

EMPLOYEE ADVISORY COUNCIL MEETING SUMMARY

Monday, August 10, 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 Field Director
Chris Ransom, Region One
Daniel Allred, Region Four
Donna Beagley, Region Four
Ivan Hartle, Project Development
Jake Brown, Region Two
Joe Walker, Communications Director
John Orvis, Operations
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 would be joining the meeting soon.

1. EMPLOYEE SURVEY

Joe Walker introduced himself. He introduced Mat Allred. Mat's responsibilities are to improve employee and internal communication.

Joe discussed the responses to the Employee Survey. He discussed the demographic breakdown and reviewed the questions that were asked in the survey.

Joe said the survey question regarding overall employee morale is one of his greatest concerns. One EAC member said she is not surprised by these numbers and has been told she will lose her enthusiasm in a few years. Another EAC member said it's hard to keep a positive attitude when you try to fix problems and you get shot down. Others felt that if you worked somewhere else and came to UDOT, you would see the benefits. One EAC member said the change in leadership impacted employee morale. Shane asked the group if they thought employees feel

their hard work is taken for granted by leadership. Joe summarized the need for employees to feel more respected and appreciated and the need to have more pride in their jobs.

Joe said they want to address the decline in employee morale. The group discussed some of the issues that cause this trend including employees thinking their jobs will be contracted out, the use of contractors, privatization, and being able to get the jobs done correctly. They discussed the concept of giving employees key things to do in their jobs.

Joe said he wants to have this type of discussion to address the issues in the Employee Survey. He hopes that better communication from leaders will help employees feel the leaders trust them more. Shane will address the lessons learned from the Employee Survey during his Annual Conference speech.

2. FOLLOW UP ITEMS

LACK OF PAY RAISES FOR SUPERVISORY AND LEVEL IV POSITIONS

Carlos Rodriguez wanted to talk about the process used to determine the three “hot spots”. He said this was the first time the process was used state-wide. UDOT has over 140 job titles. They reviewed the data to find the job titles that were hardest to recruit and had the highest turnover. UDOT submitted three job titles and was the only agency to have all three job titles approved. One of the criteria used were the percentage of employees in a certain “hot spot” that were below the midpoint range of their salary. Ninety two percent of Trans Tech Is were below midpoint; sixty eight percent of Journey Autoworkers were below midpoint, and over seventy percent of Engineering Managers were below midpoint. They chose these three areas because they had the highest impact. Carlos said he drafted a write up for Carlos and Shane to review. They are trying to figure out the best way to get this information to employees.

Donna asked if the EAC should forward the comments they get about this issue to the leaders. Carlos Braceras said they can forward the comments to them. They hope the new communication person can help them better communicate to employees about this issue.

ACTION ITEM: Carlos will provide further information after they have determined the best way to distribute it.

MAKE STAFF MEETINGS MORE MEMORABLE/USE FOR TEAM BUILDING

Two EAC members will work with Joe on this item. Carlos said there are other resources available for use. He said it would be a good course or topic to be taught in a leadership class.

INTERNAL SUPERVISOR/EMPLOYEE DISPUTES OR DISAGREEMENTS

Carlos Rodriguez said there is a way to hire a neutral third party to help resolve disputes, but it depends on the cost and needs to be done through the bidding process. He said last year, UDOT involved an individual from DHRM to mediate an issue. That worked well. He said the Careers Service Review Office administrator can mediate disputes between a manager and employee

through the grievance process. He spoke with the CSRO administrator and she recommended they to try to resolve the issue internally first.

HAND TOOLS FOR TRADES AND CRAFTS POLICY

Shane said the list is outdated and the reimbursement is behind. Jason Davis and Jeff Casper are going to update the list and reimbursement and develop a process to review the list on a regular basis in the future. The amount will increase based on the cost of tools.

ADMINISTRATIVE LEAVE IN LIEU OF CASH-BASED INCENTIVE AWARDS

Carlos said he discussed using administrative leave in lieu of cash with this leadership team. The amount has to fit within the Region/Group allocated budget.

He said there is an option to award two hours of Administrative leave for Silver Barrel awards. The Silver Barrel nominations are review in Carlos' staff meetings to determine if the recipient will receive the leave. An EAC member asked how they decide who gets the leave. Carlos said it's up to his staff to use their best judgement.

Shane said the budget for the Administrative leave is based on a percentage of the budget for the Group or Region. He said the UDOT policy will be changed to reflect that the Region Director or Group Leader can give the leave in lieu of cash. The money for the leave associated with the Silver Barrel awards will come from Carlos' budget.

One EAC member asked if the employees need to use the awarded leave by the end of the year. Another member said the leave should be coded as OA – Other Administrative leave.

3. ACROSS GROUP AWARDS

An EAC member said this item is about giving people awards to recognize their hard work. Her group has looked for ways to recognize some of the outstanding people in DTS who have helped them. Carlos said Silver Barrel awards have been given to outside entities. He said it would be difficult to give a monetary award to employees in other state agencies. He could give Silver Barrel awards and invite the agency Director to attend the presentation.

4. BEHAVIOR-BASED SAFETY AWARENESS PROGRAM

STATUS OF THE PROGRAM / INCENTIVES FOR THE PROGRAM

Shane said the program has been rolled out across the Department. He said a group of employees is figuring out if there is an incentive for being safer. The Regions and Groups are doing different things in terms of recognizing good safety performance. The whole point of the program is to look out for one another. He said safety has improved from last year.

One EAC member thinks there should be more safety training available and at employees' fingertips.

Carlos said the leaders with the experience need to make the right decisions and feel good about them at the end of the day. We need to explain the decisions to the employees.

5. ON-BOARDING PROCESS

An EAC member asked if the on-boarding process was for seasonals as well. Shane said it's for everybody. Carlos said he doesn't want them on the road without the safety training. The EAC member said it's hard to have the on-call seasonals spend a day or two in the training. Shane said they will accept any OSHA training they have received someplace else. Another EAC member asked if the training for seasonals could be held in another location that's convenient to a group of employees rather than have them do it at the Complex. Carlos and Shane agreed that could be done. Shane said they can be accommodating as long as the employees gets the training.

6. ASI STATUS

A Council member said this question has come up again. He thought a message from leadership about the status would be nice. Last year it was included in some of the Region newsletters.

ACTION ITEM: Carlos said the message will be distributed again this year.

7. FUTURE AGENDA ITEMS

Carlos asked the group to meet with their employees to find out what they would like to talk about.

SAFETY COMMITTEE CLOTHES

One EAC member said a lot of employees don't like the new safety clothing. Some of them don't have the UDOT logo, some have an "X" on the back, the reflective materials don't flex or give and breath, and the coats aren't water proof.

ACTION ITEM: Shane will work with Jason to get information on who can be on the Safety Clothing Committee and how can the employees using the gear communicate to the Committee.

The meeting adjourned at 12:00 noon.