Roadway Design Unit Staff Meeting
October 13, 2003

Gary Lovering's Promotion

Jay congratulated Gary on his recent promotion to Project Engineer.

PE Compensation – Jay Bennett

PE Compensation was discussed. It should be effective October 25, for a straight sum of $4100.00 for North Carolina Registered Professional Engineer's. Money should be in the November 21 paycheck. The compensation is for the engineering series positions and cannot exceed your maximum in grade salary. Please champion this program, this is another positive step for NC DOT.

Technician Skill Based Pay – Sykes

We expect full implementation by January 2004. The Roadway team is reviewing training that will be required for a specific skill. There will be money for FEP and HEC completion. You must take and pass the FEP and HEC courses to receive compensation. During the PM cycle the Project Engineer and Squad Leader need to assess the technician's skills, what they would like to do and any possible training they need to fulfill competency. Jim Speer and Brenda Moore are working on this information. We will make information available to everybody as soon as we can. The money for FEP will be limited to TT I and below. I assume, January 2004 will be the timetable for salary adjustments. The information on the system should be representative of their skills based on their current classification.

DOT is the only branch of State Government actively pursuing the Technician Skill Based Pay salary adjustments.

CADD – Ted Walls

Mr. Checker will be implemented in a couple of weeks. As soon as it becomes available I will let everyone know.

User Group Meeting was held on September 24. Our goal is to hold at least one meeting every three months. Plan profile sheet layout procedure should be ready.

We are in the process of trying to get a new color printer. We are aiming to set up a queue that everyone can access. We will be able to print small portions of our hearing maps. This printers paper size will be limited to 11" x 17" (maximum). Art is working on plotting procedures for preliminary design printed on orthophography backgrounds.

Microstation/GEOPAK

V8 will be implemented during summer of 2004.

Plan/Design Items

Geotechnical Recommendations – Jay

We received a memorandum, dated September 17, from Njoroge Wainaina regarding requests for Geotechnical recommendations. When we make a request for Geotechnical recommendations, please include two sets of plans with each request. Our form letters were modified to accommodate this change.

Please note that slope recommendations and ground water information are often required prior to receiving final Geotechnical recommendations.

Design Exception Preparation Guidelines – Jay

I have included a cover sheet for the design exception preparation guidelines. Ron Allen and Glenn Mumford have been working on this. We need FHWA exception to include as an example for this documentation. We are trying to establish consistency as to how we prepare design exceptions. The final document should be ready in a few weeks.

Local Planning Organization – LPO

The NC DOT is starting to use LPO in lieu of MPO and RPO. There are 37 organizations combined across the state. A draft of LOP partnership guidelines was sent out a year ago for comments. Dewayne plans to schedule meetings to discuss the LPO's partnership guideslines to the Roadway Design staff. We are already sharing information with the planning organizations. You will see very little change to our processes and procedures.

Miscellaneous Items

DOH Reorganization

The DOH reorganization was discussed. The Director positions will be posted Tuesday, October 14, for five days.

Upcoming Postings

The postings for the Program Managers will start on Tuesday, one under Greg Thorpe and one under Preconstruction. You will need to apply for both positions separately or include both position numbers on application.

The four Division of Highways positions will be posted Tuesday. They are Director of Preconstruction, Director of Asset Management, Director of Field Operations, and Director of Program Delivery.

New Appointments

There were three new appointments last week: Chief Deputy Secretary, Dan DeVane, Deputy Secretary for Intergovernmental Affairs and Budget Coordination, Susan Coward and Chief Engineer of Operations, Steve Varnadoe.

State Employees Combined Campaign

The 2003 State Employees Combined Campaign has started. Our contributions were down last years as compared to previous years. Please encourage your people to participate.

Payroll Overpayment Reimbursement

Employees should have received their reimbursement requirements. Makeup time started October 11. This has real small window for time to be made up. It ends December 31, 2003.

Adverse Weather Make-Up

There was one event last year and three events this year. People need to make up their time. As Hurricane Isabel's time is made up, use code 9999 to record their time. Follow my instructions for the time charged to December 5, 2002.

If employee does not have time made up after one year, they will have to charge vacation time.

Evacuation Team

We need to establish one representative and one alternate for each Project Engineering group. Please email your representative and alternate to Patricia, by October 20th and cc Jay.

Agenda for Roadway Design Staff Meeting
MONDAY ~~Wednesday~~ October 13, 2003

Welcome (Jay Bennett)
PE Compensation (Bennett)

Technician Skill Based Pay (Sykes)

CADD Support (Ted Walls)

- Mr. Checker
- User Group Meeting

Plan/Design Items (Bennett)

Requests for Geotechnical Recommendations - Memo 9/17/03
Design Exception Preparation Guidelines
Local Planning Organization (LPO)

Miscellaneous Items

10/14/03 - Vacancy Postings

- Program Managers PG 80 - 2 positions - separate positions, you apply for both.
- Director of Preconstruction
- Director of Asset Management
- Director of Field Operations
- Director of Program Delivery

Go to the HR web page for posting information.
Chief Deputy Secretary named 10/8/03 - Dan Devane
Deputy Secretary for Intergovernmental Affairs and Budget Coordination named 10/8/03 - Susan Conrad
Chief Engineer of Operations named 10/7/03 - Steve Varnadoe
DOH Reorganization
2003 State Employees Combined Campaign .. Continue the DOT tradition by becoming "Partners in Giving".
Payroll Overpayment Reimbursement - 10/11/03-12/31/03
Adverse Weather Make-up

- Ice Storm .. 12/4,12/5,& 12/6- 2002
- Snow .. 1/23, & 1/24 - 2003
- Ice Storm .. 2/17, & 2/18 -2003
- Hurricane Isabel .. 9/18, & 9/19 - 2003 (Record make-up time in SAP)

You have one year from adverse weather event to make-up time. Time that is not made up will be charged to vacation.
Evacuation Team
Questions/Comments
Meeting Adjourned

Agenda for Roadway Design Staff Meeting
MONDAY ~~Wednesday~~ **October 13, 2003**

Welcome (Jay Bennett)
PE Compensation (Bennett)

Technician Skill Based Pay (Sykes) JAN '04 IMPLEMENTATION
FEP → $ REGARDLESS OF SKILL
HEL → $ " " "
OJT - REQUIREMENT → ROADWAY IS ESTABLISHING ...
FEP - MONEY WILL BE LIMITED TO TTI AND BELOW. ...

CADD Support (Ted Walls)
- Mr. Checker
- User Group Meeting .. 3 EVERY MONTHS ....
  V8 IMPLEMENTED BY SUMMER 2004

CHECKER MR. VER
2 WKS + MINOR ADJUSTMENTS
E-MAIL FOR IMPLEMENTATION
REQUESTING A COLOR PRINTER FOR ROADWAY PROJECT ELR REQUESTS. ...
MONITORED BY CADD SUPPORT GROUP. ...
.PDF CAN CREATE FORMATS SCANNED INTO .PDF FORMATS NOT INTELLIGENT) ... JUST A PICTURE ...

Plan/Design Items (Bennett)
Requests for Geotechnical Recommendations - Memo 9/17/03
Design Exception Preparation Guidelines
Local Planning Organization (LPO) IN LIEU OF MPO/RPO
37 ACROSS THE STATE
INVOLVE LPO IN MERGER PROCESS
OVERALL PROCESS IMPLEMENTATION 1ST OF 2004 LIKELY.
CHANGES IN INCLUDING THEM IN CORRESPONDENCE.

Miscellaneous Items

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