

EMPLOYEE ADVISORY COUNCIL MEETING SUMMARY

Wednesday, May 20, 2015, 10:00 a.m. to 12:00 noon
Njord Conference Room, Rampton Complex

PRESENT: Carlos Braceras, Executive Director
Shane Marshall, Deputy Director
Amber Mortensen, Region Two
Becky Hjelm, Project Development
Brandi Trujillo, Administration
Carlos Rodriguez, HR Manager
Chris Ransom, Region One
Daniel Allred, Region Four
Donna Beagley, Region Four
Ivan Hartle, Project Development
Jake Brown, Region Two
Jason Davis, Operations Director
John Orvis, Operations
Kevin Nichol, Program Development
Liz Olschewski, Administration
Michelle Lewis, Program Development
Mike Cole, Region Three
Ryan Halverson, Region One
Tawnya Lang, Operations
Tonia Wall, Region Three
Diane Josie, Executive Assistant

The meeting began at 10:00 a.m. Shane welcomed everyone. He explained that Carlos was called to a meeting at the Capitol and would join the meeting later.

1. FOLLOW-UP ITEMS

- **PERFORMANCE PLANS**

Shane started this discussion. He said we aren't able to change the format of the plans in UPM. The content can be changed. They are trying to get the message out to the leaders and supervisors to make the plans and goals specific to the employees.

- **TEAM BUILDING EXERCISES**

Carlos Rodriguez said DHRM has developed some things pertaining to team building exercises and there are companies on state contract for these activities.

ACTION ITEM: Carlos will send the link to the DHRM website with the information to all EAC members.

Shane said UDOT will not have a family day because it would be problematic to have people walking around the large vehicles. The leaders are fine with groups going to the sheds for guided tours or taking the snow plows to the schools for kids to see. Shane reminded everyone about the policy regarding not allowing non-employees in state vehicles without Carlos' prior approval.

- **MECHANICS' ASE CERTIFICATION BONUSES**

Shane reviewed the discussion from the last meeting. These bonuses are included in the mechanics' wages. The question was about the amounts being changed since the inception of the policy. Shane said the leaders agreed to increase the bonuses whenever a general increase is approved by the legislature. This year it's 2.25 percent. He said there should be growth over time for these certification bonuses.

- **POLICY LIMITING THE LENGTH OF TIME PLOWING**

Shane distributed Letter of Instruction Number 15-1 for this discussion. He clarified the guidelines are for hours on-the-clock, not actual hours driving. After 16 hours, the employee needs to be relieved of duty and sent home for a minimum of 4 hours. Jason said they want the employees to go home and not take a nap on a cot in the shed. One EAC member said Region One has chosen to apply this regulation across the board, not just to plow drivers.

- **REIMBURSEMENTS FOR CDL PHYSICALS**

A copy of UDOT Policy 05-51, Professional Certification Fees, was distributed for this discussion. Shane said the policy has been changed and approved. UDOT will reimburse for CDL physicals as long as the employee goes to the approved certified provider.

2. LACK OF PAY RAISES FOR SUPERVISORY AND LEVEL IV POSITIONS

Shane explained that last September, DHRM asked for UDOT's "hot spots". They wanted to know areas of high turnover and positions that were difficult to fill. The legislature funded increases for the specific job titles. Carlos and Shane had to make the decision to include the Trans Techs Level Is to IIIs. They have received feedback that the Trans Tech Level IVs and Station Supervisors were forgotten. Shane said no one was forgotten or passed over. The entire transportation technician/level 4 career path was looked at and it was decided to fund only Trans Techs I, II, III's at this time. They will do their best to make it better for the rest in the upcoming years. They will pull the data again and review any positions that were not considered this year. Carlos Rodriguez explained that with limited funding they were told they could submit only three job titles. A couple of the EAC members said this has impacted morale. One member said he doesn't think the data will ever show a Level IV or Station Supervisor as a hot spot. He hopes through the EAC, the notes will communicate to employees that Station Supervisors and Level IVs were not forgotten. Shane said he and Carlos are not done trying to get increases for other "hot spots".

Carlos Rodriguez mentioned the benchmarks will move because they are behind the market.

ACTION ITEM: One of the members suggested Carlos or Shane send out an email regarding the increases, the number of employees who received them, and try to explain the situation.

3. CLOTHING ALLOWANCE FOR PAINT CREW

Jason said UDOT provides a lightweight safety coverall to wear over other clothes. The coverall is available to anyone who wants to use them. UDOT does not provide a clothing allowance for the paint crew because of the availability of the coveralls. One EAC member said they are available from Grainger.

Another EAC member asked what options the ATMS crew has for PPE. They have the option of the lightweight coverall as well. They should stay with the orange coverall.

4. COMMUNICABLE DISEASES AND TRASH PICK UP

Jason said he anticipated this item was to address cleaning up homeless camps, needles, etc. He said if the crews need special gloves, safety glasses, respirators, etc., they can get the equipment needed to clean up the areas. Training and special equipment is available if the crews need it. He said we need to do things the correct way to keep our employees safe. One EAC member said the Station Supervisors know where to get the equipment they need and how to use it.

5. COLOR OF SAFETY CLOTHING

Jason told the EAC members that a Safety Clothing Committee meets and has spent a lot of time on this issue in the past. If an employee wants to bring something to the Safety Clothing Committee, they can do it. The Committee is willing to review any suggestions. Paul Breck is the Chair of the Safety Clothing Committee. Jason explained that the yellow/green is trying to be reserved specifically for school zones and school crossing signs nation-wide. They want it to be differentiated specifically for school zones.

6. MAKE STAFF MEETINGS MORE MEMORABLE / USE FOR TEAM BUILDING

A couple of the EAC members said they received suggestions to highlight an employee, post a bio, and use team building exercises in staff meetings. One EAC member said she thinks this is being done in some staff meetings, but not all of them. She thinks it's up to the supervisor or manager to do this. Shane asked about doing a blog story on ways to improve staff meetings. One EAC member suggested sending a message to managers to use the staff meetings to improve morale.

ACTION ITEM: Shane assigned the two EAC members to meet with Joe Walker to develop a blog post with ideas to make staff meetings more interactive.

7. REST AREAS

Shane said we are moving away from the rest area business. We see the partnership with the private sector and having sponsored rest areas as the vision for the future. Carlos said the public prefers the sponsored rest areas because they feel it's a safer environment. There is an effort to have the rest areas better maintained and cleaned. Jason said the Department spends \$2.1 to 2.3 million per year on rest area maintenance.

8. HIRING PANELS

One EAC members said there is frustration when a hiring panel did not include anyone who knew what qualifications were required for the candidate. Shane said the criteria used when hiring is important. Another EAC member said when a mass hiring is done, sometimes they don't get to interview the employees for the specific positions in their Stations. Carlos said he would prefer the model where the supervisor is the hiring official and it's up to the supervisor to select the interview panel. One EAC member said some positions change over time and sometimes people don't look at the bigger picture.

9. INTERNAL SUPERVISOR / EMPLOYEE DISPUTES OR DISAGREEMENTS

An EAC member asked if there is a way to hire a third party person to evaluate disputes or disagreements between a supervisor and employee on a case by case basis. The employee involved in the disagreement felt that HR was biased toward the supervisor. Shane said there is a process the employee needs to go through first. Carlos and Shane are both option to having a conversation with the employee as well.

ACTION ITEM: Carlos Rodriguez assigned to find out if there is a neutral person that can be brought in for these types of issues.

10. EQUIPMENT REPLACEMENT

Carlos said one of the items he has presented to the legislature is equipment. Equipment is funded out of the transportation budget. UDOT spent over \$8.5 million on repairs in 2014. Our fleet is getting older. He said it's a tough choice because we have to trade-off between projects or equipment. Jason said a consultant is doing a business analysis for the program to determine if we should replace or keep fixing the equipment.

One EAC member mentioned he ordered one particular make of equipment but ended up with something different. Jason said the specification is written for the acceptable equipment. The efficiency of repairs was considered for the contract. The intent was to try to stay with one vendor for a period of time.

Another EAC member asked about tow plows. He was told he would need to give up two trucks to add a tow plow. Jason said this is not true. They are continuing to add to plows.

11. HAND TOOLS FOR TRADES AND CRAFTS POLICY

UDOT's Hand Tools for Trades and Crafts Policy Number 06A-45 was distributed for this discussion. The issue is the reimbursement for the cost of the tools. Currently the reimbursement amount is \$30 per pay period.

ACTION ITEM: Shane and Jason will review the list of tools and the cost of the tools to see if an updated should be made to the policy. Also, a process needs to be developed to manage the list over time.

12. CASH-BASED INCENTIVE AWARDS

An EAC member said he's new to UDOT and doesn't know where we stand on cash-based incentive awards. He said not everyone strives for the t-shirts or certificates. He said an employee brought up the use of Administrative leave as a reward. He was told that supervisors could award up to 40 hours of leave per year. He asked if that could be used for recognition in lieu of cash. Carlos Rodriguez said Administrative leave is usually used to help employees solve problems. Carlos Braceras said by State rule, Region Directors can give up to five days of Administrative leave; he has to approve anything over that amount. He mentioned the challenge to pledge to wear your seat belt. Administrative leave will be raffled as one of the prizes. One EAC member said that if you are giving time off in the place of cash, it should be Administrative leave not Comp time or Excess time. Carlos said he would like to discuss giving Administrative leave in lieu of cash awards with his leaders.

ACTION ITEM: Carlos will discuss the option to give Administrative leave in lieu of cash with his leaders during the next Leadership Team meeting.

13. NEXT AGENDA ITEMS

- Across Group Awards – Becky Hjelm
- Behavior Based Safety Awareness Program
 - Status of the Program - John
 - Incentives for the Behavior Based Safety Awareness Program – Amber

The next meeting is scheduled for Wednesday, July 15, from 10:00 a.m. to 12:00 noon, in the Njord Conference Room at the Rampton Complex.