

YEARS OF SERVICE

THIRTY FIVE YEARS

Cressie A. Tucker, Milton
Charlene M. Walker, Midway

THIRTY YEARS

Craig A. Gavin, Chipley
Lori A. Kietzer, Midway
Georgia P. Petersen, Midway
William A. Pitts, Chipley

TWENTY FIVE YEARS

Cheryl G. McCall, Chipley
Hal W. Gore, Chipley
John S. Golden, Chipley

TWENTY YEARS

Michael P. Broom, Chipley
Fannie A. Byrd, Midway
Donald L. Shumpert, Ponce de Leon
Brian K. Satterfield, Midway
Jacalyn M. Skipper, Ponce de Leon

FIFTEEN YEARS

Jason R. Jones, Marianna
Michael A. Jones, Marianna
Charles E. Whigum, Milton
William B. Moore, Chipley
Kristi C. Patterson, Chipley
Deborah H. Barbee, Chipley
Chad A. Williams, Chipley

TEN YEARS

Steve A. Hagan, Chipley
Richard T. Strickland, Chipley

FIVE YEARS

Christopher G. Linder, Ponce de Leon
Robert S. Ratliff, Milton
Richard D. Yates, Chipley
Willie E. Bowen, Ponce de Leon
Charles D. Hoomes, Milton
Geoffrey F. Hynes, Chipley
Porter A. Vann, Chipley
Wendell C. Webb, Chipley
Justin N. Culbreth, Chipley
Stephen M. Dominguez, Chipley

RETIREMENT



Buford Faircloth
42 Years
District Office



Timothy Khune
18 Years
Milton Operations

Names and years courtesy of People First.

The District 3 Update is published quarterly by the Public Information Office for the employees of District 3.

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and Phyllis Wright



FLORIDA DEPARTMENT OF TRANSPORTATION DISTRICT 3 UPDATE

District Three Employee Newsletter

July-October 2013

The District Three Town Hall Meeting was held October 9

In addition to an employee update, employees were honored by their peers

Employee of the Year Award Recipients



Mark Thomas
District
Employee of the Year Award



Myra Hicks
Support Division
Employee of the Year Award



Brandon Bruner
Development Division
Employee of the Year Award



Kenneth Shiver
Operations Division
Employee of the Year Award

(See page 4, 5 & 6 for more award recipients)

District Three's newest Supervisor Academy graduates!



Get ready! Microsoft Office 365 is coming your way

Microsoft Office 365 (Software) is being deployed to your **computer workstations** beginning October 15, 2013. An Office 365 Communications SharePoint site has been established that contains some printable Quick Start & Quick Reference Guides and Frequently Asked Questions (FAQs). Here you can search for answers to your questions or submit new questions. <http://fdotsharepoint.dot.state.fl.us/fa/OIS/O365/default.aspx>. If you experience any issues following this install, please contact the FDOT Service Desk at (866) 955-4357.



State Employee Pay Increases

The state employee pay raise was implemented October 1, 2013. Employees with a base rate of pay of \$40,000 or less on September 30, 2013 will receive an annual increase of \$1,400. Employees with a base rate of pay greater than \$40,000 on September 30, 2013 will receive an annual increase of \$1,000; provided, in no instance shall an employee's base rate of pay be increased to an annual amount less than \$41,400.

Note: This increase is an increase in your base rate of pay even though it is a lump sum raise – it is not a percentage increase.



EMPLOYEE NEWS

Holly Walker, P.E. is the new District Safety Engineer. She comes to District Three via Central Office. A civil engineering graduate of Florida A & M University, Holly started her career thirteen years ago on the P.E. Trainee program in Jacksonville. Welcome to D3 Holly.



Heather (Bolton) Baril, P.E. District Three has a new Professional Engineer, Heather (Bolton) Baril. Heather completed the department's P.E. Trainee program and received her P.E. license in May

2013. She is currently a construction project manager at Milton Operations. Congratulations Heather.



The online pledge drive for the current Florida State Employees' Charitable Campaign (FSECC) is ends November 1, 2013 at 5 p.m. EST. If you desire to pledge and have not done so, follow the steps listed below to participate, your contributions are needed and appreciated:

Step One: Register

- Go to https://www.givingnexus.org/_fsecc2013/ or to the FSECC website at www.fsecc.com and click on "Pledge Now."
- Select "Yes" or "Sign Up."
- Select your state agency. (This is called your subdivision in the system.)
- Complete the online form. Create any user name and password that meets the system's criteria.

Step Two: Designate Your Favorite Charities

Access the "charity lookup tool" from the Main Menu dropdown list and browse or search charities. Remember, you are only required to designate one charity, but if you designate more than one, the minimum annual gift to each is \$5. Note – If you want to browse and search charities without registering or logging in first, simply go to the site and click on "charity lookup tool" from the Main Menu dropdown list.

Step Three: Make Your Pledge

Once you have registered, you are ready to pledge (or you can sign out and log in later using the same user name and password that you created to register). To begin the pledge process, you must enter an employee ID number. Important – Use the same six-digit login number that you use when you log in the People First system. If you do not know or use your six-digit People First login number, contact your human resource office.

Step Four: Allocate Your Pledge Among Your Designated Charities

Once you have made your charity designation(s), enter the total amount you wish to donate to each charity in the box provided. As you add allocations, the system automatically recalculates the portion of your total pledge that remains to be allocated. When your remaining total is \$0, your allocations are complete.

Step Five: Complete Pledge Process and Print Receipt

If your donation is for a one-time sum in cash or a check, you must take a copy of your pledge receipt along with your cash or check donation to Greg Vickery no later than 5 p.m. EST, November 1, 2013.

Plan Now for 2014 Benefits

The annual Open Enrollment for 2014 Plan Year began **Monday, October 21 and ends Friday, November 8, 2013, at 6 p.m. Eastern Standard Time (EST)**. This is your once a year opportunity to make changes to your pre-taxed state sponsored benefits. During Open Enrollment changes may be made as many times as you want. Once Open Enrollment ends, an appropriate qualifying event (e.g., marriage, child birth, divorce, employment status change) is required to make a change during the plan year. Upon experiencing a qualifying event you have sixty (60) days following the date of the event to make changes.

Open Enrollment benefit packets were mailed mid-October to all employees eligible to participate in the State Group Insurance Program.

To learn more about the benefits offered, visit a Benefit Fair available in your area. Representatives from the Division of State Group Insurance, People First, and the insurance companies will be on-site to answer any questions you may have. The Benefit Fair sites may have security desks, so please ensure that you bring your State of Florida employee ID badge or driver's license in order to gain access. Upon a request approved by the supervisor, the employee's attendance to a Benefit Fair is considered "time worked" including allowing employees reasonable time to arrive and depart from the Benefit Fair locations. Fairs are open from 9 a.m. to 4 p.m. local time unless otherwise indicated. District Three's Annual Benefit Fair is Wednesday, October 30, from 8:30 a.m.-3:30 p.m. (CST) in the District Design Conference Room.

If you have any questions, please contact the People First Service Center at (866) 663-4735 or your local Human Resources Office.

TRAINING AND DEVELOPMENT

All employees are required to receive the following trainings. The Training Matrix which shows all courses has been revised as of August 2013. It is important that employees review, as changes have been made. Specific to district three are the mandatory FEMA courses. Unit Training Coordinators have information on available trainings, you may also contact Doug Salter, Training and Development Manager at (850) 330-1376. Those course numbers are listed at right.

Course Name	Course Number	Frequency
Fire Prevention Annual Training (CBT)	ST-09-0057	Annual
FDOT Computer Security Awareness CBT (TRACK)	CU-11-0613	Annual
FDOT Annual Ethics Training (CBT)	BT-01-0116	Annual
Equal Employment Opportunity Training (CBT)	BT-01-0013	Every 3 Years
Defensive Driving (CBT)	ST-09-0228	Every 3 Years
Zero Tolerance for Violence - Employee (CBT)	BT-18-0045	Once
New Employee Orientation	EO-18-0004	Once
What We Value (instructor led) or What We Value (CBT)	WI-02-0033	
WI-02-0048	Once	
Safety Orientation CBT	ST-09-0197	Once
PF Employee Evaluations for Employees (CBT)	BT-18-0088	Once
FEMA TRAININGS (D3 Employees) (CBT)	AT-09-0001; AT-09-0002; AT-09-0005; AT-09 0010	

TEAMWORK

Safety and Team awards were also presented at the District Three Town Hall meeting

Description	Recipient(s)	Team
Excellence in Teamwork Award	Emily R. Dodson, Kerrie A. Harrell, Johnnie B. Kirkland	Design Build Procurement Process Team
Excellence in Teamwork Award	Martha K. Andrews, Sharon D. Hynes, Casey M. Johns, Ashley L. Porter, Donna L. Syfrett	Procurement Services Contract Management Team
Excellence in Teamwork Award	Laura O. Brewer, Billie J. Carter, Elizabeth R. Crawford, Marilyn M. Durrance, Carmelita T. Felder, Jennifer K. Morgan	Financial Services Team
Excellence in Teamwork Award	Crystal A. Carter, Glenda P. Faircloth, Beth A. Gorrell, Roberta D. Griffin, Norma D. Huff, Reynaldo C. McGraw, Johnny Miller, Ruth L. Nallick, Lisa C. Ward	Panama City Operations EBF Committee
Excellence in Teamwork Award	James W. Bell, Glen A. Borges, Wilson H. Brown, Jeremy A. Cushing, Matthew J. Goines, David D. Riley	Brooks Bridge Inspection Team
Excellence in Teamwork Award	Wade D. Brown, Chris Carroll, John D. Conrad, Floyd K. Everett, Gary B. Hogan, Tifford R. Jackson, Reynaldo C. McGraw, Johnny Miller, Tilmer E. Padgett, Willie J. Sheffield, Tony E. Smith	Panama City Operations Emergency Response Team



SafeRoutes To School

FDOT Community Traffic Safety Team (CTST) Coordinator Barbara Lee (second from right) assisted Calhoun County CTST members with ribbon cutting for the new SafeRoutes to School Sidewalk Extension in Calhoun County.

Ponce de Leon Operations SAFE T DAY

Ponce de Leon Operations Center employees demonstrated excellence in equipment operation and precision skills at a Safe T Day event held earlier this year. The event was held at the Ponce de Leon Operations Center and emphasized safety, knowledge of department standards, and operator training while providing participants an opportunity to showcase their skills in a competitive environment.

Such skills are often called upon when personnel respond to traffic incidents that ultimately affect state roads and motorist safety. "Our top priority is keeping Florida's roadways safe," said Ponce de Leon Operations Engineer Mac Watters. "By bringing our employees together for some friendly competition, we can perfect and further hone our skills through the competition as well as stress the concept of teamwork to keep Florida's roadways safe for the traveling public."

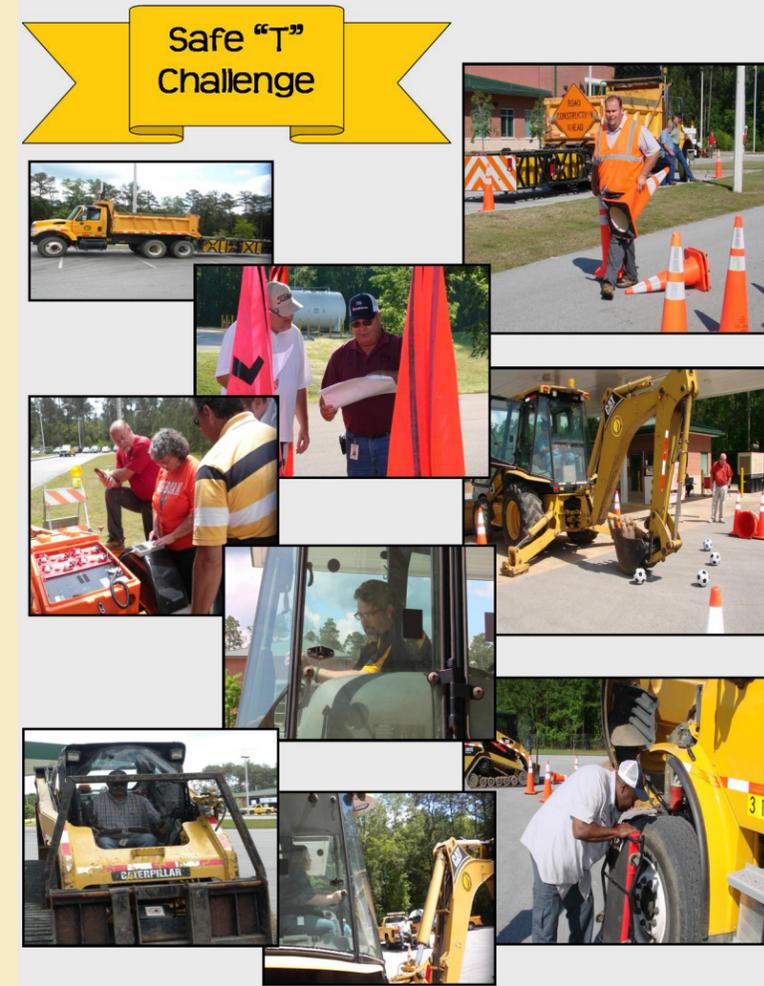
The day's six separate competitions featured both individual and team events in a variety of timed and scored tasks. Participants challenged each other in the areas of proper maintenance of traffic setup, dump truck pre-trip inspection, backhoe operation, attenuator truck parallel parking, variable message board programming, and skid steer loader operation. "The courses were set up to showcase safety, speed, and finesse," said Eric Rosnick, Ponce de Leon Maintenance engineer. "Generally, the winner of each event completed fastest with the least

amount of penalties."

Persons who have been working in the industry for years have never had to apply their expertise quite like they did during Safe T Day. "They're doing things on equipment they use in their everyday jobs, they just don't normally use it in that application," said Rosnick. "It's a neat opportunity for them to demonstrate the knowledge, proficiency, and tenacity it takes to operate this machinery." The centerpiece of the day's event was most likely the backhoe operation event also known as "Backhoe Soccer". Five plastic drums were arranged on their side in a semicircular fashion and each participant was challenged with attempting to "kick" a volleyball into each of the drums.

The top three finishers in each of the six individual categories were recognized, with awards distributed for the top three participants in the best all-around category. First place in the all-around category was Joey Gilley, Brian Tew came in second and third was awarded to Amanda Ramsey.

An event of this scale required a tremendous amount of planning, preparation, and cooperation. Several Operations Center employees teamed to create display boards with associated rules for each event, set up the various challenge courses, and prepare a wonderful lunch for both competitors and guests. Ponce de Leon Operations Center employees are to be commended for making Safe T Day a success.



DISTRICT AWARDS

Public Transportation Award



Kathy L. Rudd

Project Manager of the Year Award



Lori A. Kietzer

Highway Engineering Award



Dennis M. Thomason

Distinguished Manager Award



Blair L. Martin

Leader of the Year Award



Joseph D. Deal

Female Role Model of the Year Award



Tiffany K. Jones

Male Role Model of the Year Award



Brian K. Satterfield

Distinguished Customer Service Award



Gary B. Hogan

Distinguished Customer Service Award



Julia L. Kemp

Distinguished Customer Service Award



Frederic N. Coleman

Distinguished Customer Service Award



Kenneth E. Watson

Distinguished Customer Service Award



Angelo E. Pachelli

Distinguished Customer Service Award



Beth A. Gorrell

Distinguished Customer Service Award



Merry A. Stewart

Distinguished Customer Service Award



Linda L. Altieri

Distinguished Customer Service Award



Roland S. Ybarra

Excellence in Innovation & Creativity Award



Douglas M. Salter

Excellence in Innovation & Creativity Award



Marty D. Wilson

Excellence in Innovation & Creativity Award



Chad A. Williams

Excellence in Innovation & Creativity Award



Erica D. Hewett

Excellence in Diversity Award



Dustie Moss

Sustained Exceptional Performance Award



James M. Kapinos

Sustained Exceptional Performance Award



David B. Prichard

Exceptional Contribution Award



James W. Miller

Exceptional Service Award



Michael R. Suggs

Heroism Award



Tifford R. Jackson

Heroism Award



Sheila I. Mayo

Not pictured:

- Mark D. Nalick, Exceptional Contribution Award
- Donna L. Mosier, Exceptional Service Award
- Roberta D. Griffin, Heroism Award
- Melinda G. Smith, Distinguished Customer Service Award