

## **TRANSFER EMPLOYEES**

**4188**

(No. 8 September 2008)

When CAL FIRE transfers an employee into a Bargaining Unit 8 classification from another Department, the Unit originating the hiring of the employee is responsible for conducting a thorough review of the employee's training records and work history, developing an individual training plan, and submitting it to the SubJAC for review.

The review, development, and approval of training plans for transfer hires will be as follows:

## **TRAINING & EDUCATION REVIEW**

**4188.1**

(No. 8 September 2008)

The Unit is responsible to assemble and analyze the training, education and experience records for transfer employees. This step is typically done by the Unit Training Officer, but can be completed by the Unit JAC Coordinator, Instructor of Record or other designee. The Unit will compare the employee's work history and training records to the related and supplemental training for JAC FFII and FAE apprentices, required training in the 4000 handbook and any additional required local or department training.

Once the Unit has completed their review and developed recommendations for the SubJAC review, they submit the training package to the Statewide Coordinator for SubJAC. The training package will include the summary memo of the Unit's recommendations, completed Individual Training Record forms, and copies of all training records, certificates, etc. for verification of completion. This should occur within 30 days after the employee reports to CAL FIRE for employment.

SubJAC will develop and submit an Individual Training Plan for each transfer employee, and will be based on the review of the training package, assessment of the summary memo, and requirements of the department and JAC training programs.

Responsibilities for processing of the Individual Training Plans are as follows:

### **Unit Chief**

1. The Unit Chief originating the hiring of a transferred employee will review and approve the Unit training package for submittal to the SubJAC.
  - This review will allow the Unit Chief an opportunity to become familiar with the training and experience requirements for the employee.
  - Allows identification of operational needs that may arise while the transferred employee meets their training requirements.

2. Once approved, the Unit Chief will forward the training plans to the Statewide JAC Coordinator.

### **Unit Training Officer**

Review the transferred employee's work history and training records and include a thorough assessment of the employees existing training records, position(s) held, and the types and duration of duties performed within those position(s).

1. Only training that can be verified through documentation will be accepted for equivalency or for satisfying any training requirements as set forth in the 4000 Handbook, Department policy, Memorandum of Understanding, Joint Apprenticeship Program, federal, state, and local mandates, and any specialized local training needs. Copies of the following documents will be included with the plan:
  - Employee work history and resume. Certificates of attendance in training courses at the local, state, or national level.
  - Certificates of attendance in training courses specific to their existing department.
  - ICS position qualification that is proven by certification and position performance evaluation.
  - Any licenses, diplomas, cards, or documents that verify currency with mandated training, professional skills, or proficiency requirements.
  - Other documentation that will verify any related training the employee has completed.
- a. Indicate what JAC training requirements have been met by the employee, by filling in the Individual Training Record form contained in the FFII and FAE Apprentice Progress Notebooks and include certificates necessary for verification.
- b. Reference the training matrix in the 4000 Handbook to be sure the employee meets any of the requirements or recommendations listed and include certifications.
2. Evaluate the employee's work history and focus on their skills and ability to successfully perform in the duties of the classification they will hold once appointed to CAL FIRE.
  - a. This will require a thorough assessment of the actual duties performed, duration those duties were performed, evaluations of performance, and any specialty skills that may be applicable.
  - b. Include this information in the summary memo to assist in determining any additional needs for training.

3. Develop a summary memo, or recommendation for training, based on a comparison of the work history and training records.
  - a. Include information regarding training to be completed and any recommendations regarding attendance in the BFC.
  - b. In certain instances, it may be determined that a transferred employee must complete training classes that are offered within the Academy Basic Fire Control (Fire Fighter and/or Company Officer Academy). The SubJAC recognizes the benefit of a new employee's attendance in the Academy Basic Fire Control Course and when beneficial, the Department should send the employee through Basic Fire Control rather than send them to several stand alone courses.
  - c. Base summary memo recommendations on areas other than documented training; for example, experience, education, time in grade, expertise in a particular area, or other relevant factors that substantiate the recommendations.

### **Statewide JAC Coordinator**

It is the responsibility of the Statewide JAC Coordinator to collect and review the Training Plans to assure that plans have been developed for each person transferred and prepare them for SubJAC review.

1. Submit the Unit's training package to the SubJAC for review and recommendations.
2. Once the Individual Training Plans are developed and approved by the SubJAC, the Statewide JAC Coordinator will notify the Unit regarding the outcome.

### **SubJAC Committee**

The final review and development for the employee transferred will be conducted by the Department SubJAC Committee. Training plans will identify the specific training needs for the classification the employee will be assuming within CAL FIRE and the time frames for completion of the training.

1. A SubJAC Training Review sub committee made up of both labor and management will review the training plans and make recommendations for changes that they deem appropriate.
2. SubJAC will hold a meeting to discuss the Training Review sub committee's findings and to provide final approval of all training plans.
3. Approved Training Plans and any changes made by SubJAC will be returned to the Unit Chief for implementation.

4. The Statewide JAC Coordinator will provide copies of the transferred employee training requirements to Unit Training Officer for the purpose of tracking the training requirements.

## **TRAINING PLANS**

**4188.2**

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Transfer employees will have an Individual Training Plan that specifically identifies any required training as recognized by the 4000 Handbook, Department policy, Memorandum of Understanding, Joint Apprenticeship Program, federal, state, and local mandates, and any specialized local training needs.

The Unit Training Officer will receive written notice of the SubJAC determination. The Individual Training Plan developed by SubJAC will list the specific training needs of the transferred employee and a time frame for completion. Separate categories and completion time frames will be established in the Training Plan for listing the required, recommended, and enhancement training that the employee will be expected to complete, including specific Department programs and familiarity with the Department operations. The training determined by the SubJAC committee may include the BFC courses, 4000 Handbook courses and other training deemed appropriate.

- The training determined by the SubJAC Committee may include the Basic Fire Control Courses, 4000 Handbook courses and other training deemed appropriate for the classification, and employee's will be required to successfully participate in the identified training.
- CAL FIRE Units will provide transfer employees with additional training on CAL FIRE specific fire apparatus in both on and off road operations.
- A representative group of CAL FIRE apparatus from within the Unit will be assembled in a single location and orientation provided as to the features, equipment complement, and pumping operations of each engine.

### **Driver Training**

If it is determined that the transferred employee will not be attending the Company Officer Academy, they will need to become familiar with the CAL FIRE Defensive Driving program and orientation to CAL FIRE Apparatus. In order to address the employee's need for Defensive Driving certification, the employee will attend the DGS, Office of Risk and Insurance Management Defensive Driver Training at the earliest available opportunity. Employees that need to recertify their defensive driving certification will follow the same guidelines as all state vehicle operators.

Transfer employees required to attend driver training at the Unit level must complete it within 30 days of the response from SubJAC. A representative group of CAL FIRE apparatus from within the Unit will be assembled in a single location and orientation provided as to the features, equipment complement, and pumping operations of each engine.

CAL FIRE Units will provide additional training on CAL FIRE specific fire apparatus in both on and off road operations.

## **DOCUMENTING REQUIRED TRAINING**

**4188.3**

(No. 8 September 2008)

Documented training of transferred employees participating in prescribed training and given an Individual Training Plan will submit their training hours to the Unit Training Officer.

Once the transferred employee has satisfied SubJAC training requirements, the Unit Training Officer must certify the completion by submitting a letter with appropriate documentation to the Statewide JAC Coordinator who will notify SubJAC.

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