

**EMPLOYEE ADVISORY COUNCIL MEETING
SUMMARY**

Thursday, January 21, 2016, 10:00 a.m. to 12:00 noon
Njord Conference Room, Rampton Complex

PRESENT: Carlos Braceras, Executive Director
Shane Marshall, Deputy Director
Amber Mortenson, Region Two
Becky Hjelm, Project Development
Brandi Trujillo, Administration
Carlos Rodriguez, HR Field Director
Chase Johnson, Region Three
Chris Whipple, Region One
Daniel Allred, Region Four
Debbie Hood, Region Four
Jason Davis, Operations
John Orvis, Operations
Kelvin Thacker, Operations
Kevin Nichol, Program Development
Mat Allred, Communications
Michelle Lewis, Program Development
Nickie Rees, Administration
Roger Frantz, Region Two
Tonia Wall, Region Three
Tyson Vorwaller, Project Development
Diane Josie, Executive Assistant

Shane began the meeting at 10:05 a.m.

Shane mentioned the incident at the Complex that occurred yesterday. One EAC member mentioned that an employee asked if there are any plans on how to handle an emergency situation at the Complex. Carlos said we are working with DPS to address how to handle emergency situations. They are working together to figure out what to do and how things can be made better.

One EAC member asked if security measures will be addressed at all UDOT buildings. Carlos said this incident was directed at DPS. Shane said he thinks the other UDOT buildings across the state need to be evaluated as well. He said the leaders will address how the public will be able to enter the Complex. The group discussed the building evacuation. Shane said the leaders will evaluate the lessons learned from this incident. Carlos said he wants to hear any ideas from employees.

One EAC member mentioned the alarm in the MTF building. The employees in the MTF didn't know if they needed to evacuate.

Carlos Rodriguez mentioned that Bloomquist Hale is available for counseling for any employees that feel they need to talk to someone. The email from Carlos Braceras has their contact information.

FOLLOW UP ON ACTION ITEMS

1. EMPLOYEE RECOGNITION

Carlos mentioned the on-going discussions regarding employee recognition. He asked the EAC member that brought up this topic to help the group understand the goal of this item. The EAC member mentioned some employees brought up the old Bravo system. Employees like to have items with the UDOT logo on them.

Shane told the group this topic was discussed in Leadership Team. He asked the EAC member if it is something physical or a thank you. The EAC member said it is something physical that employees could hand out. The EAC member said the recognition should be earned by the employee for doing a good job.

Carlos asked the EAC members if they knew why the Bravo program was discontinued. He explained how it was out of control and became difficult to manage. He asked the group how they could accomplish giving recognition without making the same mistakes.

The EAC members said the recognition from leadership is in place. They want ways for employees to recognize each other. The group discussed some of the items the employees would like such as a sweater or hat. The group gave their opinions about if all employees should get the same item. One employee said they thought the Bravo system worked so well because employees could pick the item they wanted.

ACTION ITEM: Carlos and Shane asked Amber Mortenson to lead a small team to draft a proposal for a program to help employees recognize each other. They would like the team to draft the controls that should be put into place. Shane said the program needs to be controlled and can't be allowed to get where the old Bravo program was. The team should come up with a proposal to present to the EAC. Carlos would like the team to encapsulate the current recognition program into their proposal. Shane would like the team to determine if the distribution of the polo shirts should be changed or discontinued.

Amber Mortenson will lead the team. The following EAC members volunteered for the team.

Nickie Rees
Brandi Trujillo
Chase Johnson
Tyson Vorwaller

One EAC member asked if giving gift cards for recognition was an option. Carlos suggested the team talk to Procurement regarding the rules or policies.

One EAC member asked if performance or incentive awards are still available. Shane said they are. Employees or managers can recommend performance awards.

An EAC member said he thinks there is a disconnect about how ASIs are awarded. Carlos explained that a filter is in place and ASIs need to be processed through the Deputy Director. The EAC member suggested communicating the process better. Shane said the policy is very broad. Each Region or Group gets the ability to give out ASI's equal to six percent of the total employees in the Region or Group. The EAC member said there is a concern that some ASIs are being filtered out before they get to Shane.

One EAC member mentioned the amounts of increases based on productivity. He said the legislature gives everyone the same amount of increase no matter the employee productivity. Shane explained how discretionary money is distributed.

2. TOOL ALLOWANCE

Jason recapped the questions regarding the tool allowance posed by the EAC. The tool allowance amount had not changed since 1998. Jeff Casper conducted a cost comparison and gave Jason the information. Jason recommended an increase of 50 percent in the tool allowance to the Technical Committee. The amounts will be reviewed every two years.

Jason said the allowance is based off the tools an employee currently has. If an employee purchases something new, they can turn in a form and have the amount adjusted.

He said the aircraft mechanics have a different tool list, but will begin getting a tool allowance as well.

3. TEDDY BEARS FOR INCIDENT MANAGEMENT TEAMS

Jason said we currently have thousands of teddy bears and don't have need to conduct a drive right now.

4. COMPENSATION FOR PERFORMING SUPERVISOR DUTIES

An EAC member asked if a supervisor is out for two or three months, and someone takes over for them, can that person get compensation for the extra duties. Carlos Rodriguez said he thinks there should be compensation, but they need to agree on boundaries. One EAC member suggested the pay be similar to shift differential.

ACTION ITEM: Carlos Rodriguez will draft a policy and bring it back to the group to discuss at the next meeting.

5. INTERVIEW PROCESS

One of the members said in rural areas, you might have very few people apply for positions. He said they have had qualified people wanting to go to work turned down for a position when other less qualified people are selected for interviews but don't show up. Carlos Rodriguez said he has talked to his staff about this problem. There are several reasons a candidate may not qualify for a position. Sometimes the questions on the applications are not completed, or the resume is not included, etc. If there is an internal applicant for a position, some HR analysts will talk to the employee about the missing information. The EAC member asked if there is a way to set up a screening process where the same people who apply for jobs but never show up for interviews can be weeded out.

ACTION ITEM: Carlos Rodriguez will look at the possibility of weeding out "no shows." He said there are some legal concerns that need to be addressed.

One EAC member said he's been asked by applicants why they didn't get an interview. He referred the applicants to HR. The applicants said HR will not tell them why they got rejected. Carlos said there is always a reason. If his staff can't answer the applicant's questions, they should talk to him.

Carlos said there will be a link with tips on the job postings to help applicants.

ACTION ITEM: Carlos Rodriguez will bring in his new people and introduce them to the group at the next meeting.

ACTION ITEM: Carlos Rodriguez was assigned to share tools and options available for advertising positions at the next Leadership Team meeting.

One EAC member suggested an automated email sent to managers listing a position with their options if they don't have a qualified candidate.

6. MATERNITY LEAVE

The EAC member with this item said an employee came to her that didn't want to use sick or annual leave while she was out having a baby. She didn't feel like there was enough time while she was out. Carlos Rodriguez mentioned FMLA. It's a federal law that allows you to take up to three months off unpaid. The state is obligated to pay for the health insurance while the employee is on FMLA. He said offering maternity leave would need to be done through legislation. It would have to be something statewide, not just at UDOT.

The group discussed using short-term disability. Carlos suggested the employee contact PEHP to discuss the criteria needed for short-term disability.

The meeting ended at 12:00 noon.