VTrans Working to Get You There
Vermont Agency of Transportation

TRAINING CENTER
BULLETIN

Issue No. 51, January 7, 2016

The VTTC has adopted the training competencies developed by the Transportation Curriculum Coordination Council (TC3), a committee of AASHTO.

- Level I Entry / Awareness
- Level II Intermediate / Qualified
- Level III Advanced / Competent
- Level IV - Project Management (Administrator, Superintendent)

LOCATION: 1716 US Route 302 Berlin, VT 05633-5002 (802) 828-3768

To register, visit the VTTC website at: http://vtransoperations.vermont.gov/training_center Click on "Class Registration Form", enter your information including your supervisor / manager authorization signature and follow the instructions at the bottom of the form.

Continued on next page...

VTrans Training Center Bulletin

IMPORTANT NOTICE

In an effort to assist you in meeting your mandated training requirements, the Supervisory Training and ICS Training attendance records have been added to the Agency SharePoint site, under Agency Forms, Mandated Training Folder. Please note that the Supervisory Training Spreadsheet has multiple tabs.
Link to Agency SharePoint: https://inside.vermont.gov/agency/vtrans/VTransIntranetHome/Agency%20Documents/Forms/AllItems.aspx

ICS Mandate

ICS 100 – All AOT staff are required to complete within 6 months of hire and annually thereafter. You can complete this class online @ https://raining.fema.gov/is/courseoverview.aspx?code=IS-100.b

ICS 200 – All designated Managers and Division Directors are required to complete this class. Designated Supervisors MAY take 200 level if approved by their manager, and MUST take level 200 if directed by their manager. You can complete this class online @ http://training.fema.gov/is/courseoverview.aspx?code=IS-200.b

ICS 300 – Senior Managers are required to complete this class (Bureau Directors/Deputies, MOB Section Heads, PDB Section Heads, DTAs and Division Directors).

ICS 400 – Senior Managers are required to complete this class (Bureau Directors/Deputies, MOB Section Heads, PDB Section Heads, DTAs and Division Directors).

ICS 701 – EOC Staff are required to complete this class. This consists of anybody who might be called on to fill the role of SSF1. This is the position that transportation occupies at the State Emergency Operations Center (SEOC).

ICS 702 – Public Information Officer staff are required to complete this class.

Employees and supervisors are required to track their own attendance to ICS 100 and 200, however, VTTC will track this information for you if you send us a copy of your completion certificate.
ICS 200, 300, 400, 701 and 702 classes must be taken on a 5 year refresher interval. Please provide VTTC with a copy of your completion certificate if you take the class at a location other than VTTC.

Supervisory Mandate

(Mandate deadline 2/29/16)

All designated Managers and Supervisors are required to complete the following 8 Core Classes, as listed below:

1. Diversity, Discrimination, Harassment and Personality Styles
2. Mediation and Conflict Management/Supervisor as Friend
3. Discipline, Corrective Action and Grievance Handling
4. FMLA, PFLA, ADA, and ADAAA
5. Mandatory EEO Training for Supervisors and Managers
6. Interviewing and Hiring
7. Ethics
8. Writing the Performance Review

Please make every effort to complete this updated training mandate (8 core classes) by the end of February 2016.
Thereafter, new mandatory curriculum will be offered at the DHR training center. Those who have completed all of the training above, will receive a waiver from DHR Mandatory "Essentials Training" for 5 years. If you have not completed all Core Classes training before March, 2016, you will be required to take the "Essentials Training" at DHR.

Continued on next page...

VTrans Training Center Bulletin

Employee Development

Ethics

This half-day workshop will introduce participants to the tools needed to build strong ethical behavior in the workplace.

Course Dates: January 26, January 28, or February 4, 2016
Time: 8:30 to 12:00
Location: VTrans Training Center
Instructor: VTrans / Legal Division
Audience: Mandatory for designated managers and supervisors and FOS participants. Open to all employees.
Cost: N/A

Diversity, Discrimination & Harassment

This one-day workshop **(formally Managing Under the Contract Part I)** will introduce participants to Diversity, Harassment, Discrimination - Personality Styles. The focus is on building skills in these areas to support continuous behavioral improvements to the overall workplace.

Course Dates: February 3, or March 8, 2016
Time: 8:30 to 4:00
Location: VTrans Training Center
Instructor: Greg Hessel, ReGeneration Resources
Audience: Mandatory for designated managers, supervisors and FOS participants. Open to all employees.
Cost: N/A

Mediation and Conflict Management

This one-day workshop **(formally Managing Under the Contract Part II)** will introduce participants to the skills used to mediate through tough situations, learn and develop conflict management skills and explore the consequences when your supervisor is also your friend.

Course Dates: January 27, February 23, or March 15, 2016
Time: 8:30 to 4:00
Location: VTrans Training Center
Instructor: Greg Hessel, ReGeneration Resources
Audience: Mandatory for designated managers, supervisors and FOS participants. Open to all employees.
Cost: N/A

Discipline, Corrective Action & Grievance Handling

This workshop **(formally Managing Under the Contract Part III)** focuses on Discipline, Corrective Action and Grievance Handling. It will examine substantive and procedural issues that can arise while administering the collective bargaining agreements. Grievances will be discussed, including the standards that apply to grievances, timeliness requirements, and principles of contract construction. Substantial time will be devoted to lesser disciplinary actions and dismissals. Due process considerations, such as right to union representation at a meeting that may lead to discipline and right to a pre-termination meeting, will also be discussed. Other topics of discussion include protected activities, discrimination claims in grievances, resignations, performance evaluations, just cause standards, layoffs, and overtime. VT Labor Relations Board (VLRB) case law, and court and arbitration decisions.

Course Dates: January 19, or February 2, 2016
Time: 9:00 to 3:30
Location: VTrans Training Center
Instructor: DHR Labor Relations Specialist
Audience: Mandatory for designated managers and supervisors and FOS participants. Open to all employees.
Cost: N/A
Special Note: This class is intended for supervisors/lead workers and is specific to State of Vermont (SOV) contractual provisions.

FMLA, PFLA, ADA, ADAAA

This one-day workshop **(formally Managing Under the Contract Part IV)** will examine the requirements, responsibilities and interplay between the Federal Family Medical Leave Act (FMLA), the Vermont Parental and Family Leave Act (PFLA), the Americans with Disabilities Act (ADA), the ADA Amendments Act (ADAAA) and Workers' Compensation.

Course Dates: January 14 or January 27, 2016
Time: 9:00 to 3:30
Location: VTrans Training Center
Instructor: John Berard, DHR Labor Relations Specialist
Audience: Mandatory for designated managers, supervisors and FOS participants. Open to all employees.
Cost: N/A
Special Note: This class is intended for supervisors/lead workers and is specific to State of Vermont (SOV) contractual provisions.

To register, visit the VTTC website at: http://vtransoperations.vermont.gov/training_center Click on "Class Registration Form", enter your information including your supervisor / manager authorization signature and follow the instructions at the bottom of the form.

Continued on next page...

VTrans Training Center Bulletin

Employee Development

Engaging Your Audience with Finesse

This two day workshop is highly participative with each attendee giving several types of "real world" presentations. Individual critique is used after each presentation, where positive aspects of each presentation are reinforced and options are given for turning negatives into positives.

Course Dates: January 6 **and** January 20, 2016
Time: 8:30 to 3:15
Location: VTrans Training Center
Instructor: O'Shea Consulting
Audience: Employees expected to present trainings and supervisors, managers or project leaders involved with leading public meetings and/or interacting with the general public.

Interviewing & Hiring for Success

This one-day workshop explains the State's hiring process and practice in detail. Course includes interviewing concepts necessary to identify and select qualified applicants, avoid legal pitfalls, learn skills for better interview preparation, learn effective interviewing techniques, streamline the decision-making process, and welcome the new employee.

Course Dates: January 21 or February 18, 2016 (no other dates pending)
Time: 9:00 to 3:30
Location: VTrans Training Center
Instructor: Colleen Montague, EEO, Civil Rights
Audience: Mandatory for designated managers, supervisors and FOS participants. Open to all employees.
Cost: N/A

Mandatory EEO Training for Agency Supers. & Mgrs.

This training will review the EEO Policy Statement, the Affirmative Action Plan (AAP), federal and state laws relative to EEO, the administration of the Agency's EEO Program, policies, procedures, and manager and supervisor responsibilities relative to implementing the AAP.

Course Dates: January 12 or February 4, or March 3, 2016
Time: 9:00 to 2:30
Location: VTrans Training Center
Instructor: Civil Rights Staff
Audience: Designated managers, supervisors and FOS participants. Open to all employees. *
Cost: N/A
***Special Note: Mandatory EEO Training is intended for supervisors and managers and is specific to federal, state and local government contractual provisions and policies.**

"Writing" the Performance Review

This one-day workshop teaches participants each step in completing the State's Performance Evaluation Report (AA-PER-6C) — completing the cover page, reviewing major job duties and expectations, writing supervisor's notes and setting goals for the next rating period. Participants will work in groups to examine sample performance evaluations and discuss how, or if, the overall rating in the samples are supported by the supervisor's comments.

Course Dates: January 21 **(FULL)**, February 25, or March 17, 2016
Time: 8:30 to 1:00 **NEW TIME**
Location: VTrans Training Center
Instructor: DHR Instructor
Audience: Mandatory for designated managers, supervisors and FOS participants. Open to all employees. *
Cost: N/A
***Special Note: "Writing" the Performance Review is intended for supervisors / lead workers and is specific to the State of Vermont (SOV) contractual provisions and (SOV) Department of Human Resources (DHR) policies and procedures specific to the performance evaluation process.**

To register, visit the VTTC website at: http://vtransoperations.vermont.gov/training_center Click on "Class Registration Form", enter your information including your supervisor / manager authorization signature and follow the instructions at the bottom of the form.

Continued on next page...

VTrans Training Center Bulletin

Health & Safety

Construction Safety Awareness (CSA 55)

The focus of this training is to promote a safe and healthy workplace to all new employees. This course also provides employees an awareness level of job-related safety issues in compliance with OSHA regulations for various safety training. Subjects cover the "OSHA Four" hazards of fall protection, electrical safety, struck by and caught between (FESC).

Course Dates: January 26, January 27, **and** January 28, 2016
Time: 10:00 to 2:30
Location: D3 Mendon
Instructor: Rob Gentle, VTTC Safety Instructor
Audience: New, temporary and seasonal AOT and Municipal employees.
Cost: N/A

Construction Safety Awareness (CSA 55)

The focus of this training is to promote a safe and healthy workplace to all new employees. This course also provides employees an awareness level of job-related safety issues in compliance with OSHA regulations for various safety training. Subjects cover the "OSHA Four" hazards of fall protection, electrical safety, struck by and caught between (FESC).

Course Dates: March 15, March 16 **and** March 17, 2016
Time: 10:00 to 2:30
Location: D3 Mendon
Instructor: Rob Gentle, VTTC Safety Instructor
Audience: New, temporary and seasonal AOT and Municipal employees.
Cost: N/A

Construction Safety Awareness (CSA 55)

The focus of this training is to promote a safe and healthy workplace to all new employees. This course also provides employees an awareness level of job-related safety issues in compliance with OSHA regulations for various safety training. Subjects cover the "OSHA Four" hazards of fall protection, electrical safety, struck by and caught between (FESC).

Course Dates: February 23, February 24 **and** February 25, 2016
Time: 9:00 to 1:30
Location: VTrans Training Center
Instructor: Rob Gentle, VTTC Safety Instructor
Audience: New, temporary and seasonal AOT and Municipal employees.
Cost: N/A

Construction Safety Awareness (CSA 55)

The focus of this training is to promote a safe and healthy workplace to all new employees. This course also provides employees an awareness level of job-related safety issues in compliance with OSHA regulations for various safety training. Subjects cover the "OSHA Four" hazards of fall protection, electrical safety, struck by and caught between (FESC).

Course Dates: April 26, April 27, **and** April 28, 2016
Time: 9:00 to 1:30
Location: VTrans Training Center
Instructor: Rob Gentle, VTTC Safety Instructor
Audience: New, temporary and seasonal AOT and Municipal employees.
Cost: N/A

Defensive Driving

This program is designed for the experienced operator who understands the basics of handling a vehicle and equipment.

Class/Workshop Objectives:

- Use proper driving skills.
- Obey all applicable traffic regulations.

Course Date: Anytime
Location: Online Course
Instructor: http://firstnetcampus.com/SOV/entities/Vermont/logon.asp

Target Audience: All employees who operate State owned vehicles or all employees who operate their private vehicles for greater than 2,000 reimbursable miles annually.
(Governor's Fleet Safety Executive Order No. 04-93).

Cost: $20.00

Working Over (or near) Water (WOW)

Training to include 29 CFR 1926.106, managing the added hazards of working near or over water where there may be a potential for drowning or a need for rescue.

IMPORTANT: Class maximum is 16 people. All unregistered attendees will be sent back to their facilities.

Course Dates: March 8, 2016
March 9, 2016
March 10, 2016
March 11, 2016
Time: 9:00 to 1:30
Location: VTrans Training Center
Instructor: Camille Erwin and Rob Gentle
Audience: By Region and Specialists Only (AOT and Municipal)
Cost: N/A

*****This training has a limited enrollment. Please contact Camille Erwin for more information at Camille.erwin@state.vt.us**

To register, visit the VTTC website at: http://vtransoperations.vermont.gov/training_center Click on "Class Registration Form", enter your information including your supervisor / manager authorization signature and follow the instructions at the bottom of the form.

Continued on next page...

VTrans Training Center Bulletin

Health & Safety

Vermont Local Roads will be hosting Lockout/Tagout (LOTO) classes, open to both municipal and state employees. Tentatively scheduled for the spring of 2016, these classes will provide important, life saving information on the LOTO standards as explained below:

"Control of Hazardous Energy" (aka Lockout/Tagout) standard is one of OSHA's most frequently cited standards, with the highest penalties. Today in the American workplace, 21 people will lose a finger, hand, arm or leg. Even worse, 15 more will die, all because they did not control an unexpected startup or energization of equipment/machinery. Our class utilizes key safety fundamental's, as well as the many uncomplicated resources available; #1 find, read and understand your Owner's/Operator's Manuals.

Technical Services

Incident Command Level 400

This course is specific to train personnel on advanced applications of ICS during major statewide catastrophic events.
Objectives include:

- Describe how Unified Command functions on a multi-jurisdiction multi-agency incident.
- List the major steps involved in the planning process.
- Dissect issues that influence incident complexity and the tools available to analyze complexity.
- Review the primary guidelines and responsibilities of the command and general staff positions.

Prerequisite: ICS Level 100, 200 & 300

Course Date: May 10, 2016 and May 11, 2016
Time: 8:30 to 4:00 each day
Location: VTrans Training Center
Instructor: Vermont Police Academy Instructor
Audience: Senior managers are mandatory, consists of: Bureau Directors and Deputies, Maintenance & Operations Bureau Section Heads, Project Delivery Bureau Section Heads, District Transportation Administrator and Division Directors. Others **may** attend with their manger's approval and **must** attend if directed by their manager.
Cost: N/A
To register: http://vtransoperations.vermont.gov/sites/aot_operations/files/documents/VTTC/DEMHSRegistrationForm.pdf

To register, visit the VTTC website at: http://vtransoperations.vermont.gov/training_center Click on "Class Registration Form", enter your information including your supervisor / manager authorization signature and follow the instructions at the bottom of the form.

Continued on next page...

VTrans Training Center Bulletin

The Excavator Simulator is headed off to another district.

If you are interested in having this training in your district office, please contact Camille Erwin at camille.erwin@vermont.gov

The VSP Clandestine Lab Team will offer an awareness training in the newest drug lab trends. Specifically we will discuss and show what materials and set-ups you can expect to see at a certain lab and how to handle a lab if you encounter one. Discussions will include—pot methamphetamine labs, hash oil and other labs. We will discuss safety and notification procedures as well.
These trainings will be scheduled around the state.
If interested, please contact Camille Erwin at Camille.erwin@vermont.gov
Scheduling will be based on interest.

The VTTC welcomes your suggestions, comments, and honest feedback. Your input is an important part of providing quality trainings ~
Tell us how we are doing.
If you have a class you'd like to see available and/or are interested in instructing a class, visit our website & complete the "Suggest a Class" or "Instruct a Class" form(s).

Municipalities are now able to register and participate in ALL classes offered through this VTTC Bulletin!

To register, visit the VTTC website at: http://vtransoperations.vermont.gov/training_center Click on "Class Registration Form", enter your information including your supervisor / manager authorization signature and follow the instructions at the bottom of the form.