



Connecticut DOT  
Office of Engineering

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Date: April 27, 2016

**ENGINEERING DIRECTIVE**

Engineering Administrator

**Employee Expectations Meeting**

This directive establishes the requirement for a meeting between every new Office of Engineering employee (e.g., new hire, transfer from another office) and the employee’s immediate and/or second-level supervisor. The supervisor(s) shall discuss the topics listed in the attached “New Employee Expectations Guide.”

For employees to effectively contribute to organizational goals, and to be successful in their career pursuits, it’s imperative that they clearly understand what will be expected of them. Employees come to the Office of Engineering from a wide range of cultural, educational and work experiences. Without a clear expression of expectations, employees may form their understandings of appropriate behavior and performance based on personal experience, by observing other personnel or erroneous/irrelevant information (e.g., rumors, anecdotes). Negative consequences often follow faulty expectations. The general purpose of the meeting is to create clear, consistent and documented work-related norms of conduct and performance for new employees.

Supervisors should meet with each new employee in a permanent position, within one week of the first date of employment. The supervisor shall make a copy of the attached Guide, complete relevant information (employee name and meeting date) with relevant notes, if any. The supervisor shall retain a record copy and provide the employee with a copy.

Although an expectations meeting is only mandatory for new Office of Engineering employees, the information in the attachment and the responsibility for supervisors to clearly and consistently convey organizational expectations extends to all employees.

Attachment - New Employee Expectations Guide

Employee: \_\_\_\_\_

Date: \_\_\_\_\_

## New Employee Expectations Guide

### About your Job

- Position Classification(job specification for Engineer Trainee); on DAS website:  
<http://das.ct.gov/HR/JobspecNew/JobDetail.asp?FCC=7074>
- Department and office structure found on DOT Intranet:
  - DOT Organization Chart:  
[http://dot.si.ct.gov/dotsi/lib/dotsi/documentsandforms/policystatementfinanceandadmin/dot\\_mar2016\\_org\\_chart.pdf](http://dot.si.ct.gov/dotsi/lib/dotsi/documentsandforms/policystatementfinanceandadmin/dot_mar2016_org_chart.pdf)
  - Functional organization manual:  
[http://dot.si.ct.gov/dotsi/lib/dotsi/publications/functional\\_manual\\_september\\_22\\_2015.pdf](http://dot.si.ct.gov/dotsi/lib/dotsi/publications/functional_manual_september_22_2015.pdf)
  - HR Division assignments and telephone numbers:  
[http://dot.si.ct.gov/dotsi/lib/dotsi/humanresources/hr\\_division\\_assignments\\_1-4-16.pdf](http://dot.si.ct.gov/dotsi/lib/dotsi/humanresources/hr_division_assignments_1-4-16.pdf)
- Employee Handbook:  
[http://dot.si.ct.gov/dotsi/lib/dotsi/documentsandforms/personnel/employee\\_handbook\\_september\\_2013-v1.pdf](http://dot.si.ct.gov/dotsi/lib/dotsi/documentsandforms/personnel/employee_handbook_september_2013-v1.pdf)
- Performance Appraisal (sample & personnel memo [2006-3](#))  
HR home page with all personnel memoranda: <http://dot.si.ct.gov/dotsi/cwp/view.asp?a=3877&q=452522>
  - Working Test Period (usually 1 year for Trainees; 6 months for promotional working test periods)
  - Performance appraisal (i.e. “service rating”) required every 6 months during Trainee period (up to 4 total)
  - Additional service ratings can be issued
  - Personnel file in HR
- Promotions/ State exams posted on [DAS website](#) and DOT Outlook/[DOT Intranet](#):
  - Trainee to Transportation Engineer 1 (TE1) automatic after two years of service with satisfactory service ratings; may take and pass TE1 exam administered by DAS to get TE1 sooner
  - Importance of pursuing EIT/taking FE exam (NOW) and pursuing PE when eligible; PE license required to apply for Transportation Supervising Engineer positions
- DOT Public Folders in Outlook
  - Job/exam postings;  
Public folders>All Public Folders>DOT>Announcements-Business Related>DOT Job Postings/DAS Exams
  - Announcements for retirements, picnics, union news, training, and other business related items
- Paychecks/Timesheets ([DAS State Calendar](#))
  - 2% towards retirement
  - 3% toward retiree health insurance for 10 yrs
  - Union/Fee payer dues
- Hours of work
  - Core hours (between 9AM and 3 PM)
  - Breaks (personnel memo [76-3](#)), 2 - 15 minute breaks/day (mid-morning and mid-afternoon)
  - Alternate Work Schedule (form)
    - [http://dot.si.ct.gov/dotsi/lib/dotsi/documentsandforms/personnel/p4\\_aws\\_form\\_and\\_guidelines.pdf](http://dot.si.ct.gov/dotsi/lib/dotsi/documentsandforms/personnel/p4_aws_form_and_guidelines.pdf)

Employee: \_\_\_\_\_

Date: \_\_\_\_\_

### New Employee Expectations Guide

- OT
  - Not a guarantee; as necessary depending on workloads and deadlines
  - Overtime will be worked in a minimum of 1/2 hour increments
  - May be required if there is a need
- Meetings outside regular work hours
- Training
  - On-the-job training but expect to learn on own too
  - Tuition reimbursement (personnel memo [78-4A](#)) Contact DOT Training X3600 to apply
  - In-service training classes listed: <http://dot.si.ct.gov/dotsi/cwp/view.asp?a=3850&q=451722>
  - Training center link to sign-up online with approval by Principal Engineer or Manager; <http://dot-sdcdb57v/DOTTrainingAndEducationSystem/default.aspx>
  - It is a privilege to attend training because slots are limited. Plan to share information with others afterwards.
  - Set a good example for our Division. Expected to be on time; to be actively engaged; to not use cell phones during training session. Failure to meet these expectations may result in disciplinary action.

### Benefits

- Union; union holds ½ day meeting usually within 6 months of hire. Contract available at [CT.gov/opm](http://CT.gov/opm).
- Health insurance
  - Open enrollment once a year; usually in May
  - Changes can be made at other times if major life event (marriage, birth of child, etc..) takes place
- Leave time (current year calendar with Holidays):
  - Holidays(12 days/yr)
  - Sick(1 1/4 days/month)
  - Vacation
    - 1 day/mo first 5 yrs; can't use during first six months
    - 1 1/4 day/mo after 5 years
    - 1 2/3 days/mo after 20 yrs
    - 10 day carryover maximum per year for days accumulated in that year
    - 60 day maximum accrual
  - Personal Days (3 days/yr) after permanent status (initial work test period completed); PL must be used by end of calendar year that they are accrued
- 457 plan – Deferred Compensation; pre-tax dollars
- Flexible medical plan; pre-tax dollars
- Dependent care program; pre-tax dollars
- College savings plan; CHET
- Summer outing/ Holiday outing; each once per year; up to 4 hours paid for an 8 hour employee
- Peer group – contact Jeff Portal: X2657 [Jeffrey.Portal@ct.gov](mailto:Jeffrey.Portal@ct.gov)
- EAP – free, confidential counseling/assistance – personal or business related - 1-800-676-4357

New Employee Expectations Guide**Basic Work Rules: We are working in a professional office, be respectful of your coworkers.**

- Work assignments and productivity
  - Completion of assignment in timely manner, notify supervisor when additional work is needed
  - Shifting of priorities; need to work on multiple assignments
- Problem solving and solutions
  - Initiative/creativity – new ideas welcome
- Communication
  - Ask questions
  - Inform supervisor when needed
  - Chain-of-command
- Attendance/leave usage
  - Leave request, advance notice etc. (personnel memo [82-3B](#))
  - Out-of-office assistant/ voice mail message
  - Acceptable unit procedure for calling in sick
  - Sick usage chart (impact on service rating)
  - Medical certificate requirement, sick leave use (personnel memo [81-4](#))
  - Scheduling medical appointments
  - Punctuality: we are accountable to the public for our attendance; be on time.
- On The Job accidents/injuries: Reporting Procedure (personnel memo [92-2](#))
- Public image (public servant)
  - Phone/email etiquette
  - Dress attire
    - more business like when meeting with public officials/upper management and for presentations
    - “casual dress ” Fridays, but still office environment
    - field work
  - Drive responsibly (read [DAS General Letter # 115](#)); recommend a valid driver’s license - Loss of Driver’s License (personnel memo [90-2](#))
    - Pertains to employees who drive as a part of regularly assigned job duties
    - Notify supervising manager if license is restricted, suspended, revoked, disqualified, or invalidated for any reason.
      - Incident/loss occurs while the employee is working - notify supervising manager immediately
      - Incident/loss occurs during non-work hours - notify supervising manager no later than the start of the next business day
      - Failure to notify the manager within the specified time may result in disciplinary action
- Late start/early dismissal due to weather for nonessential employees
  - Notifications at Emergency Management website (<http://www.ct.gov/demhs/site/default.asp>)
  - DOT emergency notification phone line (860-594-3110)
- Employee conduct and behavior (personnel memo [80-16](#))
  - Work phone/work or personal cell phone use (refer to Policy No. [F&A – 7](#), Personnel Memoranda [96-2](#), Personnel Memorandum No. [76-3](#)); conducting personal business on state time or usage of state equipment for personal use could result in disciplinary action.

Employee: \_\_\_\_\_

Date: \_\_\_\_\_

### New Employee Expectations Guide

- Personal use of cell phones, such as posting to social media, texting, and sending personal emails should only be done on personal time. Public image and accountability must be considered.
- State cars/field reviews (use STARS)
- Professional conduct and respect for others in the workplace, zero tolerance for violence (personnel memorandum [80-16](#), [Equal Opportunity and Diversity policies](#), [Affirmative Action plan](#))
- [Engineering employee picture tree](#)
- State equipment and system usage (personnel memo [96-2](#), Policy No. [F&A – 28](#))
  - No personal use
  - Computer system, internet conduct and computer security (policy F&A-28 and “Acceptable Use of State Systems Policy”); do not use USB port unless state issued USB
  - Most emails and documents are FOIable
- Use of State Email
  - No personal use
  - Check email regularly throughout the day
  - Use subject line
  - Use spell check, and review important emails before sending (don’t just rely on spellcheck)
- Safety (personnel memo [99-3](#))
  - Hats (Hard and soft)
  - Vest
  - Boots (certain types of boots required; electrical rating)
  - Safety glasses