



United States Department of Agriculture

Agricultural Marketing Service, Fruit & Vegetable Program, Specialty Crops Inspection Division

EMPLOYEE ROTATION POLICY

Supervisors must ensure that Agricultural Commodity Graders (ACGs) assigned to in-plant inspections, terminal market inspections and area office labs as well as State inspectors assigned to shipping points are rotated on a regular basis.

In-Plant/Remote Field Assignments

Many ACGs assigned to work in-plant will rotate on a relatively frequent basis. If that does not happen, those ACGs assigned to a processing facility continuously for five years or longer must have their duty point (i.e., their in-plant assignment) evaluated annually by the Officer-in-Charge (OIC) and submitted to the appropriate Regional Branch Chief and then the Associate Director for Inspection Operations for approval. Any request for an extension beyond five years at one facility must be submitted by the OIC no later than January 31st of each year.

The following questions are designed to solicit the information needed to determine whether to grant a plant assignment extension longer than five years. The OIC will gather the information necessary and provide the responses to the Regional Branch Chief.

- A. What is the grade level of the ACG and the location of the assignment?
- B. How long has the ACG been assigned to the facility?
- C. During this period of time, has the ACG worked on other assignments, such as Temporary Duty Assignments?
- D. Has there been a change in ownership of the company? If yes, when?
- E. Has plant management changed in the areas where the ACG has contact? If yes, identify the positions in which there has been a change in management and when the change occurred.
- F. Has the ACG had the same supervisor for the past five years?
- G. Could increased supervision or verification of the ACG's work be an option in lieu of reassignment? Provide specifics of how this could or could not be accomplished.

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- H. Would it be advantageous for the ACG to be assigned to a different plant to gain more knowledge/experience in the commodity grading and enhance their career development?
- I. What would be the impact on the SCI Division if the ACG were assigned to a different plant?

Responses to these questions and other applicable information will be used by the Regional Branch Chief to evaluate in-plant assignments of five years or longer. If the Regional Branch Chief determines that an extension should be granted, the request submitted by the OIC will be forwarded for approval to the Associate Director for Inspection Operations. If the extension is not granted, the ACG will be assigned to a different duty point.

Area Office Lab Assignments and Terminal Market Inspection Assignments

Supervisors must rotate all qualified ACGs between all applicants as equally as possible. The practice of continually assigning an ACG to the same applicant because the applicant is near the ACG's residence or for some other convenient reason is not acceptable. The proper rotation of ACGs can be verified by checking the "Daily Log of Inspections" or comparable assignment sheets. The rotation of work assignments includes lot inspections, sampling assignments, tank ship duty, in-plant shift work, contract houses, weekend work, temporary duty assignments, out of town inspections, and typical "on the market" inspections. In addition, overtime, weekend, holiday, and "call back" assignments must be rotated as equally as possible. It is acceptable to provide the first opportunity to volunteer for such assignments to lower-grade personnel provided they have the skills necessary to perform the work.

Shipping Point Assignments

Since shipping point inspectors are working for individual States, please refer to Federal-State Supervisors Manual for instruction regarding rotation of inspection assignments.

No inspector shall remain at any inspection point for more than three consecutive years. Requests for exceptions to the above policy must be made in writing through the Federal Program Manager with approval granted by the Associate Director for Inspection Operations.