

**North Carolina Department of Labor  
Occupational Safety and Health Division**

Administrative Information System

Administrative Procedure Notice 26

**Subject:** Professional Conference Attendance Policy

- A. **Scope.** This procedure applies to employees of the North Carolina Department of Labor, Occupational Safety and Health Division.
- B. **Purpose.** The purpose of this policy is to establish guidelines for the selection of OSH Division employees for attendance to regional and national professional conferences. Attendance by OSH Division employees at national and regional professional conferences has benefits for individual employees, for each bureau, and the entire OSH Division. These benefits include, but are not limited to: enhancement of an employee's professional development; exposure to state-of-the-art approaches to safety and industrial hygiene issues; employee credit for professional certification maintenance points; providing the Bureau's with an opportunity to recruit professional employees; providing opportunities to observe and evaluate new safety and health related equipment; providing opportunities to network with safety and health professionals; and establish a regional and national presence by the OSH Division.
- C. **Procedure.** Employees must meet the following minimum requirements to be considered for selection to attend a professional conference:
  - 1. Initial training must be completed and the employees must be released to perform the full duties of their position.
  - 2. The employee must have a minimum of two years experience as a safety and health professional with the OSH Division.
  - 3. The employee must have received an overall performance rating at or above a "meets" level for the most recent appraisal period (including most recent interim appraisal).
- D. **Other.** There are a number of other factors that will be taken into consideration prior to making the decision to send bureau employees to a conference. The following is a list of factors, in order of importance, that the bureau chiefs will utilize in determining which employees will be approved for conference attendance:

1. The availability of bureau funds will be a primary consideration. The number of attendees sent to conferences will likely vary from year to year depending on conference locations and availability of funding.
2. Employees who are currently designated as a Certified Industrial Hygienist (CIH) or a Certified Safety Professional (CSP) and have been employed by the division for at least 48 months who have not attended a national conference in the past 36 months.
3. Employees who have obtained the Associate Safety Professional (ASP) designation or Construction Health and Safety Technician (CHST) designation who have been employed by the division for at least 48 months and have not attended a national or regional conference in the past 36 months.
4. Employees holding other professional designations or certifications may be considered for conference attendance if the subject matter is pertinent towards achieving certification/designation maintenance points.
5. A determination, by the appropriate bureau chief, that a specific OSH Division employee's participation in a specific conference will be beneficial for employee professional development.
6. Employees who have been employed by the division for at least 48 months, at the time of the conference, and have never attended a national or regional conference.
7. Employees who have been employed by the division for at least 60 months, at the time of the conference, and have not attended a national or regional conference in the past 48 months.
8. Employees who have been accepted to sit for the CSP, CIH or ASP examinations may be considered for conference attendance.
9. Permission to attend a conference on administrative leave, without financial support from the division, may be approved by the appropriate bureau chief upon recommendation from the district supervisor.
10. Exceptions to the requirements of this policy may be made by the assistant director or director.

E. **Responsibilities**. The following is a list of responsibilities that the employee, supervisor, and bureau chief have regarding conference attendance:

1. A list of conferences, for potential attendance by employees during the upcoming calendar year, should be developed by the bureau chiefs and distributed to division employees no later than November of the current calendar year.
2. Eligible employees interested in attending a particular conference should discuss this with their supervisor. Each employee should notify their supervisor no less than four months prior to the conference of their desire to attend. Supervisors should include conference attendance in the employee's annual development plan, if it is decided that attempts will be made to allow participation in a specific conference.
3. Supervisors will forward eligible employees requests along with their recommendation to the bureau chief no less than three months prior to the conference.
4. Out-of-state travel requests will be submitted to the assistant director or director no less than two months prior to the conference.

F. **Expiration.** This APN is effective on the date of signature. It will remain in effect until canceled by the director.

Signed on Original  
Kevin Beauregard  
Assistant Director

Signed on Original  
Allen McNeely  
Director

6/16/2014  
Date of Signature