



Utah Department Of Transportation

# Transportation Technician Education Program

An Employee's Guide to the Transportation Education Program and Career Ladder



As a learning organization, UDOT is focused on employee development strategies that improve every stage of the organization: recruitment and selection, retention, skill development, career enhancement, assessment and evaluation, performance management and succession planning. UDOT is focused on cultivating and implementing learning and development programs focused on creating innovative, high quality employees and providing ongoing personal and professional development for staff at all levels of the organization.

# Utah Department of Transportation

June 1, 2016



## Table of Contents

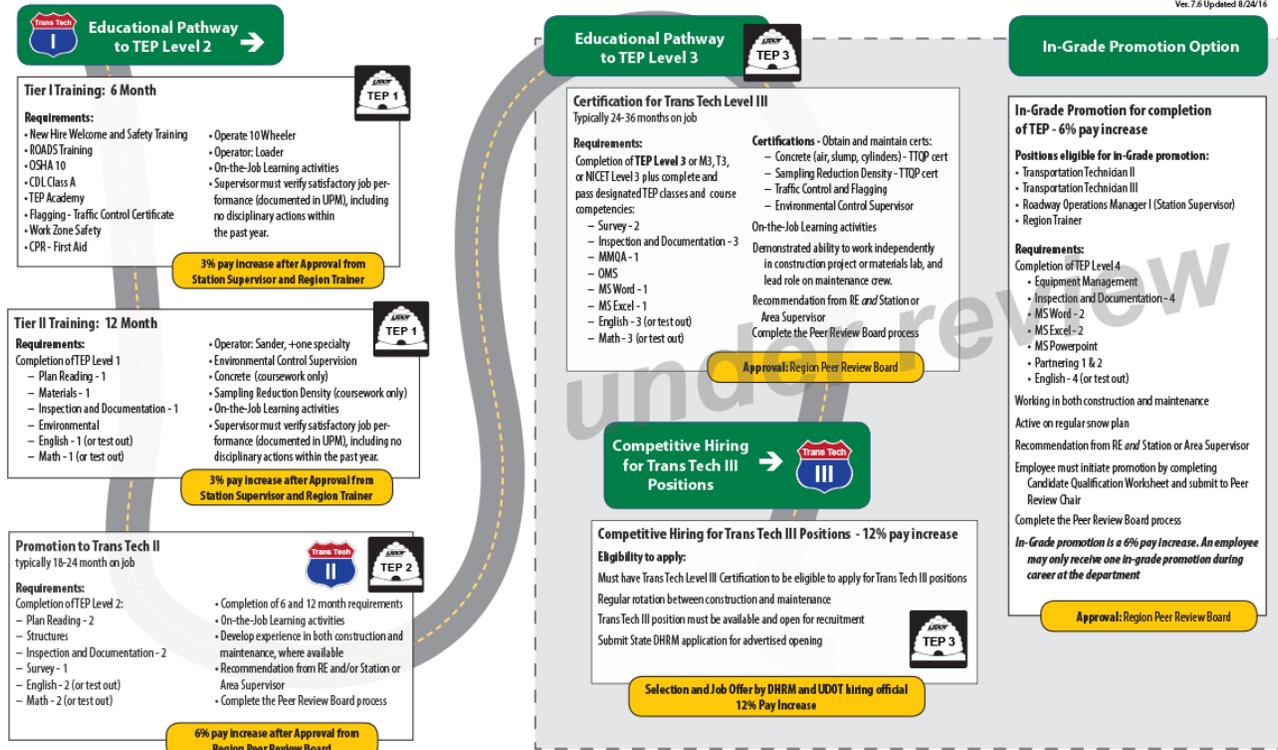
<b>Vision/Direction</b> .....	3
<b>Transportation Education Program Requirements</b> .....	4
Loaders/Trailers.....	4
<b>Career Path Steps:</b> .....	5
<b>Transportation Technician Peer Review Board:</b> .....	8
<b>TEP Course Descriptions</b> .....	8
<b>Procedures</b> .....	13
<b>Link to Transportation Technician Career Path Policy</b> .....	15
<b>Forms</b> .....	15
<b>Candidate Qualification Worksheet</b> .....	15
<b>Link to Electronic Form</b> .....	Error! Bookmark not defined.
<b>Link to Supervisors Rating Sheet</b> .....	16
<b>Vision: Keeping Utah Moving</b> .....	17
<b>Mission: Innovating transportation solutions that strengthen Utah’s economy and enhance quality of life...</b>	17
<b>Strategic Goals: Fatalities, Infrastructure, Mobility</b> .....	18
<b>Where’s Where</b> .....	18
<b>Compensation and Benefits</b> .....	19
<b>DHRM Contacts:</b> .....	20
<b>Annual and Sick Leave Accrual Rates</b> .....	20
<b>Paid Holidays</b> .....	20
<b>Educational Assistance</b> .....	21

# Utah Department of Transportation

June 1, 2016



## UDOT Transportation Technician Career Path



## Transportation Technician Education Program

### Vision/Direction

**PURPOSE:** The purpose of the Transportation Technician Education Program (TEP) is to cross train UDOT's Transportation Technicians for work on both construction and maintenance projects. The objective is to improve the knowledge, skills and abilities of the workforce enabling transfer between the two activities to meet seasonal workload. In addition, the transportation technician program creates a career ladder for this position with a defined pathway with upward mobility if an employee continues to follow the career path defined and complete all educational and employee development opportunities provided by participating in the transportation technician program.

To establish and maintain a workforce that is well qualified to perform both construction inspection and oversight tasks, and required maintenance tasks.

To improve employee retention by defining a clear career path for employees in the Transportation Technician series, establishing requirements for advancement through the series, defining salary increases associated with each advancement step, and describing typical time frames for movement along the career path.

To align employee training with qualification needs specific to each position and expected level of responsibility.

# Utah Department of Transportation

June 1, 2016



To establish a uniform and fair method of paying employees for the qualifications they have, the assignments they are asked to perform, and the level of responsibility they hold.

To establish a uniform and fair method of promoting Transportation Technicians, using the Transportation Technician Peer Review Board when a competitive process is not used.

**SUMMARY:** The TEP program is made up of three sections. The first section is the Transportation Technician Academy; this is two weeks of training focused on increasing maintenance and construction skills. The Transportation Technician Academy is held twice a year in the spring and fall. This is the only required part of TEP. The second section of TEP, consists of the long courses, which are general Math and English classes. These classes start in November and go through March of each year. These classes are given each week, and are delivered via, streaming video or by DVDs. The students can choose to do these classes from a PC by streaming video or on DVDs, which can be viewed on any TV set with a DVD player. The third section of the TEP program consists of the short courses, which are web-based classes focused on specific construction and maintenance topics. These classes are offered from April to June each year.

## Transportation Education Program Requirements

1. **Transportation Technician Academy**-- The transportation technician academy must be completed in the first year of employment and includes an introduction to the following topics:

<b>WEEK 1 Trans Tech Academy</b>	Sampling Testing/Concrete	Motor Carriers/Truck Inspection
Safety Risk Management	Training	Tractors/Mowers
Hazardous Materials	Civil Rights	Radios
Vegetation Management	Visual Inspection Process	Tar Pot/Crack
Traffic Control/Flagging	Small tool Safety	Sealer/Compressor
Structures	Trucks	Backhoe
Construction 101	Department Standards	Defensive Driving
Documentation	<b>WEEK 2 Trans Tech Academy</b>	Materials Training (half day)
Materials 101	Winter Operations	Equipment Training (day and half
Quality Assurance Program	Loaders/Trailers	half

2. **The TEP long and short courses divides into four levels as listed below:**

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### Transportation Education Program Requirements

**Level I TEP Classes**  
**Trans Tech 1**

English-I  
Math-I  
Plan Reading-1  
Materials-1  
Inspection and Documentation-A

# Utah Department of Transportation

June 1, 2016



	Environmental
<b>Level II TEP Classes-Year Two</b>	English-II
<b>Trans Tech 1</b>	Math-II
<b>Complete level II TEP, can be promoted to Trans Tech II</b>	Plan Reading-2
	Structures
	Survey-1
	Inspection and Documentation-2
<b>Level III TEP Classes-Year Three</b>	English-III
<b>Trans Tech II</b>	Math-III
	Survey-2
	Inspection & Documentation-3
	MMQA-1
<b>Upon completion of level III employees can apply for Engineering Tech III and Maintenance Lead positions</b>	OMS
	MS Word-1
	MS Excel-1
<b>Level 4 TEP Classes-Year Four</b>	English-IV
	MS Power Point
	Equipment Management
	Inspection and Documentation-4
<b>Upon completion of level 4 employees can apply for Engineering Tech IV and Maintenance Station and Area Supervisor</b>	MS Word-2
	MS Excel-2
	Partnering 1&2

## Career Path Steps:

**1. Hiring as a Transportation Technician I:** Generally, a Transportation Technician is hired as a Transportation Technician I under filling a Transportation Technician II position, which makes it possible for the employee to be promoted to Transportation Technician II without a vacancy, once the requirements for qualification as a Transportation Technician II are met (see Step 4 below).

**2. Completion of Tier I of Training:** After six months of employment, a Transportation Technician I may receive a pay increase of 3%, provided that he or she has completed the following certifications and training:

- New Hire Welcome and Safety Training
- ROADS training (behavior based safety)
- OSHA 10
- Commercial Driver License (CDL) Class A
- Completion of Transportation Technician Training Academy
- Flagging - Traffic Control certification
- Work Zone Safety
- CPR-First Aid
- Operate 10-wheeler
- Operator: Loader

All On-the-Job Learning Activities relative to the training listed above must be completed and signed off by the employee's supervisor. The employee's supervisor must also verify satisfactory job performance, as documented in the UPM system, including no disciplinary actions.

# Utah Department of Transportation

June 1, 2016



**3. Completion of Tier II of Training.** After twelve months of employment, a Trans Tech I may receive an additional 3% increase (for a total of 6% from original hire), provided that he or she has completed the following Transportation Education Program (TEP) training classes and certifications (in addition to those required for the pre-probationary increase):

- Plan Reading - 1
- Inspection and Documentation – 1
- Environmental Control Supervision
- English - 1
- Math - 1
- Operator: Sander, + one specialty equipment
- Sampling Reduction and Density certification (TTQP coursework)
- Concrete certification (TTQP coursework)

All On-the-Job Learning Activities relative to the training listed above must be completed and signed off by the employee's supervisor. The employee's supervisor must also verify satisfactory job performance, as documented in the UPM system, including no disciplinary actions.

**4. Series Promotion from Transportation Technician I to Transportation Technician II.** An employee who has successfully completed probation may be eligible to receive a series promotion to a Transportation Technician II, and receive an additional 6% salary increase (12% total from original hire). There is no specified additional duration of experience requirement, but the employee must:

- Complete the TEP Level II. The additional TEP classes to complete Level II are:
  - English - 2
  - Math - 2
  - Plan Reading - 2
  - Structures
  - Survey - 1
  - Inspection and Documentation - 2
- Develop experience in both construction and maintenance, where available. In cases where there are no or limited opportunities for experience in both areas, the District Engineer must document and sign that the employee was unable to cross train.
- Have a recommendation from both the Resident Engineer and the Station Supervisor or Area Supervisor
- Complete the Peer Review Board process. The purpose of the Peer Review Board is to verify that the employee possesses the required competencies for the Transportation Technician II position, and has met the education, cross-training, and certification requirements. The employee must initiate the upgrade to a Transportation Technician II by completing the Candidate Qualification Worksheet, and submitting it to the Peer Review Board chair.

**5. Eligibility for the Transportation Technician III Position.** In order to compete for an available Transportation Technician III position, an employee must meet certain additional education and experience requirements. This is known as certification for the Transportation Technician III position. In order to become certified for the Transportation Technician III, the employee must:

- Complete TEP Level III. Employees who have satisfactorily completed the M3 program level III, T3 level III, or NICET level III may also qualify once they have completed designated TEP courses or passed course competency tests that were not offered through M3, T3 or NICET. The additional TEP

# Utah Department of Transportation

June 1, 2016



classes to complete Level III are:

- English - 3
  - Math - 3
  - Survey -2
  - Inspection & Documentation - 3
  - MMQA - 1
  - OMS
  - MS Word - 1
  - MS Excel - 1
- Demonstrate the ability to work independently in either a construction materials lab or on a construction project. Materials lab experience must demonstrate that the employee is certified and able to perform tests and complete documentation without supervision. Construction project experience must demonstrate that the employee is certified in SRDTP and CRTT, able to complete documentation including quantities, and able to read and interpret plans and specifications without supervision.
  - Demonstrate the ability to act as a lead Maintenance employee with responsibility on a routine basis, to operate equipment, line out crews, document work, and complete OMS work orders, day cards, and Maintenance Work Reports without supervision.
  - Have a recommendation from both the Resident Engineer and the Station Supervisor or Area Supervisor
  - Obtain and maintain the following specific certifications:
    - Concrete (air, slump, cylinders) - TTQP current certification
    - Sampling Reduction Density - TTQP current certification
    - Traffic Control and Flagging Certification
    - Environmental Control Supervisor
  - Complete the Peer Review Board process. An employee must initiate the process to be qualified for the Transportation Technician III position by completing a Position Analysis Questionnaire and the Candidate Qualification Worksheet, and then sit before a Peer Review Board. The candidate will receive Level III certification if the Peer Review Board determines that the applicant is capable of working at a Transportation Technician III level.

## **6. Eligibility to transition from Transportation Technician II to Transportation Technician III. A**

Transportation Technician with a Level III certification will be eligible to apply for available Transportation Technician III positions with proof of valid certifications and regular rotations between maintenance and construction. Promotion to Transportation Technician III is accompanied by a 12% increase in salary, in accordance with Policy 05-22, Compensation Practices for the Department.

**7. In-Grade Promotion for Completion of TEP.** Any employee with the job title of Transportation Technician II, Transportation Technician III, Roadway Operations Manager I (Station Supervisor), or Region Trainer, may qualify for an in-grade promotion... by completing the requirements outlined below. The employee must initiate the in-grade promotion by completing the Candidate Qualification Worksheet and then submit an application to the Peer Review Chair. In order to receive the in-grade promotion, the employee must:

- Successfully complete the TEP (**all four levels**),
- Be working in both maintenance and construction,
- Be active on the regular snow plan,
- Have a recommendation from the Resident Engineer and Station Supervisor or Area Supervisor

# Utah Department of Transportation

June 1, 2016



(District Engineer if the applicant is an Area Supervisor), and

- Successfully complete the Peer Review Board process.

The in-grade promotion is a six percent increase. An employee may only receive one in-grade promotion during his or her career with the Department.

## Transportation Technician Peer Review Board:

The purpose of the board is to determine if the applicant can perform at the required level. The applicant and supervisors will be notified of areas that need improvement if the review board determines that the applicant is not ready for the proposed level. The employee and his or her supervisor should develop a plan to bring the employee's performance to the proposed level. The District Engineer will make the final decision on the upgrade if the review board recommendation and the recommending supervisors are not in agreement. No employee may request a meeting with the Peer Review Board until they have received the appropriate Transportation Education Program (TEP) completion certificate. All forms needed for the review process are available in the learning management system for employee development, advancement tracking, and knowledge management purposes.

## TEP Course Descriptions

### TEP Level 1

#### **English-1**

Basic English and Grammar (Long Course)

#### **Math 1**

Fundamentals of mathematics, this class is for math basics include whole numbers, prime numbers, fractions, decimals and measurements. This is a preview of Algebra. (Long Course)

#### **Plan Reading-1**

Basic Plan Reading: Students will study a set of UDOT plans for a structure on I-15. The course will be used to build a foundation for the understanding of the various concepts used to graphically represent a construction project. (Short Course)

#### **Materials-1**

Be able to find reference standards, become familiar with Quality Assurance Concept, develop background in measurements and calculations of materials. Understand highway material terminology, basics of aggregates, random sampling and sampling techniques. (Short Course)

#### **Inspection and Documentation-1**

This is the beginning class and covers payrolls, PR-1391, vehicle report, training reports, checking books, and adding tickets; Trucks and over weights, chapters 1&2 of manual of instruction on office administration, sections 100 & 200 of the Standard Specifications. Measuring and weighing trucks,

# Utah Department of Transportation

June 1, 2016



weight tickets, labeling and indexing field books. It is an introduction to special provisions, traffic control, diaries, partnering and lines of authority.  
(Short Course)

## **Environmental**

This course will introduce you to environmental issues and how they relate to UDOT construction and maintenance projects. This class covers the importance of protecting our environment and protecting important environmental resources. This class will also cover the UDOT environmental study process, required permits, clearances and the basic principles of erosion and sediment control. (Short Course)

## **TEP Level 2**

### **English 2**

This course is to improve grammar and writing skills. It is designed to familiarize students with the functions of elements of a sentence, including dependent and independent clauses, along with the use of noun clauses and the correct usage of punctuation. The student will learn to recognize the types of errors associated with an incomplete understanding of these sentence structures. (Long Course)

### **Math 2**

This is an introductory course to algebra. Areas of study include percentages, ration and proportions, rectangles, triangles and basic graphs.  
(Must have passed Math I with a C or better.)(Long Course)

### **Plan Reading-2**

This is the second class in Plan Reading. This class builds on the knowledge gained from Plan Reading-A. This class will be the study of a more complex UDOT Project. (Short course)

### **Structures**

This course is intended to give students a basic understanding of structures, primarily bridges. This class covers Quality Assurance/Quality Control (QA/QC), different types of bridges and how they are built. Bridge inspection and how to maintain bridges is also covered. (Short Course)

### **Survey-1**

This is the beginning survey class covering survey overview, units of measurement, basic definitions and horizontal measurement. This class also covers survey stake interpretations, percent of grade, elevations and transferring elevations. (Short Course)

### **Materials-2 (discontinued)**

This is the second materials course and it covers each of the major materials used by UDOT. This class will cover definitions, acronyms, and useful properties of materials used by UDOT. It will also cover where we use the material, why we use it, where it comes from, testing, and safety issues. (Short Course)

# Utah Department of Transportation

June 1, 2016



## **Inspections and Documentation-II**

This course will introduce correspondence, change orders, subcontract agreement, stockpile requests and payments. It will also cover procedures for the Orange Inspector's Manual. (Short Course)

## **TEP Level 3**

### **English 3**

This course is designed to develop students writing skill with an awareness of audience and purpose, to gain a better understanding of the role writing plays in your lives and careers. The text used is, *The least you should know about English*. (Long Course)

### **Math 3**

This course is an introductory class to geometry and trigonometry. Focus areas include triangles, regular polygons, circles, solids, area and volume. The text used is *Mathematics for Technical and Vocational Students*. (Long Course)

### **Survey-2**

This course will cover how a surveyor uses equations, computations, and tools to create workable information for project designers and construction surveyors. Will also cover how to gather field information that when turned over to construction surveyors, will be able to lay out a project that will meet UDOT specifications. (Long Course)

### **Inspections and Documentation-3**

This level of Inspection and Documentation focuses on Federal-Funded projects. It's important to know if a project is Federal-Funded, because of the additional federal regulations. If federal regulations are not followed UDOT could lose federal funding on projects. Some of the subjects covered are, specific equal employment opportunity, DBE commitment, contractor's affirmative action plan, and project goals. (Short Course)

### **MMQA-1**

This class covers the history and purpose of MMQA+ program. The class is designed to help employees understand the MMQA+ data collection process and how to collect data for MMQA+. Students will study the inspection manual and learn terminology used in MMQA+. (Short Course)

### **OMS**

This class covers the Operations Management System (OMS) which is a computer-based system used by the UDOT Operations for managing equipment, labor and materials. The OMS system is used for work scheduling using activity codes. It combines equipment, labor, and materials for reporting costs associated with Operations activities. This course will cover the main parts of the OMS system, including system access and navigation, work scheduling, budgets, reporting (Short Course)

# Utah Department of Transportation

June 1, 2016



## **MS Word-1**

This course will cover the basic skills used as you create and edit documents in Microsoft Word. It covers how to select and edit text and how to apply basic formatting using a variety of methods. The course covers formatting paragraphs, setting margins and printing options, setting tabs and creating tabbed columns. (Short Course)

## **MS Excel-1**

This course covers the basic skills used in excel spreadsheets, menu bar, toolbar, selecting and editing cells. Working with workbooks and worksheets. (Short Course)

## **TEP Level 4**

### **English 4**

This class is designed to give students a better understanding of the role writing and communication play in the work place. Both technical writing and professional communication are a necessary part of every job. The text used is, *Effective Technical Writing*. (Long Course)

### **Math (discontinued)**

This class is the second half of the Introduction to Geometry and Trigonometry.(Long Course)

### **MMQA-2**

In this level of MMQA students will be learning how to enter data into the MMQA system. They will learn how to get a login and log onto the system. The students will be required to fill out a snow form and enter the data into the MMQA system. They will also be required to enter data for shoulder work, weed and rest area inspections. (Short Course)

### **Equipment Management**

Every activity in operations requires some kind of equipment, whether it's a snowplow or pick-up it must be tracked and maintained. Some of the areas covered by this class are, equipment numbering system, equipment accounting and budgeting, use of state Gascard and how to read and interpret a Cost and Exception report. (Short Course)

### **Inspection and Documentation-4**

This course revolves around a fictional UDOT construction project. The class will use the Project Home Page as the class. Assignments will include forms from the UDOT website, reading materials for proper documentation, and becoming familiar with PDBS (Project Development Business Systems)(Short Course)

### **MS Word-2**

This is a continuation of the Word 2000-A class moving into some of the advanced features of Word 2000.

# Utah Department of Transportation

June 1, 2016



## MS Excel-2

This is a continuation of the Excel 2000-A class moving into some of the advanced features of Excel-2000.

## PARTNERING 1 and 2

### Recommended Time for TEP Classes

Employees will be given work time for classes or paid for time. If employees are allowed to do TEP classes at home they will be paid at their current rate of pay for each hour worked, up to the hours given for each class.

### TEP SHORT COURSES-WEB BASED- APRIL-MAY OF EACH YEAR

- Construction Inspection & Documentation 1 (6 hours)
- Construction Inspection & Documentation 2 (6 hours)
- Construction Inspection & Documentation 3 (6 hours)
- Construction Inspection & Documentation 4 (6 hours)
- Environmental (6 hours)
- Equipment Management (4 hours)
- Materials-1 (6 hours)
- MMQA-1 (4 hours)
- MS Excel-1 (4 hours)
- MS Excel-2 (4 hours)
- MS Word-1 (4 hours)
- MS Word-2 (4 hours)
- Plan Reading-1 (6 hours)
- Plan Reading-2 (6 hours)
- Structures (6 hours)
- Survey-1 (8 hours)
- Survey-2 (8 hours)
- MMS (4 hours)

### TEP LONG COURSES-GIVEN ON STREAMING VIDEO, DVDs NOVEMBER TO MARCH (Region-2 can attend classes)

- MATH-1 (22.5 hours)
- MATH-2 (22.5 hours)
- MATH-3 (22.5 hours)
- ENGLISH-1 (22.5 hours)
- ENGLISH-2 (22.5 hours)
- ENGLISH-3 (22.5 hours)
- ENGLISH-4 (22.5 hours)

## 3. TEP Review Board

The purpose of the board is to determine if the applicant can perform at the required level. The applicant and supervisors will be notified of areas that need improvement if the review board determines that the applicant is not ready for the proposed level. The employee and his or her supervisor should develop a plan to bring the employee's performance to the proposed level. The District Engineer will make the final decision on the upgrade if the review board recommendation

# Utah Department of Transportation

June 1, 2016



and the recommending supervisors are not in agreement. No employee may request a meeting with the Review Board until they have received the appropriate Transportation Education Program (TEP) completion certificate.

TEP review board will also address issues concerning the TEP program, in regards to placement of students who have attended other UDOT training such as M3 or T3, college classes, or other training, which would be the equivalent of a TEP class. The board will settle employee and instructor disputes, over grades, conduct or other issues.

## Procedures

### Transportation Technician Promotion

UDOT 05-52.1

**Responsibility:** District Engineer

### Actions

- 1) Establish a Transportation Technician Peer Review Board in each Region.
  - A. Chairperson will be a Resident Engineer, Field Engineer, Area Supervisor, senior leader, or others as appointed by Region Director and/or District Engineer.
    - a. Assures proper procedures are followed according to this Policy.
    - b. Review Candidate Qualification Worksheets for compliance with policy.
    - c. Contact candidate's references, typically a phone interview.
    - d. Schedule Reviews.
    - e. Notify candidates, review board members, and others as necessary.
    - f. Issues certifications where appropriate.
  - B. Peer Review Board for grade promotions and certifications
    - a. The Peer Review Board will consist of leaders from both construction and maintenance such as Engineering Technician IV's, Station Supervisors, or higher.
    - b. Typically there will be the chairperson and at least two employees on the board for Transportation Technician II positions and at least three employees on the board for Transportation Technician III positions.
    - c. Prepare questions to be used in the review process that will evaluate ability in both construction and maintenance disciplines.
    - d. Evaluate candidates' eligibility for advancement.
    - e. Assist Chairperson with recommendations if needed.
    - f. The "Peer Review Board Worksheet" can be modified to meet the needs of the Region. Mandatory and Optional subjects can be added. However, no subjects can be deleted in either area from the "Peer Review Board Worksheet."

# Utah Department of Transportation

June 1, 2016



## Peer Review Board for In-Grade Promotions

1. The District Engineer may authorize the Peer Review Chairperson to eliminate the peer review board interview and evaluation for the in-grade promotions. The Peer Review Chairperson will review the candidate's worksheets, contact references, and make a determination as to eligibility in this case.
2. The Peer Review Board will consist of the District Engineer and two or more Area Supervisors, including the candidate's direct supervisor, for In-Grade Promotions for Station Supervisors or Region Trainers.
3. Human Resource Representative – Optional (non-voting). Assure compliance with Department Human Resource requirements.

### **Responsibility:** Transportation Technician

1. Initiate the Review process by completing and signing the Candidate Qualification worksheet.
2. Give the Supervisor Review Form to his or her supervisor in both construction and maintenance.

### **Responsibility:** Transportation Technician's Supervisors

1. Complete the 'Supervisors Rating' section of the Candidate Qualification Worksheet, add any comments, and sign where indicated. Indicate whether or not the employee had any opportunities to work in Construction or Maintenance. Supervisor reviews are needed from the Resident Engineer and the Station Supervisor or Area Supervisor. Return reviews to employee within 10 working days.

### **Responsibility:** Transportation Technician

1. Submit the Review Packet to the Peer Review Board Chairperson for processing.

### **Responsibility:** Peer Review Board

1. Review "Candidate Qualification Worksheet" plus additional information and interview the applicant.
2. Make recommendation if Transportation Technician should be promoted to next level
- 3.
4. Give the Review Packet concerning the applicant, including a letter of recommendation from the review, to Human Resource Analyst.
5. The Review Packet will be returned to the supervisor if the Transportation Technician does not pass the review so that the employee may be given help where improvement is needed.

# Utah Department of Transportation

June 1, 2016



**Responsibility:** Human Resource Analyst

1. Review documentation and if in order, process the appropriate action.
2. Enter the action and place the supporting documentation from the Peer Review Board into the employee's personnel file

[Click here to Link to Transportation Technician Career Path Policy](#)

## Forms

Promotion forms are found at the bottom of the policy linked above:

Candidate Qualification Worksheets  
Transportation Technician I to Transportation Technician II  
Transportation Technician III Certification  
In-Grade Promotions

## Candidate Qualification Worksheet

### Transportation Technician I to Transportation Technician II Promotion

#### (Request for Review)

#### Instructions

It is the Transportation Technician's responsibility to initiate the Review process by completing and signing the Candidate Qualification Worksheet.

- The applicant will give two Supervisor's Rating sheets to his or her station supervisor and the Resident Engineer, who will complete the Supervisor's Rating sheets within 10 working days, add any comments, and sign where indicated.
- There is no minimum rating requirement from supervisors, but a poor rating or lack of support from the Resident Engineer or Station Supervisor may indicate problems that are beyond the scope of the Review Board and should be dealt with through the performance evaluation process.

**Section 1** – Personal Information Fill in the blanks as requested, all fields are required. Date of Hire is the date you became a career service schedule B employee. (Verified through personnel records)

**Section 2** – Experience—please List highway related experience and positions held in construction and maintenance by date, starting with the most recent. Include any seasonal employment with the Department.

**Section 3** – Certifications List any certificates you currently hold and their expiration dates. Attach copies for verification.

# Utah Department of Transportation

June 1, 2016



**Section 4** – TEP Level II Fill in the date you successfully completed the TEP Level II. **A Transportation Technician I must have satisfactorily completed the TEP Level II to be eligible for a promotion to a Transportation Technician II.** Attach copies of certificates.

**Section 5** – Additional Transportation Training (other than TEP) List transportation related training courses you have attended such as Suretrak, Microstation, CADD, NHI, or HMA within the last 2 years.

**Section 6** – References Give the name, position held, and phone number of three co-workers, (at least one from construction and one from maintenance) other than your Resident Engineer or Station Supervisor or Area Supervisor who have intimate knowledge of your work habits, skills, and abilities.

[Link to Supervisors Rating Sheet](#)

# Utah Department of Transportation

June 1, 2016



## Vision: Keeping Utah Moving

UDOT's vision is as simple and straightforward as our name. We aim to **Keep Utah Moving**. That includes everything from improving our roads and traffic lights to providing alternate means of getting from A to B, like bike lanes and public transit. We want to make sure that whatever is being moved, freight and cargo or the people in a vehicle, arrives safe and promptly. It isn't easy, but **Keeping Utah Moving** is what keeps UDOT going.

## Mission: Innovating transportation solutions that strengthen Utah's economy and enhance quality of life.

The growing demand on Utah's transportation system is substantial and finding ways to meet those demands, while keeping our current system running, requires resourcefulness and innovative thinking. But by focusing on our strategic goals we are able to meet these challenges, improve quality of life and strengthen Utah's economy. We're confident that improving Utah's transportation system *will* improve Utah in more ways than one.

# Utah Department of Transportation

June 1, 2016



## Strategic Goals: Fatalities, Infrastructure, Mobility

The department's strategic goals are how we accomplish our vision and mission. The results achieved are direct results of the efforts of the department and its partners.

### **PRESERVE INFRASTRUCTURE**

We believe good roads cost less, and through proactive preservation we maximize the value of our infrastructure investment for today and the future.

### **ZERO CRASHES, INJURIES AND FATALITIES**

UDOT is committed to safety and won't rest until we achieve zero crashes, zero injuries and [zero fatalities](#).

### **OPTIMIZE MOBILITY**

UDOT optimizes traffic mobility by adding roadway capacity and incorporating innovative design and traffic management strategies.

# Utah Department of Transportation

June 1, 2016



## UDOT Regions

UDOT's Regional offices are located in Ogden, Salt Lake City, Orem, and Richfield with a central office, usually called the complex, located in Taylorsville.

<https://prezi.com/cs4pbng3d7aw/udot-office-locations/>

Region 1



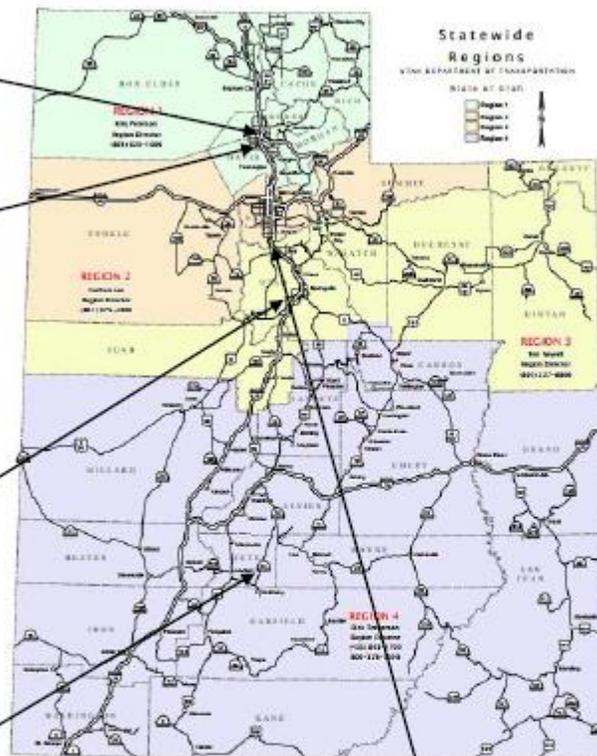
Region 2



Region 3



Region 4



Central

Complex



# Utah Department of Transportation

June 1, 2016



## Compensation and Benefits

Compensation- and benefits-related questions should be directed to the Department of Human Resources Management (DHRM).

### DHRM Contacts:

UDOT HR Field Office: (801) 965-4851  
HR Call Center (ERIC): (801) 538-3742  
Web Address: [dhrm.utah.gov/contact/askhr](http://dhrm.utah.gov/contact/askhr)

## Annual and Sick Leave Accrual Rates

Sick Leave	4 hours per pay period
Annual Leave	4 hours per pay period (under 5 years) 5 hours per pay period (5 – 10 years) 6 hours per pay period (10 – 20 years) 7 hours per pay period (over 20 years)

## Paid Holidays

Holidays are paid at 8 hours per holiday. Employees working flexible hours will need to make up the difference either through work or by using annual leave.

*The following dates are paid holidays for eligible employees:*

<b>New Year's Day</b> – January 1	<b>Labor Day</b> – first Monday of September
<b>Dr. Martin Luther King Jr. Day</b> – 3rd Monday of January	<b>Columbus Day</b> – second Monday of October
<b>Washington and Lincoln Day</b> – 3rd Monday of February	<b>Veterans' Day</b> – November 11
<b>Memorial Day</b> – last Monday of May	<b>Thanksgiving Day</b> – fourth Thursday of November
<b>Independence Day</b> – July 4	<b>Christmas Day</b> – December 25
<b>Pioneer Day</b> – July 24	

If a holiday falls or is observed on a regularly scheduled day off, an eligible employee shall receive equivalent time off, not to exceed eight hours, or shall accrue excess hours. If a holiday falls on a Sunday, the following Monday shall be observed as a holiday. If a holiday falls on a Saturday, the preceding Friday shall be observed as a holiday. If an employee is required to work on an observed holiday, the employee shall receive appropriate holiday leave, or shall accrue excess hours. A new hire shall be in a paid status on or before the holiday in order to receive holiday leave.

# Utah Department of Transportation

June 1, 2016



## Educational Assistance

UDOT offers tuition reimbursement to employees who take classes through accredited colleges and universities.

Requirements for receiving Educational Assistance\_(see UDOT Policy 05C-80):

- Only permanent UDOT employees and AL/AJ interns with benefits are eligible.
- Maximum assistance per calendar year is \$5,250. No unused amounts are carried over to the next year.
- The Educational Assistance Contract must be submitted and approved PRIOR to the start of the course(s).
- Only tuition costs and mandatory fees are eligible for reimbursement. Books, parking fees, late fees, room and board, etc. are not eligible.
- Funding from other sources, e.g. scholarships and grants, must be disclosed and will reduce the amount eligible for reimbursement.
- Classes are individually evaluated as job-related or non-job-related, not as part of a degree program.
- School must be an accredited institution that awards college credit.
- The employee must attach a copy of the catalog description of the course(s) to this Contract.
- The employee must submit documentation of tuition costs and successful completion of the course(s) before reimbursement is processed.
- The employee agrees to work for the State of Utah for one year following reimbursement or else repay funds.
- Study will not occur during work hours.

**Questions should be directed to the Comptroller's office:**

**Julie Anderson**

jaanderson@utah.gov

(801) 965-4689

# Utah Department of Transportation

June 1, 2016



## Required On-line Training

The following training modules are required for all state employees. Links are provided to access each of the trainings.

### Defensive Driver Training

Before driving a state vehicle, employees must complete driver training. Follow the link below to access training materials.

[Access the training](#)

### Security Awareness Training

Computer security is extremely important. This training will provide awareness of threats that are out there and techniques to safeguard state property and equipment.

[Access the training](#)

### Workplace Harassment and Preventing Abusive Conduct

Web-based training for all state employees. This training walks learners through scenarios relating to workplace harassment and abusive conduct.

[Access the training](#)

### Ethics 101

This required training walks participants through an ethical dilemma, and also covers state policy regarding the ethical behavior of state employees.

[Access the training](#)

### P-Card Training

If you have been (or will be) issued a credit card for purchasing, you will be required to take P-card training.

[Access the training](#)

# Utah Department of Transportation

June 1, 2016



## Other Training Sources

### UDOT University

UDOT University is our in-house, corporate-style training organization. <https://utah-udotu.sabacloud.com>

[Access the UDOT University Website](#)

### HREventure

The Department of Human Resources Management provides required and elective training through this portal. You may need to set up an account. <https://hreventure.dhrm.utah.gov>

[Access HREventure](#)

### National Highway Institute

Funded by the Federal Highway Administration, NHI is a national training organization that creates and delivers department-of-transportation-specific training for DOTs. <https://hreventure.dhrm.utah.gov>

[Access NHI training](#)

### TC3

TCCC used trainers from DOTs around the country to develop and maintain a quality training curriculum to enhance the competency of the nation's transportation construction, maintenance, and materials technical workforce. <https://utah.udotu.sabacloud.com>

[Access TC3 offerings through the UDOT U website course catalog](#)

## Other Useful Links

**Employee Gateway:** <https://dhrm.utah.gov/gateway>

Time is tracked in one of two systems. Check with your supervisor to see where you'll record your time:

EPM: <https://app.udot.utah.gov/forms/frmservlet?config=epmp>

ESS: <https://ess2.finance.utah.gov/irj/portal>

**UDOT Policies:** <http://www.udot.utah.gov/main/f?p=100:pg:0:::1:T,V:2662>,