

## VTrans Training Center Quarterly Employee Newsletter

The VTrans Training Center has put together an Employee Newsletter that we will be sending out quarterly to all Agency of Transportation (AOT) employees. In this quarterly newsletter, we will be sharing key topics, highlighting trainings and spotlighting employees throughout the Agency.

### WHAT IS THE VTRANS TRAINING CENTER?



The AOT is committed to the development, growth, and retention of our workforce of today and the evolving workforce we will need in the future; in order to support the professional and personal growth of employees, the VTrans Training Center (VTTC) was created. We exist to promote organizational excellence by attracting, helping to develop, and retaining a talented, diverse, and engaged workforce.

AOT's organizational mission, "Provide for the safe and efficient movement of people and goods", is what drives the VTTC to offer relevant, transferable, and high-quality learning opportunities. Our goal is to assist each employee to be more proficient, safe, and technically skilled in their respective job duties as well as to prepare them for future growth opportunities in a strengths-based culture.

Next issue, we will be doing an  
'Employee Spotlight'

**Have an idea on who we should spotlight? Let us know!**

## Telework Policy and FAQs

Teleworking allows employees the opportunity to perform their duties at alternate work-sites during an agreed upon portion of their workweek.

We have put together guidelines and FAQs for employees and supervisors to use when determining if teleworking is right for the employee and their team.

### TELEWORK & ALTERNATE WORK SCHEDULE GUIDE

The purpose of the combined guidelines are to define the telework arrangement and the conditions under which it will operate. The guidelines provide a framework to help employees and supervisors come to an agreed understanding of what teleworking will do to benefit and potentially hinder office productivity.

## TELEWORKING FREQUENTLY ASKED QUESTIONS

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Teleworking -- sometimes referred to as telecommuting and working from home -- is an arrangement in which the employee works outside the office, but still fulfills all work responsibilities and interacts with office team members throughout the day. Teleworking could be from home or an alternate work location, such as a AOT District Office which is closer to your home.

These Frequently Asked Questions were created to assist with making the decision to have an employee have an arrangement in place, as well as to help the supervisor through the negatives they may feel are around teleworking.

[Link to the FAQs](#)

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## LUNCH & LEARN PROGRAMS

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The VTrans Training Center is putting together a schedule of Lunch & Learn topics to interest everyone! Bring your lunch and join us for a quick presentation, followed by Q&A and fun activities!

Have a topic suggestion? [Let us know!](#)

Dates, times and locations will be in the Learning Opportunities monthly eNewsletter!

**February 8 | 12:00 pm - 1:00 pm**  
*Effective Meetings*  
AOT Davis 5th Floor Board Room  
[Join via Skype](#)

**April 12 | 12:00 pm - 1:00 pm**  
*Continuous Improvement 101*  
Dill Building Conference Room  
[Join via Skype](#)

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## BUILDING A CULTURE OF CONTINUOUS IMPROVEMENT

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Have you ever asked yourself these questions?

- Why is this process so complicated?
- Why does it take so long to get (*insert any form here*) approved?
- This should be an “easy” process, why are there so many people involved?
- What are people's roles and responsibilities for this project?

**There is great news!** We are all in this together and there are opportunities for all staff to improve processes. Check out the Continuous Improvement 30-minute course on the LMS, or for more information [contact Adrienne Gil, AOT Continuous Improvement Manager](#).

We would like to encourage all AOT staff to watch the 30-minute on-line **Continuous Improvement 101** video ([login to the LMS, and use the search bar](#)). The purpose of this is to ensure we

are all using the same language and utilizing continuous improvement principals every day in our work. This is not a “program,” it’s the way we should be working.

[Login to the LMS](#)



## MENTORING PROGRAM -- GET INVOLVED!



The mentoring relationship is an agreement between two people, sharing experiences and expertise to help with personal and professional growth. It is a joint venture – it requires both individuals to share responsibility for learning and sustaining the relationship. [Click here to read the Mentoring Handbook.](#)

[Apply to be a Mentor/ Request a Mentor](#)

## UPCOMING TRAININGS



We, as a team, are dedicated to your professional growth and to bringing you high-quality, job-relevant training. Invest in your career and explore learning opportunities to expand your knowledge base.

[Check the LMS Events Calendar for newly added training opportunity dates and times!](#)

## DID YOU KNOW?

	District 1	District 2	District 3	District 4	District 5	District 7	District 8	District 9	Total	Average
Total Cost of Winter Maintenance, in Millions	\$3.3	\$3.4	\$4.2	\$6.2	\$4.8	\$5.6	\$5.6	\$3.8	\$36.9	\$4.6
Equipment Pieces Assigned	46	49	61	86	82	758	73	50	1,205	150.63
Lane Miles Plowed, in Thousands	193	161	266	266	254	316	346	261	2,063	257.88
Cubic Yards of Sand	778	32	822	501	444	1,690	172	1,622	6,061	757.63
Tons of Salt, in Thousands	10	16	16	27	15	18	18	11	131	16.38
Gallons of Liquid, in Thousands	552	27	421	129	454	288	619	224	2,714	339.25

Now that we're in the thick of the Winter and snowplowing across the state, let's talk about winter maintenance!

[To see the full 2018 Fact Book and Annual Report, click here!](#)

[Visit our Website](#)

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