EMPLOYEE HANDBOOK

VDOT Virginia Department of Transportation

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The Virginia Department of Transportation (VDOT) values the talent and contributions of our employees. As members of the VDOT team, we have the ability to positively impact the communities where we live, work and play. We strive to create a reliable, professional and highly productive agency where employees can thrive.

This Employee Handbook is intended to provide you with an understanding of VDOT's employee services, policies and benefits. For new employees, the handbook will introduce our agency and explain the fundamentals of how we do business. For those employees who have been with us over time, this handbook will serve as a refresher of our current practices and benefits.

Please familiarize yourself with the information provided in this guide and keep it for future reference. If you have any questions, your supervisor or someone in your local Human Resources office will be glad to assist you. A digital version of this handbook can be found on VDOT's intranet, InsideVDOT.

ABOUT VDOT

VDOT builds, maintains and operates the state's roads, bridges and tunnels, focusing on safety, enabling easy movement of people and goods, enhancing the economy and improving quality of life.

Virginia has the third-largest state-maintained highway system in the country behind Texas and North Carolina. The agency employs about 7,700 people full time.

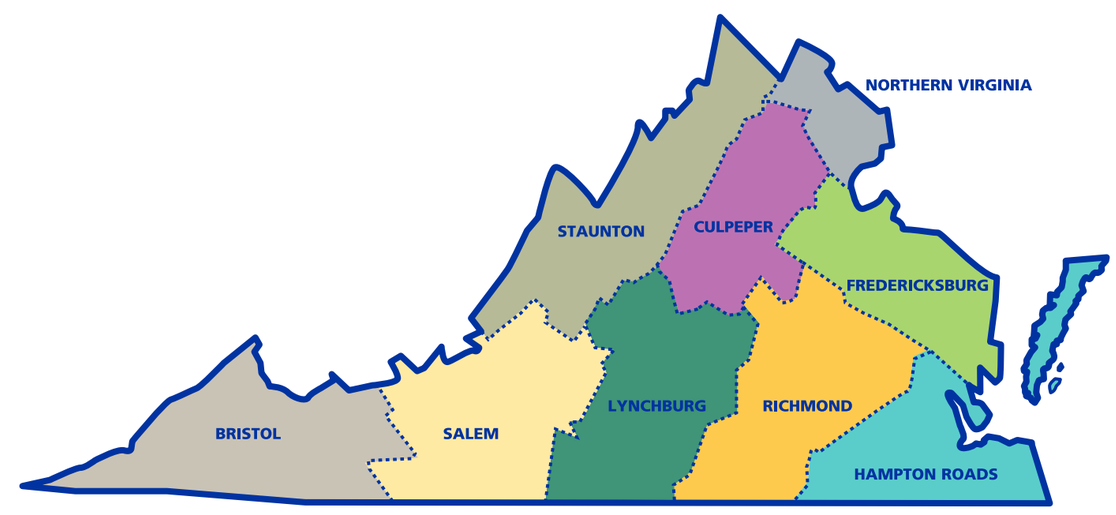
VDOT is one of seven agencies within the Commonwealth's Transportation Secretariat that work together to help move Virginia's economy forward. For more information on transportation projects and initiatives in Virginia, visit the Commonwealth Transportation Board's website at www.ctb.virginia.gov.

VDOT Organizational Structure

VDOT divides its business operations across the state into nine districts. Each district office oversees maintenance, operations and construction on the state-maintained highways, bridges and tunnels in that region. The Central Office, located in Richmond, provides agency-wide guidance and support to the districts through various business functions.

The VDOT Organization Guide, maintained on InsideVDOT, provides an overview of VDOT's organizational structure.

VDOT's Nine Districts



Mission Statement

Our mission is to plan, deliver, operate and maintain a transportation system that is safe, enables easy movement of people and goods, enhances the economy and improves quality of life.

Shared Values in Public Service

- Be responsive to customer needs, consider what VDOT does in terms of how it benefits our customers, and treat customers with respect, courtesy and fairness.
- Commit to safety and continuous improvement in everything we do, learning from mistakes and successes alike.
- Trust, respect, support and encourage each other.
- Respect and protect the public investment.
- Make decisions based on facts and sound judgment and accept accountability for our actions.
- Strengthen our expertise in using information, tools and technology to achieve high performance and stay on the cutting edge.
- Think ahead, acting and planning creatively for today and tomorrow.

VDOT Code of Ethics

- Commit to be a trusted steward of public resources.
- Act with integrity in all relationships and actions in the work environment.
- Abide by Virginia's Standards of Conduct for employees.
- Do not engage in conflicts of interest between private interests and professional roles.
- Do not use public resources for personal gain.
- Do not accept or give gifts in violation of the State and Local Government Conflict of Interests Act.
- Do not knowingly make a false or fraudulent statement.
- Do not knowingly conduct or condone any illegal or improper activity.

VDOT Safety Rules

Safety is VDOT's No. 1 priority. We make every effort to ensure a safe and healthy workplace for our employees as well as for our customers and business partners.
VDOT employees are required to follow our safety rules:

1. Report all personal injuries and vehicle or equipment incidents to one's supervisor immediately. If one observes an unsafe condition or act, it should be reported immediately to a supervisor or safety manager.
2. All workers shall wear appropriate VDOT-approved personal protective equipment (PPE) and high-visibility safety apparel for the appropriate work activities being performed.
3. All workers shall use appropriate fall-protection as required in accordance with applicable occupational safety and health standards.
4. A minimum five-minute safety meeting (related to daily work assignments) will be held each morning before a work party of two or more begins work.
5. Seat belts shall be worn by all vehicle/equipment operators and passengers.
6. The use of cell phones is prohibited when operating any vehicle/equipment owned or paid for by the state. The use of cell phones may be used for making and receiving calls only if the vehicle is equipped with a hands-free system.
7. Where there is limited sight distance, obstructions or limited maneuverability when backing or during periods of limited visibility, a ground guide or spotter must be used, when available.
8. All workers are prohibited from entering a permit-required confined space without proper training, permits, atmospheric testing and authorization.
9. Workers shall use appropriately rated chains, slings, rope and/or straps.
10. Before any worker performs servicing, maintenance, repairs on any facility, machinery or equipment where the unexpected energizing startup or release of any type of energy could occur and cause injury, the machinery or equipment shall be rendered safe to work on by either being locked or tagged out.
11. It is prohibited to use gasoline to start a fire or as a cleaning agent.
12. Disruptive or unsafe behavior – such as horseplay during work operations or catching a ride on a piece of equipment or sideboards – or any demonstration of violence toward other workers or VDOT property is prohibited.

Additional guidance regarding the VDOT Safety Rules and detailed Safety Policies can be found on the Safety and Security page on InsideVDOT.

EQUAL EMPLOYMENT OPPORTUNITY (EEO)

VDOT is committed to maintaining a diverse and inclusive community, which recognizes and values the inherent worth, dignity and mutual respect of every person.

VDOT provides equal employment opportunities to all employees and applicants without regard to race, sex, color, national origin, religion, sexual orientation, gender identity, age, veteran status, political affiliation, genetics or disability in accordance with the Governor's Executive Order on Equal Opportunity, the Code of Virginia and state and federal laws. VDOT also adheres to the principles of equal opportunity in all aspects of personnel management. Our goal is to keep the workplace free of all unlawful discrimination to include harassment and retaliation. All forms of unlawful discrimination, including on the basis of pregnancy, childbirth or related medical conditions, are strictly prohibited.

Reasonable accommodations are available upon request to applicants and employees who have personal medical conditions, physical restrictions or are experiencing pregnancy, childbirth or related medical conditions.

VDOT's Civil Rights Division is responsible for monitoring and compliance with EEO procedures, policies and laws. For more information or to request an accommodation, visit the Civil Rights page on InsideVDOT.

TYPES OF EMPLOYMENT

The types of VDOT employment are typically divided into two categories: classified and wage. Classified employees, which make up the majority of our workforce, are either full-time or part-time salaried individuals. Classified employees have rights and access to benefits under the Virginia Personnel Act. Wage employees are considered temporary and are intended to cover peak workloads and seasonal or short-term needs. These employees are restricted to working a maximum of 1,500 hours during the 365-day period of May 1 through April 30 each year. Wage employees are not covered under the Virginia Personnel Act.

While VDOT is considered an agency that operates 24/7, the following chart describes the typical hours of work and schedules normally associated with employment categories at VDOT:

Typical Hours of Work			Typical Schedule
	Per Week	**Per Year**	
Classified Full-Time ***(F Status)***	40	2,080	Five consecutive, eight-hour days per week *Alternate work schedules may be available.
Classified Part-Time ***(Q Status)***	30 – 39	1,560 - 2,028	Varies
Wage	Average of 29	Not to exceed 1,500 between May 1 and April 30 each year	Varies

* Some VDOT work units have established flexible work hours or alternate work schedules to better meet business needs. Alternate schedules must serve the business need of the work unit and be approved by management. A work unit may decide not to permit alternate schedules, or to discontinue them at any time.

For more information, visit the Policies tab under the Employee Relations section on the Human Resources page on InsideVDOT.

WORKPLACE EXPECTATIONS

VDOT is committed to providing a welcoming and safe workplace culture for all employees.

All employees are expected to perform work efficiently and effectively, and to conduct themselves in a professional manner.

Standards of Conduct

Employees who contribute to the success of VDOT's mission:

1. Report to work as scheduled and seek approval from their supervisors in advance of any changes to the established work schedule, including the use of leave and late or early arrivals and departures.
2. Perform assigned duties and responsibilities with the highest degree of public trust.
3. Devote full effort to job responsibilities during work hours.
4. Maintain the qualifications, certification, licensure and/or training requirements identified for their positions.
5. Demonstrate respect for the agency and toward agency co-workers, supervisors, managers, subordinates, residential clients, students and customers.
6. Use state equipment, time and resources judiciously and as authorized.
7. Support efforts that ensure a safe and healthy work environment.
8. Utilize leave and related employee benefits in the manner for which they were intended.
9. Resolve work-related issues and disputes in a professional manner and through established business processes.
10. Meet or exceed established job performance expectations.
11. Make work-related decisions and/or take actions that are in the best interest of the agency.
12. Comply with the letter and spirit of all state and agency policies and procedures, the Conflict of Interest Act and state laws and regulations.
13. Report circumstances or concerns that may affect satisfactory work performance to management, including any inappropriate (fraudulent, illegal, unethical) activities of other employees.
14. Obtain approval from supervisor prior to accepting outside employment.
15. Obtain approval from supervisor prior to working overtime, if non-exempt from the Fair Labor Standards Act (FLSA).
16. Work cooperatively to achieve work unit and agency goals and objectives.
17. Conduct themselves at all times in a manner that supports the agency's mission and performance of duties.

VDOT is dedicated to addressing unacceptable behavior and performance progressively in a situationally-appropriate, fair and consistent manner. As soon as a concern arises, supervisors should provide timely feedback in the form of coaching and informal counseling so employees have the opportunity to correct conduct or performance problems early and become fully contributing members of the organization. However, serious violations of the Standards of Conduct, Safety Rules and Code of Ethics should be appropriately addressed with formal corrective action.

Civility

All employees are expected to conduct themselves in a manner that cultivates mutual respect, inclusion and a healthy work environment. All forms of prohibited conduct, including harassment, bullying, threats, violent behaviors and retaliation are strictly forbidden. Firearms are prohibited on state property or while conducting state business; this includes storing firearms in a state or personal vehicle on VDOT property. In the event an imminent threat to safety is identified, employees should call 911 immediately.

Employees should report instances of prohibited conduct as soon as possible after an incident occurs. Civility complaints may be filed electronically on the Human Resources page on InsideVDOT, or verbally or in writing with any member of management, Human Resources or Civil Rights. Supervisors must take action to stop any prohibited conduct of which they are aware, whether or not a complaint has been made.

All employees are protected from retaliation for good faith reporting of a workplace concern.

For more information, visit the Employee Relations section on the Human Resources page on InsideVDOT.

Performance Planning and Evaluation

Classified state employees serve a probationary period of one year from the date of employment or re-employment date with the Commonwealth of Virginia. This is a trial period to determine if the agency and job are the right fit. After completion of the probationary period, the employee will receive an annual performance review. The employee may also receive probationary progress reviews providing feedback on performance throughout the probationary period.

VDOT uses job descriptions and position descriptions to communicate employee job responsibilities. Using these tools, supervisors develop and provide classified employees with performance plans outlining performance expectations, goals and measurements for each performance cycle. Annual and intermittent performance evaluations are then used to communicate progress in meeting objectives in the performance plan. Evaluations are just one tool used to help employees grow and advance within the agency.

For more information, visit the Employee Relations section on the Human Resources page on InsideVDOT.

Attendance

Employees are expected to report to work in accordance with the work schedule assigned by the supervisor, and are responsible for letting their supervisor know prior to the scheduled shift start time or as soon as possible if they will be late or absent. Employees should ask supervisors about the work unit's procedure for reporting late arrivals and absences.

VDOT is considered an emergency operations agency and employees are expected to report to work unless a specific office facility closing is issued by VDOT leadership. For more information on office closings, reference the VDOT office closing governance document on InsideVDOT.

Timesheets

VDOT uses the Cardinal financial system to maintain time and leave records for VDOT employees. All VDOT employees are responsible for accurately reporting time worked and absences taken within the established due dates for each pay period. An employee may be disciplined up to and including termination for fraudulent reporting of hours worked or misuse of leave.

Copies of the Hourly (wage) and Salary (classified) calendars outlining the pay periods and deadlines are available on the Fiscal page on InsideVDOT under the Payroll section. Supervisors should provide time reporting procedures for their work units.

For more information, reference the Employee Time and Leave Reporting Procedures document available on the Fiscal page on InsideVDOT.

Employee Travel and Reimbursement

Employees who are required to travel for work will receive reimbursement for authorized travel expenses incurred while on state business as long as the travel was pre-approved.

For more information, reference the VDOT Travel Guidelines available on the Fiscal page on InsideVDOT.

Drug- and Alcohol-free Workplace

VDOT is a drug- and alcohol-free workplace and strictly prohibits the use, possession or sale of alcohol or other drugs while on state property. All employees are required to remain free of alcohol and other drugs, legal or illegal, while on the job, on call or on property of the Commonwealth in official capacity and when operating state equipment.

The only exception is an employee using a prescription drug for medicinal purposes, in accordance with the instructions of a licensed medical provider who has advised the employee that use of the medication will not affect his or her ability to perform his or her job duties. When using prescription medications in the workplace, employees are responsible for ensuring that the medication used does not affect their ability to safely perform their job duties or create an unsafe work environment for others.

All employees are subject to drug and alcohol testing when there is reasonable suspicion that they may be under the influence of alcohol or drugs while performing their jobs.

Employees who are in U.S. Department of Transportation regulated positions, including commercial drivers and ferry workers, are also subject to periodic drug and alcohol testing in accordance with federal regulations. Violation of policies related to these matters can result in serious disciplinary action up to and including termination.

For more information, visit the Employee Relations section on the Human Resources page on InsideVDOT.

Smoke- and Tobacco-free Workplace

It is the policy of the Commonwealth of Virginia to ensure all employees and visitors to state agencies are provided with a smoke-free and tobacco-free working environment. The definition of smoking includes the use of traditional tobacco products as well as oral electronic devices that produce vapor containing nicotine and/or other substances.

The definition of tobacco use includes chewing tobacco or other nicotine products that are habit forming and produce physical waste such as spit or smoke.

VDOT's commitment to providing a smoke-free environment extends to all state-owned buildings and state-owned vehicles. Employees and visitors are required to stand a minimum of 25 feet from any entrances, windows and ventilation intakes to prevent smoke from drifting back into the building and may be required to utilize designated smoking areas away from foot traffic to and from state facilities.

A free smoking cessation program is included as part of the Commonwealth benefits package. For more information or to get started today, visit www.myactivehealth.com/COVA.

Personal Appearance

Employees of the Commonwealth should be dressed and groomed appropriately for the working conditions. VDOT work units may apply more specific requirements for dress and grooming based on business needs.

Conflicts of Interest

State employees are in a position of public trust. Employees are to avoid any actions that create the appearance of a conflict between personal and professional interests. Employees may not accept gifts, gratuities, favors or rewards for any services performed in connection with state employment, other than from

the agency where they work. Likewise, it is unlawful for employees to solicit, offer or accept money or anything of value in exchange for appointment or selection to a position at a higher salary or for special privilege with any state agency.

Outside Employment

A state employee's primary obligation is their state job. Employees must receive approval from the agency ***before*** taking on an additional job, including self-employment and uncompensated positions on municipal boards and planning commissions. An employee who already has other employment when he or she enters state service or moves from another agency must inform the hiring manager and seek approval to continue the other employment. An employee may be disciplined for failure to gain approval for outside employment, as well as for conducting outside employment that occurs during work hours or that is deemed to affect work performance.

Political Activity

State employees may not campaign for themselves or for anyone else during work hours, nor may they use state equipment or resources for political activities. Before beginning any political activity, contact the local Human Resources office.

State Fraud, Waste and Abuse

State employees are obligated to report instances of fraud, waste and abuse in state government. Employees may report instances to their supervisor or call the Fraud, Waste and Abuse Hotline if they are uncomfortable reporting it directly to their supervisors. All calls are confidential, anonymous, non-traceable and toll-free. Retaliation for calling the hotline or participating in an investigation is prohibited and subject to discipline.

Toll-Free Fraud, Waste and Abuse Hotline Number: 1-800-723-1615
Monday – Friday, 8 a.m. – 5 p.m.

Criminal Charges and Conviction Disclosure

VDOT employees are required to report new criminal charges and convictions to their supervisor or Human Resources within five business days of the charge or conviction.

USE OF STATE RESOURCES AND INFORMATION

Public employees must be mindful of their use of state property and information. Employees may only access and use VDOT facilities, computer/internet systems, communication tools (including state cell phones, instant messaging and email services), vehicles, data, records, office supplies and equipment as authorized.

Operating State Vehicles

All employees who use a state-owned or leased vehicle are responsible for reviewing and complying with all policies and procedures pertaining to the use, maintenance and operation of state vehicles. Each driver must observe all motor vehicle laws. Seat belts must be used in accordance with state law. All violations and fines are the responsibility of the assigned driver.

- Anyone driving a state-owned or leased vehicle must have a valid driver's license.
- Drivers shall use state-owned or leased vehicles and equipment for official state business only. Vehicles are to be operated in a manner that avoids even the appearance of impropriety. Only state employees can be passengers in state vehicles.
- All drivers should perform a walk-around visual inspection of the vehicle prior to moving.
- Drivers should practice defensive driving by anticipating and observing the actions of other drivers. Be especially careful when driving under adverse weather conditions.
- Averting one's eyes from the road may cause an accident. Employees should use their best judgment when using climate control settings, radio or other settings and controls.
- Cellular phones, GPS or other devices must be operated hands-free or while the vehicle is in park. Text messaging and emailing are prohibited while the vehicle is in drive and/or in motion.
- Essential equipment use for emergency vehicles (such as two-way radios) is governed by agency policy.
- Eating food is prohibited while driving a state-owned vehicle.
- Under no circumstances may a state employee operate a vehicle while under the influence of intoxicating beverages, drugs or other substances. No state vehicle may be used to transport alcoholic beverages except in the performance of official duties.
- Smoking and use of other tobacco products is prohibited in state vehicles.
- VDOT reserves the right to monitor vehicle and equipment usage and movements, using automatic vehicle locator (AVL) devices or other means. No employee shall have an expectation of privacy when operating state vehicles or equipment.

Electronic Communication, Telephone and Internet Use

Many jobs provide access to computer equipment and the internet so employees can perform their work tasks. Equipment and systems should be used for business purposes; users should expect their system use to be monitored. Personal use should be minimal and infrequent. Usage that interferes with normal business activities or is for personal economic benefit (including conducting outside business for profit), as well as use of electronic communication systems to transmit obscene, discriminatory or fraudulent material is strictly forbidden at all times.

Telephones are provided so employees can conduct state business. Personal use should be limited and should not include long distance calls. Lengthy or frequent personal phone calls, including those made on personal devices, may constitute an abuse of work time and may result in disciplinary action.

Confidentiality

Vendors and partners, as well as VDOT, entrust employees with confidential information relating to the agency's business. Any information that an employee learns about VDOT, Commonwealth employees, business partners or the public as a result of working for VDOT that is not otherwise publicly available constitutes confidential information. Employees may not disclose, distribute, copy or electronically transmit confidential information to anyone who does not need to know the information in the execution of their duties. The protection of privileged and confidential information, including trade secrets, is vital to the interests and the success of the agency.

As a VDOT employee, one may also encounter sensitive data. Sensitive data is any data that, when compromised, with respect to confidentiality, integrity and/or availability, could have a material adverse effect on Commonwealth interests, the conduct of agency programs, or the privacy to which individuals are entitled. Sensitive data includes but is not limited to Personally Identifiable Information (PII), which is any data that could potentially identify a specific individual, personal health information (PHI) protected by the Health Insurance Portability and Accountability Act (HIPAA), legal and investigative data, infrastructure and security data and certain contracting and procurement data. Sensitive data should not be disclosed outside of the agency.

Freedom of Information Act (FOIA)

The Virginia Freedom of Information Act ("FOIA Act" or "FOIA"), provides residents of the Commonwealth access to public records. A public record is any writing or recording including but not limited to email, printed books, papers, letters, documents, maps and tapes, photographs, films, sound recordings, reports or other material, regardless of physical form or characteristics, prepared, owned or in the possession of a public body or its officers, employees or agents in the transaction of public business. In essence, any business record created or received in the transaction of VDOT business may be subject to FOIA. Ensure that what is documented and produced is always in compliance with VDOT policy and practice.

VDOT TOTAL REWARDS

The VDOT total rewards package includes compensation, benefits, recognition and other valuable options, including flexible work schedules. The following sections include an overview of the total rewards available to employees. For more information, visit the Total Rewards section on the Human Resources webpage on InsideVDOT.

VDOT's Compensation Philosophy

VDOT's compensation program is designed to attract, motivate and retain talented and productive employees by applying an innovative mix of base pay, variable pay and non-monetary options. The agency strives to compensate skilled, high-performing employees at rates competitive with their local labor market while balancing internal alignment and exercising responsible fiscal stewardship for the tax paying residents of the Commonwealth.

The Department of Human Resource Management (DHRM) provides total compensation information to classified employees through the "My Employment Profile" application in the DHRM Employee Direct portal. Employees can review their total compensation statement through the DHRM Employee Direct portal at https://edirect.virginia.gov/.

VDOT also provides a Total Rewards Estimator that can be used to calculate the total monetary value provided employees based on one's personal salary and benefit selections. This tool is available on the Compensation page under the Total Rewards section of the Human Resources webpage on InsideVDOT.

Information about Paychecks

Standard pay periods for classified employees are the 10th through 24th days of a month and the 25th through the 9th days of a month. Most classified employees are paid twice a month, on the 1st and 16th days following the end of the pay period. Wage employees are paid on a bi-weekly schedule.

The pay and holiday schedule is available at http://www.dhrm.virginia.gov/payandholidaycalendar.

Pay stubs may be viewed online at https://payline.doa.virginia.gov.

PAID TIME OFF

Classified VDOT employees are provided with several leave benefits to support a work/life balance. Employees are required to request and receive approval from their supervisor prior to taking leave, and are responsible for knowing the available leave balance throughout the year. The state leave year begins on Jan. 10 and ends on Jan. 9. Part-time classified employees that work between 20 and 39 hours a week will receive prorated leave balances.

For more information about leave programs, access the VDOT Quick Reference Guide for Leave Programs available on the Benefits page under the Total Rewards section of the Human Resources webpage on InsideVDOT.

State Holidays

State Holidays*
New Year's Day
Martin Luther King Jr. Day
George Washington Day
Memorial Day
Independence Day
Labor Day
Columbus Day
Election Day
Veterans Day
4 hours the day before Thanksgiving
Thanksgiving Day
Friday after Thanksgiving
Christmas Day

*Additional holidays may be designated by the Governor

Annual Leave (vacation)

Annual Leave is paid time off that is available for personal use. Accrual rates and carry over limits vary based on years of service.

Annual Leave Accrual			
Years of Service	**Pay Period Accrual Rate**	**Maximum Carryover**	**Maximum Payout**
Under 5 years	4 hours	192 hours (24 days)	192 hours (24 days)
5-9 years	5 hours	240 hours (30 days)	240 hours (30 days)
10-14 years	6 hours	288 hours (36 days)	288 hours (36 days)
15-19 years	7 hours	336 hours (42 days)	288 hours (36 days)
20-24 years	8 hours	384 hours (48 days)	336 hours (42 days)
25 years or more	9 hours	432 hours (54 days)	336 hours (42 days)

Virginia Sickness and Disability Program (VSDP)

Employees enrolled in the VSDP program receive an allotment of sick and personal leave at the beginning of each leave year. Unused leave balances cannot be carried over at the end of the leave year.

Sick Leave

Sick leave is available for the employee's own health conditions and doctor visits. Below are sick leave allotments based on hire date and years of service.

VSDP Sick Leave		
Months of Service	**Allotment Hours/Days**	**Hired or Rehired 7/10 – 1/9**
Less than 60	64 (8 days)	40 (5 days)
60 – 119	72 (9 days)	
120 or more	80 (10 days)	

Personal Leave

Personal leave is available for a family member's illness or funeral and any other personal needs. Below are personal leave allotments based on hire date and years of service.

VSDP Personal Leave		
Months of Service	**Allotment Hours/Days**	**Hired or Rehired 7/10 – 1/9**
Less than 120	32 (4 days)	16 (2 days)
120 or more	40 (5 days)	

Traditional Sick Leave

Traditional Sick Leave participants (hired prior to Jan. 1, 1999, and who did not opt into the VSDP) typically earn five hours of sick leave per pay period. Unused sick leave is carried over each year and there is no maximum carryover limit.

Traditional sick leave is available for the employee's own health conditions and doctor visits, personal medical procedures and time away from work for recovery. Additionally, up to 48 hours per leave year may be used for the illness or death of an immediate family member.

Family and Medical Leave (FMLA)

The Family and Medical Leave Act (FMLA) provides eligible employees with up to 12 weeks of job protection for unpaid family and medical leave per leave year. FMLA can be requested for an employee's own serious health condition, birth/adoption or the serious health condition of an eligible family member.

In some cases, up to 33 percent of an employee's available sick leave balance (VSDP or Traditional Sick Leave) may be used for paid time off when approved for FMLA. Additional leave types can be used to cover additional hours not worked.

Parental Leave

Eligible employees may qualify for paid parental leave to bond with a child immediately following a new birth or placement of a child under the age of 18 with a new adoptive, foster or custodial parent. Eligible full-time employees may receive up to 320 hours of paid parental leave to be used within six months of the date of birth or placement.

Military Leave

Members of the National Guard and other reserve components of the armed forces may be granted up to 15 workdays (120 hours) of paid military leave during the Federal Fiscal Year (Oct. 1- Sept. 30) for training purposes or if called to active duty. In addition, employees are paid up to eight hours for pre-induction and other physical examinations required for military service.

Civil and Work-Related Leave

Employees may be granted leave for serving on a jury, attending court as a crime victim or a witness under a subpoena, or to accompany their minor child when the child is legally required to appear in court. Leave may also be granted to serve as an officer of election or to serve as a member of a state council or board. This leave may also be used for additional work-related situations; refer to the official leave policy for more details. Civil and Work-Related Leave may be denied under certain circumstances outlined in the leave policy.

School Assistance and Volunteer Service Leave

Employees are given 16 hours of paid leave at the beginning of each leave year to volunteer through eligible nonprofit organizations. Parents or guardians may use this leave for public or private pre-school and grade-school (K-12) parent-teacher meetings or to attend school functions in which one's child is participating. An additional eight hours per leave year may be granted to serve with a volunteer fire department and rescue squad or auxiliary unit.

HEALTH BENEFITS

Full-time and part-time classified employees are eligible to participate in a Commonwealth of Virginia Health Benefits Plan. Participation is voluntary, with the cost shared by VDOT and the employee.

To enroll as a new hire, a paper enrollment form along with applicable required documentation must be submitted to the local Human Resources office within 30 days of one's hire date. If one does not enroll within 30 days, the employee must wait until the annual open enrollment period, or experience a qualifying mid-year event. Any eligible employees and their eligible dependents may enroll within 60 days of a qualifying mid-year event.

Visit the Department of Human Resources Management website for additional information and plan options at www.dhrm.virginia.gov/healthcoverage.

Dental, Vision and Hearing Benefits

Basic dental coverage (routine cleanings and X-rays) is included with all plans offered by the Commonwealth of Virginia. For an additional cost, employees may also enroll in the optional expanded dental benefit, which covers procedures such as fillings and root canals.

An annual routine vision exam is available to employees enrolled in all plans. Some plans offer an optional vision and hearing benefit for expanded benefit coverage available at an additional cost for items such as frames, lenses and hearing aids.

Prescription Drug Coverage

Prescription drug coverage is available with all plans. The Commonwealth of Virginia prescription drug plan is a mandatory generic program. Refer to specific health plans for rates and home delivery services that may be available.

Employee Assistance Program

The Employee Assistance Program (EAP) is available to VDOT employees and their dependents under all of the health plans offered by the Commonwealth of Virginia. EAP offers assistance to employees and their family members who need counseling for various personal situations, including mental health, alcohol or substance abuse, stress, legal, financial and/or relationship concerns. The program covers up to four sessions per concern at no charge. Refer to specific health plans for more information.

Mental Health Resource Guide

Mental health crises can occur on any day, at any time, and sometimes without warning. If an employee or a family member covered under the employee's state health plan experiences a mental health crisis and needs support in managing the situation, a health care plan provider should be contacted as soon as possible.

Employees and family members not participating in one of the state's health plans may refer to the resources below for assistance.

- National Suicide Prevention Lifeline (24/7 assistance): 1-800-273-8255 http://www.suicidepreventionlifeline.org/
- Community Services Boards in Virginia respond to psychiatric emergencies 24 hours a day: http://www.dbhds.virginia.gov/community-services-boards-csbs

Flexible Spending Accounts

All full-time and part-time employees eligible for the state Health Benefits Program may participate in a Flexible Spending Account (FSA), which allows employees to set aside money from their paychecks, before taxes, to use on qualified health care and dependent care expenses. Employees may participate even if not enrolled in a health benefits plan.

FSAs can be a cost savings for employees with routine medical or child care expenses throughout the plan year; however, FSAs are a use-or-lose plan. All contributions must be used within the plan year and any unused funds are forfeited.

	Health FSA	Dependent Care FSA
Qualifying Individuals	Self, Spouse, Qualifying Child or Qualifying Relative	Dependent children under the age of 13 or a spouse or other qualifying dependent that is physically or mentally unable to self-care
Maximum Contribution Amount Each Plan Year	Federal Limit Set by IRS	Federal Limit Set by IRS
Eligible Expenses	• Prescriptions • Deductibles, coinsurance and copays • Dental care • Vision Care	• Before- and after-school care • Child day care, adult care or elder care • Summer day camp

Premium Rewards

State employees, retirees and covered spouses with health benefits coverage through COVA Care or COVA HealthAware plans are eligible to reduce the cost of their health insurance premium by completing an online health assessment. Spouses must complete their own health assessment in order for employees to earn the maximum discount.

Health assessments can be completed online by visiting your health insurance providers website and registering an account or by calling the customer service phone number for your health insurance provider.

All health assessments are confidential and not shared with the agency. Any results on the health assessment are for one's own personal education and awareness.

Wellness Program

Health and wellness is important to ensuring a safe and productive work environment. VDOT participates in CommonHealth, the state's wellness program for employees, families and retirees. The CommonHealth program offers a range of health-related activities and resources to live a long and healthy life.

For more information about CommonHealth and to access available resources, visit http://www.commonhealth.virginia.gov/.

LIFE INSURANCE

The Virginia Retirement System (VRS) administers our Group Life Insurance Programs for the Commonwealth of Virginia. Classified state employees are eligible for coverage under the group life insurance program provided by Minnesota Life/Securian Financial.

Basic Life Insurance Coverage

Basic Group Life Insurance Coverage is effective from the first day of employment as a classified employee. This plan provides life insurance and accidental death and dismemberment insurance during employment at no cost to the employee.

Coverage Type	Coverage Amount	Example Salary of $34,500
Death from Natural Causes	2 x Annual Salary (rounded to the next highest thousand)	$70,000 Coverage
Accidental Death	4 x Annual Salary (rounded to the next highest thousand)	$140,000 Coverage

Optional Group Life Insurance

Active insured employees may purchase optional life insurance for themselves, their spouses and their minor children. Premiums are paid directly through payroll deduction.

Coverage Options			
Option 1	**Option 2**	**Option 3**	**Option 4**
Employee	**Employee**	**Employee**	**Employee**
1x salary	2x salary	3x salary	4x salary
Spouse	**Spouse**	**Spouse**	**Spouse**
0.5x salary	1x salary	1.5x salary	2x salary
Child(ren)	**Child(ren)**	**Child(ren)**	**Child(ren)**
$10,000	$10,000	$20,000	$30,000
Children are eligible 15 days to maximum age	Children are eligible 15 days to maximum age	Children are eligible 15 days to maximum age	Children are eligible 15 days to maximum age

DISABILITY BENEFITS

Commonwealth of Virginia classified employees may be eligible for disability benefits. This benefit provides financial assistance to employees in the event they are unable to perform duties due to a disabling illness, injury or condition.

Virginia Sickness and Disability Program (VSDP)

Employees hired or re-hired on or after Jan. 1, 1999, were automatically enrolled in the VSDP. This program may provide income replacement to eligible employees during periods of disability lasting more than seven consecutive calendar days. VSDP provides income replacement at a rate of 100 percent, 80 percent or 60 percent depending on years of service. Annual leave may be used to supplement disability income replacement levels when they fall below 100 percent.

Employees new to state employment or returning to state employment after a break in service must serve a one-year waiting period before accessing the income replacement benefits. These employees are encouraged to secure optional private disability insurance to provide protection until they become eligible for income replacement.

Employees covered under VSDP are automatically enrolled in the VSDP Long-term Care Plan. Long-term care typically provides assistance to accomplish normal activities of daily living.

Traditional Sick Leave

Employees hired or re-hired prior to Jan. 1, 1999, who did not opt into VSDP are covered under the Traditional Sick Leave Program. This program may provide eligible employees with paid sick leave to use for their own serious health condition for extended periods of illness or disability lasting more than three consecutive calendar days.

Employees must submit medical certification under the Family and Medical Leave Act (FMLA) to be approved for extended Sick Leave. Sick Leave accrues at the rate of five work hours per pay period and may only be used for three major purposes:

1. Personal - For the temporary incapacity of an employee for their own personal illness, injuries and medical appointments
2. Family - Illness or death of an immediate family member (maximum of 48 hours per leave year)
3. Family and Medical Leave - Employees may use up to 33 percent of their available sick leave balances for family illnesses/injuries that qualify under FMLA

Traditional Sick Leave is available for periods of approved disability provided the employee carries a sufficient balance to cover the absence. If an employee becomes medically incapable of performing their job, and has been determined to be permanently disabled, there may be other options available to the employee, such as disability or early retirement.

Workers' Compensation

Workers' Compensation provides employees with income replacement for work-related injuries or illnesses. Employees must immediately report all work-related injuries and illnesses to their supervisor. When an injury occurs, employees must obtain medical care promptly from an approved panel physician provided by VDOT. Failure to adhere to VDOT's accident reporting guidelines may result in denial of benefits. If emergency treatment is required, employees must immediately go to the nearest emergency facility and follow up with an approved provider as soon as possible after the injury in order to obtain benefits.

VSDP participants must also initiate a short-term disability claim if an absence from work is anticipated to be more than seven calendar days.

Transitional Work Assignment

A transitional work assignment is designed to provide employees who have medically documented temporary work-related limitations due to an accident, injury or illness with the opportunity to return to work safely as soon as possible.

A transitional work assignment helps employees return to their full duties gradually. Examples include working part time or helping out in another position on a temporary basis until one is fully recovered. Temporary work assignments may be arranged between the employee and his or her supervisor to provide the ability to work while completing the recovery process.

RETIREMENT BENEFITS

Classified employees are automatically enrolled in the Virginia Retirement System (VRS) under the retirement plan that corresponds with their VRS membership date. Upon retirement, VRS provides monthly retirement benefits for eligible, qualifying employees.

VRS Plan 1	VRS Plan 2	Hybrid Retirement Plan
Eligible Members Employees with a VRS membership date that is before July 1, 2010, and who were vested (five years of service) by Jan. 1, 2013, are covered under VRS Plan 1. Please Note: If an employee has previously taken a refund of his or her VRS contributions and service, the retirement plan may not be the same when the employee returns to active employment under VRS.	**Eligible Members** Employees with a VRS membership date between July 1, 2010, and Dec. 31, 2013; or a membership date prior to July 1, 2010, but who are not vested (five years of service) by Jan. 1, 2013, are covered under VRS Plan 2. Please Note: If an employee has previously taken a refund of his or her VRS contributions and service, the retirement plan may not be the same when the employee returns to active employment under VRS.	**Eligible Members** Employees with a VRS membership date on or after Jan. 1, 2014, are covered under the Hybrid Retirement Plan.
Retirement Contributions Employee contributes 5 percent of their monthly compensation. This is a pre-tax deduction.	**Retirement Contributions** Employee contributes 5 percent of their monthly compensation. This is a pre-tax deduction.	**Retirement Contributions** Employee contributes 4 percent to Defined Benefit Component and 1 percent to the Defined Contribution Component; for a total of 5 percent of their monthly compensation. This is a pre-tax deduction.
Average Final Compensation (AFC) Average of 36 consecutive months of highest compensation.	**Average Final Compensation (AFC)** Average of 60 consecutive months of highest compensation.	**Average Final Compensation (AFC)** Average of 60 consecutive months of highest compensation for the defined benefit component of the plan.
Normal Retirement Age 65	**Normal Retirement Age** Social Security retirement age.	**Normal Retirement Age** Social Security retirement age for the purpose of the Defined Benefit Component of the plan.
Earliest Unreduced Retirement Age 65 with at least five years of service **or** Age 50 with at least 30 years of service.	**Earliest Unreduced Retirement** Normal Social Security retirement age with at least five years of service **or** Age and service equals 90.	**Earliest Unreduced Retirement** Normal Social Security retirement age with at least five years of service **or** Age and service equals 90.
Earliest Reduced Retirement Age 55 with at least five years of service **or** Age 50 with at least 10 years of service.	**Earliest Reduced Retirement** Age 60 with at least five years of service.	**Earliest Reduced Retirement** Age 60 with at least five years of service.

Deferred Compensation Plan (DCP)

Wage and classified employees can take advantage of an employer-sponsored retirement plan by signing up for the Commonwealth of Virginia (COV) 457 Deferred Compensation Plan administered by ICMA-RC. Enrollment is optional and can occur at any time while employed by the Commonwealth.

The minimum employee contribution is $10 per pay period. The maximum contribution is up to 100 percent of includible compensation or the maximum amount allowed under IRS regulations for the given year.

In addition, classified employees may qualify for the Cash Match Plan (401a). Employees who qualify will receive a cash match from VDOT to their Virginia Cash Match Plan equal to 50 percent of the contribution to the 457 plan, not to exceed $20 per pay period. Wage employees are not eligible for the employer cash match.

For more information and eligibility, call ICMA-RC at (877) 327-5261.

EMPLOYEE SERVICE AND RECOGNITION PROGRAMS

A variety of recognition tools are available to supervisors to reward and recognize employees for accomplishments both large and small.

Service recognition is offered for classified employees at one-year, three-year, and incremental five-year service milestones along with a variety of larger programs and events coordinated across the state.

WORK/LIFE PROGRAMS

Work/life programs are designed to improve the balance between work and personal life. VDOT and the Commonwealth offer a number of work/life programs.

Employee Discounts

Several vendors provide discounts to all state employees (classified and wage).

For information on current discounts, visit www.dhrm.virginia.gov/employeediscounts.

Commuter Incentive Program

VDOT offers a Commuter Incentive Program to help employees make smart decisions about their commutes to work. This program provides a tax-free monthly subsidy from $115 to $130 based on work location that can help pay for vanpooling, mass transit (such as public buses) and commuter trains.

Teleworking and Alternate Work Schedules

VDOT offers teleworking options to employees whose positions qualify for remote working opportunities. Teleworking is an optional benefit that must be approved in advance by supervisors and Human Resources using a work agreement. The ability to telework is not an entitlement. Certain jobs and certain employees will not be able to utilize this benefit.

VDOT also offers alternate work schedules for qualifying positions and employees. An alternate work schedule is any type of work arrangement that varies outside of normal business hours and may be a compressed workweek (four 10-hour days) or an alternating schedule that differs from the traditional eight-hour day/40 hour workweek. Alternate work schedules may be required for certain positions or particular situations. Supervisors must approve alternate work schedules in advance and have the authority to change alternate work schedules in accordance with business needs or an employee's work performance.

CAREER DEVELOPMENT AND TRAINING OPPORTUNITIES

VDOT strives for a workforce that is capable of delivering transportation excellence now and into the future. Employees should think about their relationship with VDOT as a career rather than a job. The goal is to help employees grow within their current roles and/or attain additional skills to meet their personal career goals at VDOT.

For more information, visit the Workforce Development section on the Human Resources page on InsideVDOT.

Personal Career Development

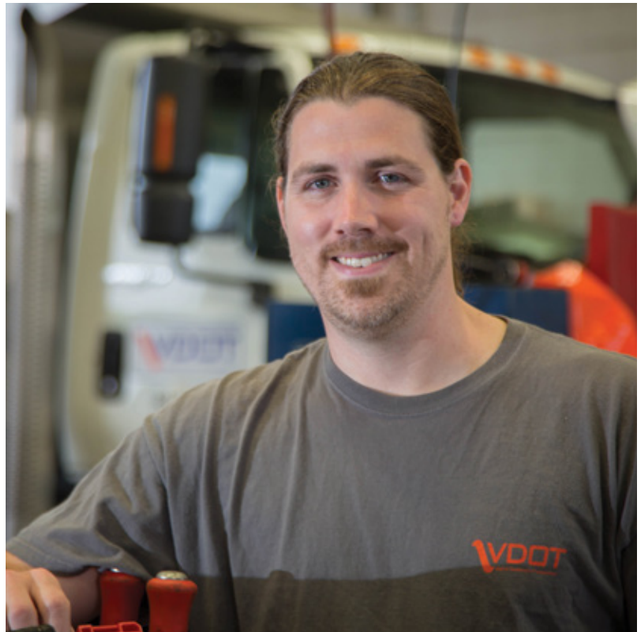
VDOT offers a comprehensive package of career development services, including:

- Fully defined career paths with action items and skills needed to be successful
- Tips to develop VDOT core competencies, which include technical, behavioral and leadership skills
- Tuition reimbursement to eligible classified employees pursuing courses and degrees aligned with their jobs under the Learning Partnership Program
- VDOT Career Coaches who are trained to guide managers and employees throughout the career development process
- VDOT Leadership Development Programs

Technical Training

VDOT partners with industry leaders and higher education institutions to provide specific training courses tailored to VDOT core jobs. Technical training programs include:

- Construction Inspection
- Maintenance Training Academy
- Materials Certification Schools



Pipeline Programs

VDOT's pipeline programs are geared toward developing minimally experienced individuals who are interested in a career in transportation. Pipeline programs include:

- Civil Engineering Scholar Program
- Core Development Program
- Internship Program
- Transportation Operator Apprentice Program

VDOT's Virtual Campus

All VDOT employees are provided access to the VDOT University Virtual Campus. This online learning management system is the central repository for agency training and development courses.

Available 24/7 year-round, the Virtual Campus puts at one's fingertips an extensive catalog of classroom and online courses that provide skills on a wide range of topic areas.

To access the Virtual Campus, log in from the following link:
https://VirtualCampus.VDOT.Virginia.gov

Skillsoft Books 24x7

VDOT provides employees with access to nearly 80,000 online books and videos through Skillsoft Book 24x7. Topics include information technology, desktop software, finance, business, leadership, engineering and more.

Employees may obtain off-network library access using their virtual library card at the online VDOT Research Library, http://library.virginiadot.org.

VDOT Virginia Department of Transportation