

OSH COMPLIANCE LATERAL TRANSFER POLICY

August 1, 2014

Policy Statement: Effective August 1, 2014, OSH Compliance enacts this policy to ensure consistent action statewide with regard to lateral transfers. This policy does not impact employees applying for promotional opportunities. All current employees of OSH Compliance are subject to this policy. OSH Compliance employees must be performing at an overall “meets expectations” level on their most current performance evaluation, to be considered for a lateral transfer opportunity.

Definitions

OSHA Safety Officer (SCO I) - entry classification to safety compliance position classifications.

Industrial Hygiene Inspector (HCO I) - entry classification to industrial hygiene position classifications.

Senior Level Safety and Health Officer Position Classifications - OSHA Safety Officer II (SCO II), OSHA Industrial Hygiene Inspector II (HCO II)

CSHO - Compliance Safety or Health Officer - Examples: SCO I, SCO II, HCO I, HCO II, SCO I, SCO I (Complaint Desk)

Fully Qualified CSHO - An employee who met the minimum recruitment standard when hired. This employee typically completes a 9-12 month training program before he/she is released to conduct independent inspection activity. Examples include: SCO I new hire who had 7 years of training and experience on agency entry date. HCO I new hire who had a relevant 4 year degree and 1 year experience on agency entry date.

CSHO Trainee/Apprentice - An employee who did not meet the minimum recruitment standard when hired. This employee typically completes a specific trainee program including time served as a trainee before he/she is released to conduct independent inspection activity. Examples include: OSHA Safety Officer Trainee new hire who has a relevant 4 year degree and one year experience. This new hire completes a 2 year trainee program including the training program (OPN 64) fully qualified new hires receive. The 2 year trainee program shall be the program developed in conjunction with the Apprenticeship and Training Bureau.

Compliance District Supervisor - Supervisor of one of the district offices for OSH Compliance.

Lateral Transfer Policy

Fully Qualified CSHO (SCO I or HCO I) - All fully qualified new hires shall be prohibited from laterally transferring to a different Compliance District for a period of 1 year after being released to conduct independent inspections. The 1 year period will begin on the release letter

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date. Example: New Hire is hired on August 1, 2007 and released to perform independent inspections on May 1, 2008. The New Hire is prohibited from lateral transfer until May 1, 2009.

Complaint Desk SCO I - SCO I's working at the OSH Complaint Desk will be eligible for applying for a lateral transfer either after completing two years of service on the OSH Complaint Desk or after one year of the date they were released to perform independent inspections, whichever is less.

CSHO Trainee/Apprentice - A trainee/apprentice shall be eligible for lateral transfer to a different Compliance District 1 year after he/she has completed the trainee/apprentice program and is released to conduct independent inspections. The 1 year period will begin on the release letter date. Both the completion of all training requirements and the time to become a Fully Qualified CSHO must be completed prior to being released to conduct independent inspection activity. Example: Trainee is hired August 1, 2007 and has a 2 year trainee program. Trainee new hire completes all training requirements on July 31, 2009. Trainee new hire is prohibited from lateral transfer until August 1, 2010.

Senior Level Safety and Health Compliance Officer (HCO II and SCO II) - HCO II and SCO II will be eligible for transfer to other compliance districts after completing two years of service, at the senior level, in their current District.

Compliance District Supervisor — District supervisors will be eligible for transfer to other compliance districts after completing two years service in their initially assigned District.

Exceptions

Exceptions to this policy must be requested in writing to appropriate Bureau Chief(s) for review and approval. An exception to this policy must be granted prior to having an employee's application forwarded to hiring supervisor by Human Resources.

Note: Lateral transfer exception requests will not be considered for any employee that is not performing at a level of at least a "MEETS" on their most recent performance evaluation or if they are under any type of formal disciplinary action, such as a written warning.

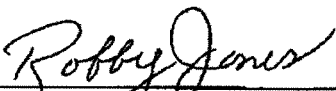
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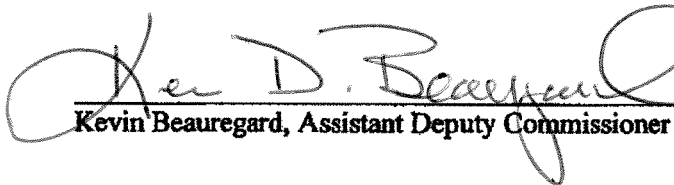
Phil Hooper, Bureau Chief, OSH Compliance East

7/30/14
Date



Robby Jones, Bureau Chief, OSH Compliance West

7/29/14
Date



Kevin Beauregard, Assistant Deputy Commissioner

7/31/14
Date