

METS/GS Directive

Number: METS/GS-02

Materials Engineering and Testing Services
and Geotechnical Services

Effective Date: June 1, 2012
Revision Date: November 25, 2013

Title: **Expectations for Employee's**

Revision: METS/GS-02 R2
Supersedes: METS/GS-02 R1

PURPOSE

Managers and supervisors promote and support professional and ethical values, and instill the importance of integrity, commitment, teamwork, and innovation in our work. As managers and supervisors, we must maintain a positive and supportive attitude toward Caltrans policies and procedures as well as METS directives, and be conscientious of our values while managing our employees. We have documents in place, such as policies and procedures, to ensure adherence to our directives. These provide our guiding principles and, as managers and supervisors, we must apply them properly. We need to ensure that policies support our values and that we share them with staff on a regular basis. The attached "Expectations for Employee's" is to be provided to all METS/GS employees.

RESPONSIBILITIES

Chief of Division of Engineering Services

Advises the METS/GS Deputy Division Chief of state and federal laws, regulations, MOU requirements, and Caltrans policy related to expectations for employees.

Deputy Division Chief, METS/GS

Ensures all METS/GS managers and supervisors are aware of this Directive and any revisions to this Directive. By July 1, 2013, this Directive will be shared with direct reports and at the yearly evaluation of each direct report.

Managers and Supervisors, METS/GS

Ensures all METS/GS employees are aware of this Directive and any revisions to this Directive. By July 1, 2013, this Directive will be shared with direct reports and at the yearly evaluation of each employee. If there is an existing employee expectations memo used by managers and supervisors, it should include the topics covered in the attached employee expectations memo.

Employee's of METS/GS

Must comply with all requirements of this Directive.



PHILIP J. STOLARSKI
State Materials Engineer
Deputy Division Chief – Division of Engineering Services
Materials Engineering and Testing Services and Geotechnical Services

Attachment

Memorandum

*Flex your power!
Be energy efficient!*

To: ALL MATERIALS ENGINEERING AND TESTING
SERVICES AND GEOTECHNICAL SERVICES

Date: November 25, 2013

File: METS/GS-02 R2

From: PHILIP J. STOLARSKI 
State Materials Engineer
Deputy Division Chief
Materials Engineering and Testing Services and
Geotechnical Services
Division of Engineering Services

Subject: EXPECTATION FOR EMPLOYEES

These Materials Engineering and Testing Services and Geotechnical Services (METS/GS) expectations for employees were developed in response to the feedback received from our employees from the 2010 Employee Survey. These employee expectations may be supplemented with office and/or branch expectations as necessary, but will not be replaced by any of METS/GS office managers or supervisors.

DIGNITY AND RESPECT

Employees are expected to contribute to a positive work environment by treating each other and all the California Department of Transportation (Caltrans) employees, members of other agencies, and members of the public with dignity and respect, communicate in a professional manner, and maintain a positive work environment. METS/GS provides a safe, courteous, cooperative, communicative, and respectful environment for all employees and the people with whom we interact. Hostile, inappropriate, rude, or offensive behavior or language is not tolerated.

ATTENDANCE

You are expected to be on time, work your set schedule, and diligently work throughout your day.

- **Working Hours and Breaks** – Your normal work hours including break times should be discussed and agreed between you and your supervisor.
- **Vacation/Annual Leave/Personal Holiday** – All non-sick leave must be approved by your supervisor prior to taking the leave. For coverage purposes, non-sick leave exceeding two working days should be requested from your supervisor one week in advance.
- **Sick Leave and Unplanned Leave** – If you or a family member is sick or you need to be away from the office for unplanned reasons, you must call your supervisor as soon as possible (within 15 minutes of your normal start time). If your supervisor is unable to answer the phone, leave a message including the general nature of your absence and a phone number where you can be reached. If your absence is due to illness for yourself or a qualifying family member, you may be

required to provide substantiation in writing by the treating physician or healthcare provider. Your supervisor will inform you if such verification will be required from you on a case-by-case basis. All substantiation must include the treating healthcare providers name, telephone number, and address, contain an original signature of the treating physician or treating healthcare provider and must be legible. Additionally, in the case of your illness, the substantiation shall include the following information:

1. The employee's name.
2. Date treated by the healthcare provider.
3. If absence is required, the full period of anticipated absence and the date you are expected to be released to return to your normal duties.
4. If necessary, specific restrictions that prevent you from performing the full range of your duties.

In case of illness of a qualifying family member, the substantiation shall include the following information:

1. The qualifying family member's name.
 2. Their relation to you (i.e., spouse, child).
 3. Date treated by the healthcare provider, and
 4. That your attendance was required.
 5. Date your attendance is no longer necessary.
- **Voice Mail/Outlook Messages** – Phone messages and Lotus Notes calendars must be updated with an “out of office” message when you are away from the office. When updating your Outlook and work telephone message, indicate your return date and backup contact phone number.
 - **Timesheets** - Timesheets need to be submitted by afternoon of your last day of your work week. If you will be off on a planned absence and will be charging leave credits, you can post future leave. Late timesheets are tracked on a weekly basis as part of the Division's standard business practices; an employee who has an excessive pattern of late timesheets may result in corrective action.
 - **Alternate Work Schedules and Telecommuting** - All approved alternative work schedules and telecommuting will be reviewed annually. All telecommuting agreements must adhere to Deputy Directive DD14-R3, Employee Telework (Telecommuting). The DES Chief must give final approval.

SAFETY

Employees are to follow all Caltrans safety policies/directives at all time. This includes wearing a hardhat, vest, gloves, proper footwear, and eye protection when in the field. All accidents and injuries

must be reported immediately to the supervisor. In the event that your supervisor is not available, you must either contact a designated supervisor or your second line supervisor. Employees are expected to attend quarterly and annual safety meetings.

PROJECT DELIVERY

Take personal responsibility to ensure you meet project or task schedules, achieve design delivery goals, and meet project delivery milestones. Know how your projects are progressing. If you are uncertain you will meet a delivery schedule, let your supervisor know early enough so that he/she can provide you with assistance to reduce the risk of late delivery. Be aware of the cost of doing business. Managing resources and charging correctly is the responsibility of each employee.

OUTLOOK E-MAIL AND CALENDAR

Limit the use of e-mail. Keep in mind that e-mail is public information and discoverable. Consider calling or seeing the individual instead. You are expected to practice restraint when responding to e-mail, particularly if you were cc'ed; remember to keep the tone of your e-mails courteous, professional, and refrain from using personal insults or derogatory statements. Keep your Outlook Calendar and personal information current. Your Outlook Calendar must be unrestricted and viewable by all staff.

OVERTIME

Overtime (OT) is to be approved in advance and shall not exceed the 20 hours maximum (30 hours earned) of Compensating Time Off (CTO) or 450 hours total OT for any individual for a fiscal year. The DES Chief must approve overtime in excess of 450 hours in a fiscal year. Each office has documented the procedures and processes developed to properly implement Deputy Directive 56, "Use of Overtime" and will be reviewed with staff.

USE OF STATE EQUIPMENT

State owned equipment such as computers, telephones, fax machines, vehicles, leased and rental vehicles etc., are for use in the performance of your job duties and are not for personal business or anything other than job related activities.

TRAVEL AND FIELD TRIPS

Travel is to be approved in advance of each trip by the supervisor. Private vehicle use must also be approved in advance and, if allowed, requires approval of Authorization to Use Privately-Owned Vehicles (travel) form FA 0205A. This form must be renewed **annually**.

You are expected to update a sign-out board if available with depart/return times. Indicate location of

destination (e.g., Co-Rte-PM or Co-Rte-EA, city, office, address, etc.) with sufficient information for you to be located. This includes both a phone number and physical location, when possible. Carry a cell phone if available and carry the unit phone list for emergencies.

LICENSES

You must have a valid driver license to operate a vehicle. Personnel who are required to maintain professional licenses/registrations are expected to maintain their valid licenses/registrations without any lapse.

SECURITY

Photo identification (ID) badges are to be worn at all times while in a Caltrans facility. If you forget to bring your ID badge to work, you are required to obtain a visitor’s badge. ID badges are to be worn on an outer garment, above the waist (not on the belt) with the picture and printed material facing away from the body and not covered or obstructed by any item.

ADHERENCE TO CALTRANS POLICIES

You must read and adhere to all Caltrans policies. Caltrans policies can be found on the intranet at: http://admin.dot.ca.gov/bfams/admin_svcs/sw_policy.

Caltrans Safety Manual can be found on the intranet at: http://admin.dot.ca.gov/lr/HEALTHSAFETY/Safety/safetymanual_toc.shtml. Your particular attention is directed to Chapter 17, Vehicle Safety.

You are also directed to the following Caltrans policies that govern employee behavior and responsibilities:

1. Equal Employment Opportunity (DP-01-R8)	Director’s Policy 01
2. Ethics (DP-02-R2)	Director’s Policy 02
3. Health and Safety (DP-03-R1)	Director’s Policy 03
4. Smoking Policy (DD-06-R3)	Deputy Directive 06
5. Drug-Free Workplace (DD-08-R3)	Deputy Directive 08
6. Incompatible Activities and Conflict of Interest (DD-09-R3)	Deputy Directive 09
7. Workplace Violence Prevention (DP-18-R1)	Director’s Policy 18
8. Weapons Prohibited on Caltrans Property/Vehicles (DD-22-R2)	Deputy Directive 22
9. Communication and Entertainment Devices in the Work Zone (DP-29)	Director’s Policy 29
10. Alternate Work Schedules	Deputy Directive 30
11. Intellectual Property Policy (DP-31)	Director’s Policy 31

12. Sexual Harassment Prevention (DD-49-R3)	Deputy Directive 49
13. Information Technology Use Standards (DD-54-R)	Deputy Directive 54
14. Use of Overtime (DD-56-R)	Deputy Directive 56
15. Timely Submission and Approval of Timesheets (DD-108)	Deputy Directive 108
16. Vehicles and Recording of Vehicle Mileage 10/29/12 Memo from Director Dougherty	
17. Procedure for Proper Disposal and Recycling of Hazardous, Nonhazardous Materials and Equipment	METS/GS Directive 01-R

By Signing below, you acknowledge receipt of this memorandum.

_____		_____	
Supervisor's Signature	Date	Employee's Signature	Date
_____		_____	
Title		Classification	

c: Supervisor's Personnel File