

Temporary Task-Specific Transfer of Supervisory Responsibility

PPD Policy 032-v01

Purpose

The purpose of this procedure is to document the process for the temporary reassignment of supervisory responsibility for PPD technical staff for a specific task, or work in a specific area, to a supervisor other than the employees' line supervisor.

Effective Date

Effective 1 June 2019.

Policy

PPD technicians may be requested to perform work in areas in which they are unfamiliar and for other organizations outside of their department or the division as part of the “matrix management” system in use at the laboratory. For all jobs, regardless of where or for whom the job is done, it is required that someone is assigned the role of supervisor and the technicians know who that supervisor is.

Case 1: Assignment to work in areas within their department other than ones normal work areas

For this case, the supervisor for the area that the technicians are going to work in assumes the responsibility for directing the work and reviewing safety issues for their area for all the technicians working in the area.

Case 2: Assignment to work in areas belonging to other departments or divisions

The second case is when technicians are requested to work in an area controlled by people not in their department and perhaps not in PPD.

Case 2a: If the technicians are still working under a supervisor in their department, this is handled the same way as Case 1 and the supervisor for the task assumes the responsibility for directing the work and reviewing safety issues for the task for all the technicians under their supervision. An example is when another division asks DDOD to perform a mobile crane job. The technicians are still under the supervision of the DDOD supervisor.

Case 2b: If the technicians are loaned out to an area outside their department and are not under the direct supervision of their normal supervisor or another supervisor in their department for the work, the supervisory roles must be explicitly defined and agreed to. In this situation the line supervisor of the technicians must find out who they will be working for directly, meet that person and get their assurance that they will be the technicians' direct supervisor for the task and will supervise all safety aspects of the work.

If that person agrees to the supervisory role, then this “temporary supervisor” must also get agreement in writing (e-mail) from their own supervisor (or manager) that they approve of this re-assignment of supervisory responsibility.

If the person being asked to be the “temporary supervisor” can’t or won’t take on this supervisory responsibility (or their supervisor/manager does not agree to the re-assignment of supervisory responsibility), the line supervisor of the technicians must either fill that role (Case 2a) or they must refuse to allow the technicians to perform the task.

Owner

Responsibility for reviewing, updating, and communicating changes to this policy rests with the division head or designee.

Revision History

Version	Date	Author	Notes
v00	12/18/2018	Jim Kilmer	Original Creation (DDOD only)
v01	5/15/2019	J. Lewis	Expand to cover all of PPD

