

EMPLOYEE ADVISORY COUNCIL MEETING SUMMARY

Tuesday, April 19, 2016, 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, Project Development
Carlos Rodriguez, HR Field Director
Chase Johnson, Region Three
Chris Ransom, Region One
Chris Whipple, Region One
Daniel Allred, Region Four
Debbie Hood, Region Four
Kelvin Thacker, Operations
Kevin Nichol, Program Development
Mat Allred, Communications
Michelle Lewis, Program Development
Nicole Rees, Administration (Comptroller's Office)
Roger Frantz, Region Two
Tonia Wall, Region Three
Diane Josie, Executive Assistant

ACTION ITEMS / FOLLOW UP

1. EMPLOYEE-TO-EMPLOYEE RECOGNITION / COMMITTEE UPDATE

Amber Mortensen lead the group of EAC members assigned to draft a proposal for this item. She presented the recommendations of the group and provided the attached handout.

- Each full-time employee could hand out four appreciation awards (AP) per year.
 - The APs could be given only to UDOT employees because of tracking issues.
 - TL and AL employees could receive APs, but could not distribute them.
 - The APs will not expire.
- Employees could use APs to pick items out of a catalog.
 - Ordering would be done quarterly.
 - The APs are worth approximately \$12.50 each.
 - Items could be purchased from the catalog and would be worth either two or four APs.
 - Employees can redeem no more than 16 APs per fiscal year.
- A software program will be designed to track the program.

- Shane explained the Interchange program which is a website employees can use. He said every employee has access to the program. The group has been working with Ivan Hartle on the program.
- Employees would only have access to their own AP information.
- There would be a designee to assist employees with the software program.
- UDOT's core values should be kept in mind when distributing the APs.
 - An employee will need to choose one of the values when awarding an AP.
 - Carlos handed out the new Core Values card which includes the additional value of Trust. He suggested adding the Values and Emphasis areas to the criteria for the APs.
- A "How To" video will be made with instructions.
- The group wants to roll out this program on July 1, 2016. Amber said she doesn't know if that's feasible.

Amber said money was an issue, so the group tried to be as reasonable as possible. One member asked where the funding for this program will come from. Will other programs suffer because of this one? Carlos said we will make it work with our existing budgets.

One member asked if an employee gets more than 16 APs per year, can they give some to another employee. The group discussed the idea. Amber said she would need to talk about the tracking issue with Ivan.

One member asked if a vendor is under contract for the award items. Amber is reaching out to another state agency that does something similar to this to see if we can work with them. The team still needs to figure out the vendor. She said it's not just clothes, but small items such as chairs, leatherman tools, etc.

Amber said the group has been brainstorming ideas on what to call the program. She asked the group for their ideas. The group discussed sending a survey to get input on the name for the program.

Carlos and Shane thanked the group for their hard work on the program. Shane asked the EAC to take the outline back to their groups and get any input. Send the input to Amber.

2. POLICY REGARDING COMPENSATION FOR PERFORMING SUPERVISOR DUTIES

Carlos Rodriguez distributed a copy of UDOT Policy 05-22, Compensation Practices for the Department. They have added language to the policy to compensate employees who are asked to assume responsibilities for an absent supervisor. He reviewed the added language and the reasoning for the language. He asked the EAC to give him their thoughts.

One member asked if it could be retroactive to get back pay. Shane said if the employee assumes the duties longer than two pay periods, they can get retroactive pay. Carlos Rodriguez said a form for a Temporary ASI would be included in the policy. The Temporary ASI will need to be approved by the Region Director, Group Leader of their designee.

The group discussed the amount of the temporary increase. The maximum allowed on promotions is 12 percent according to the compensation policy practices.

Carlos clarified the employee will stay in their current job title, they will not be promoted.

One EAC member asked if there is a time limit on how long an employee can fill in for a supervisor. Carlos said he didn't put a maximum length of time in the policy because each situation is different.

ACTION ITEM: Carlos asked the group to send any comments to him. The policy will need to be presented to the Technical Committee for approval.

3. INTERVIEW PROCESS – POSSIBILITY OF WEEDING OUT “NO SHOWS”

The concerns to be addressed by this item were postings for a position and interviews scheduled but the applicants don't show up for the interviews. Carlos Rodriguez said he spoke to his staff about this problem. They are planning to work with employees who forget to complete any part of the application.

One EAC member mentioned using the “Subject Matter Review” of the NEO.gov program to weed out employees. He said if someone else does the requisition for you, they don't weed out the applicants. He said the hiring supervisor should be responsible for reviewing the list of applicants.

Carlos said each hiring official has their own style. Some are more involved and help HR determine which skills are more of an emphasis. He said sometimes the station supervisor is left out of the recruiting process.

ACTION ITEM: Shane was assigned to discuss this issue with his Group Leaders and Region Directors during his next Improving Communication Meeting.

4. INTRODUCTION OF NEW HR STAFF

Carlos Rodriguez said HR has two new staff members. He introduced Tim Evans who replaced Mary Ann Davis. Tim spoke briefly to the EAC members. Carlos said Erick Sirios is the other HR analyst. He works with Regions One and Three.

NEW ITEMS

5. WAGE NEGOTIATIONS WITH NEW JOBS

An EAC member said employees are frustrated that external hiring wages can be negotiated but internal wages cannot. Carlos said in terms of negotiating we want to try to create a fair playing field. We have a policy addressing the amount of an increase based on a promotion. When

hiring someone from the outside, they try to recognize the previous level of experience. Shane is required to approve hiring anyone from the outside above mid-range.

One EAC member referred to the mechanics. He asked if anything was being done for them. The employees who have been with UDOT for five years didn't get any bigger increase than the new employees. Another EAC member said this happens in the private sector as well.

Another EAC member said if two people are hired – one from the outside and one internal, they consider the outside person's education and skills, while only considering the internal person's wage when they began with the State. Carlos Rodriguez said most of the managers contact the HR office to try to make an equitable offer when hiring new employees. They don't want to impact the internal employees. Shane said when promoting an internal applicant, they look at the pay ranges. They try to be consistent with the way employees are promoted. They are required to follow the rules and can't adjust salaries without following them.

An EAC member asked about positions without career ladders. He thinks most jobs that don't have career ladders are being filled with outside applicants.

The next issue was frustration expressed about using the maximum in a pay range to compare internal jobs to internal jobs when changing positions. Carlos said the pay range is determined by Utah Code. Any changes would need to go through the legislature. An EAC member said anyone can go to the DHRM website and look up information about every job title. Every job title has a maximum pay range listed. If you go from one job to another, it will get you to the bottom of the pay range or 12 percent, depending on if there is an established career ladder.

The EAC member asked if these are UDOT or State policies. Carlos said these are UDOT policies. He said his goal is to treat employees fairly. Shane suggested if positions don't have a career path, it's a good opportunity to work with HR to develop one.

6. STUDENT FEES AND TUITION REIMBURSEMENT

An EAC member said the Tuition Reimbursement policy just changed and it now excludes student fees. She had to pay \$500 out of pocket for student fees. She will have to do this every semester. Can the policy be changed back to the way it was? Carlos Rodriguez said he believes it's the DHRM policy that has changed.

ACTION ITEM: Shane assigned to follow up with the EAC on this issue.

7. WHY WON'T THERE BE ANOTHER MARKET COMPARABILITY ADJUSTMENT (MCA)?

An EAC member asked why MCAs were not done again this year and if leadership is considering this for any positions. Carlos Rodriguez said DHRM is required to do MCA studies every year and provide the results to the Governor's Office of Management and Budget (GOMB). That information is forwarded to the Governor and the budget is presented to the legislature. The legislature didn't fund it this year.

Carlos said the Hot Spots are a separate issue that is different from MCAs. The Hot Spot funding had to meet certain criteria. Last year GOMB approved three positions at UDOT for Hot Spot increases. UDOT proposed several job titles again this year. It went through GOMB and the Governor, but it wasn't funded by the legislature. The group discussed the advantages and disadvantages of sending the list of this year's Hot Spot positions to employees. The list of Hot Spot positions can change every year. One EAC member thought it would be helpful to explain to employees that information was put forward but it wasn't funded.

Carlos Braceras explained how UDOT's employee increases are funded. He said the challenge is budgeting within consensus revenue projections.

8. CONSTRUCTION TECH IV JOB POSTING

An EAC member said there were two positions open in the Price District. One was for a Lead Inspector, and the other was for a Construction Tech IV. He said Trans Techs look for these types of positions. One was advertised UDOT only and the other was advertised to the public. Letters regarding the public posting were sent to Carlos signed by the Trans Techs in the Price District. He said there are certain leaders who don't think employees are qualified which causes a morale issue. Another EAC member from a different Region said they have come across this issue as well. There is a level III position that is being held up because the Resident Engineer doesn't feel there is anybody qualified within the Department that he likes to fill the position. It is causing upheaval in the Region.

The group discussed the issues with the Trans Tech and Construction Tech positions. A Trans Tech III is the same level as a Construction Tech III. An EAC member said the loop hole to get the employee away from maintenance is to give them the title of Engineer Tech III. Shane said they are still on the snow plan and required to plow snow in the winter.

Carlos asked the EAC member if he had any specific suggestions. The EAC member said preference needs to be given to Trans Tech applicants.

ACTION ITEM: Shane assigned to check the wording with the Engineer Tech position requirements.

9. CHANGING COLUMBUS DAY HOLIDAY FOR DAY AFTER THANKSGIVING OR HAVING A FLOATING HOLIDAY

This issue was briefly discussed. Carlos said the holidays are in statute, and the legislature would have to make any changes to them.

10. 2016 GOVERNOR'S CHOOSE HEALTH CHALLENGE

Carlos Braceras said the Lt. Governor is challenging State agencies to implement the work well recommendations and has recommended forming a wellness council within the Department. Departments compete based on level of employee participation. Carlos said we have had a

Wellness Council in the past. He would like to know if any of the EAC members want to do this. If so, who should lead the Department?

Carlos asked if the Region employees would be interested in participating in this. Mat said PEHP provides a lot of help for the leader of the Wellness Council. Carlos told the members if anyone was interested in it, let him know.

The meeting ended at 12:10 p.m.