office receives the original.
- 2) OMB receives a copy. After review, they send approval to the Mayor's Office.
- 3) DCAS receives a copy. After the agency receives approval from OMB and the Mayor's Office, they contact DCAS. After DCAS approval, the agency implements and enters data into PMS system.

All personnel actions are currently classified into two groups. The criteria can change based on the current budget situation (e.g. hiring freezes).

- 1) Pre-audit actions require the Mayor's Office approval before implementing on PMS.
- 2) Post-audit actions can be implemented before receiving approval from OMB and the Mayor's Office (e.g. no cost actions such as transfers from another agency that do not result in a promotion).

Pre-audit actions require a strong justification for salary adjustments and promotions.

The justification should include the following information:

- 1) First Paragraph – The name of the division, the type of action (e.g. level change, new hire, etc.), the effective date, name of candidate, last evaluation rating (current employee only), and if hired through CDC.
- 2) Middle Paragraph(s) – Why was candidate selected? Why is promotion, title change, level change, etc. justified? Why salary requested is justified (minimum of title/level, within guidelines for promotions or new hires)? You can not just make a statement, you must support with facts (e.g. name and salaries of others performing similar assignment, examples of tasks that fall under title, etc.). If this is a no cost action, you should indicate.
- 3) Last paragraph – Name, title, salary, last day worked, and reason for leaving for prior incumbent. If no prior incumbent, then you have to explain (e.g. new needs for FY?, why position was created, etc.). If you upgraded a position, then you have to explain why it was necessary.

All managerial actions are pre-audit whether they result in salary increases or not. They also require a selection memorandum showing recruitment efforts (e.g. postings, ads placed, # of resumes received, # of candidates interviewed, interview panel members, and why candidate was selected).