

AUGUST 25, 2021



DISTRICT 2 WINTER OPERATIONS PROCEDURES FOR CONSTRUCTION PERSONNEL

D-2 WINTER OPERATIONS PROCEDURE IS LOCATED ON THE DISTRICT 2 INTRANET
<\\DOTFS\DISTRICT2\WINTER OPERATIONS>

YARD ASSIGNMENT FOR CONSTRUCTION PERSONNEL

Yard assignments will be determined by the following criteria:

1. Construction personnel will have an opportunity to participate in an annual meeting to be held prior to September 1st of each year where they will have an opportunity to select their top 5 choices including distance they live from each yard.
2. Maintenance yard selection will be based on seniority.
3. Final approval by the District Operations and Maintenance Manager will be based on minimizing response time.

Transportation to areas other than permanent assigned yard may be provided by the state, using construction vehicles to carpool to assigned area. People using state vehicles will need to leave at an appropriate time to arrive at the assigned yard at the start of the shift. They will leave assigned areas early to make up for the travel time at the end of their shift. Discuss this with your Maintenance Supervisors at your assigned yard.

FORMS MUST BE TURNED IN BY FRIDAY, AUGUST 27, 2021

Please list Area Codes – We must have these with the phone numbers

Name _____

Primary phone number #1 _____

Secondary phone number (optional) _____

FORMS MUST BE TURNED IN BY FRIDAY, AUGUST 27, 2021

Please list Area Codes – We must have these with the phone numbers

PLEASE INDICATE YOUR CHOICES

Elkhorn

Mormon Bridge

Omaha – 108th

Melia Hill

Plattsmouth

So. Omaha

Blair

1st Choice: _____

Miles from home to yard: _____

2nd Choice: _____

Miles from home to yard: _____

3rd Choice: _____

Miles from home to yard: _____

4th Choice: _____

Miles from home to yard: _____

5th Choice: _____

Miles from home to yard: _____

SHIFT PREFERENCE: ___ NOON to MIDNIGHT or ___ MIDNIGHT to NOON
(please circle or place an "X" in front of shift choice)

D-2 Winter Operations Policy is located on the District 2 Intranet.

[\\dotfs\district2\Winter Operations Info](#)

D-2 Winter Operations Procedures

Revision 8/25/2021

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LEVEL OF PARTICIPATION FOR CONSTRUCTION PERSONNEL TO BE INVOLVED IN WINTER OPERATIONS:

Construction Technicians I thru 3's. Tech 4 may be required to plow if weather conditions or staffing warrant. Volunteers (Construction Tech 4 & Project Managers) approved by District Engineer.

ADDITIONAL PERSONNEL FOR WINTER OPERATIONS

Electronic Technician Seniors will work a 12-hour snow shift during winter operations. Electronic Technician Supervisor will be on call for all electronic repairs during the winter event.

MECHANIC SHIFTS

Mechanics will follow shift schedule and on-call procedures for their assigned yard.

TEMPORARY ASSIGNMENT TO MAINTENANCE FOR ALL CONSTRUCTION NEW HIRES AND TRANSFERS WITH LESS THAN 3 YEARS SERVICE

New hires and transfers will be required to participate in winter operations and will work in a Maintenance Yard for a minimum of one full winter season. The temporary assignment to maintenance shall be from the first pay period beginning in November to March 15th. The employee will be assigned maintenance responsibilities at the same yard that they perform snow removal duties.

MEDICAL EXEMPTION FROM PLOWING FOR CONSTRUCTION PERSONNEL

Personnel claiming medical condition that would prohibit them from performing their assigned winter operations duties shall furnish a medical physicians note. Following the submittal of physicians note, the agency will engage in the interactive process outlined by NDOT.

. YARD ASSIGNMENT FOR CONSTRUCTION PERSONNEL

Yard assignments will be determined by the following criteria:

4. Construction personnel will have an opportunity to participate in an annual meeting to be held prior to September 1st of each year where they will have an opportunity to select their top 5 choices including distance they live from each yard.
5. Maintenance yard selection will be based on seniority.
6. Final approval by the District Operations and Maintenance Manager will be based on minimizing response time.

Transportation to areas other than permanent assigned yard may be provided by the state, using construction vehicles to carpool to assigned area. People using state vehicles will need to leave at an appropriate time to arrive at the assigned yard at the start of the shift. They will leave assigned areas early to make up for the travel time at the end of their shift. Discuss this with your maintenance supervisor at assigned yard.

DUTIES FOR CONSTRUCTION PERSONNEL INVOLVED IN PLOWING/SANDING OPERATIONS

All operators are required to clean out the interior of their assigned equipment at the end of his/her shift. During snowplow operations the operator will be required to complete a pre-trip inspection/checklist (NDOT-116) and maintain their assigned equipment.

If delays occur, construction personnel may be required to perform other winter operation duties as assigned by the maintenance area leadership or his/her designee. If construction personnel are not assigned any other winter maintenance duties, they may perform construction duties onsite using the NDOT provided devices.

Construction personnel will be released from snow removal duties if conditions warrant. If construction personnel have a laptop assigned to them, they may be allowed to work onsite (assigned maintenance facility) on construction assigned work.

Once it is determined that Construction personnel are no longer needed to perform snow removal duties, they will be released to normal construction duties.

Assignment or release during winter operations is at the sole discretion of the area maintenance leadership or his/her designee.

All construction personnel must clock in and out for snow removal duties using the Kronos time clocks in each facility. If a construction employee gets call to perform snow removal duties during his/her normal shift and has already clocked in using their computer, they must clock out using the Kronos time clock at the end of their shift. For any irregular shift that follows a snow removal shift, personnel must clock in and out using the Kronos time clock.

EXAMPLE: If an employee plows snow and gets off at 12:00 AM and they are released from maintenance at 7:00 AM, that employee reports to construction at 9:00 AM then that employee must clock in that day using the Kronos time clock.

WHAT DOES “OPT OUT” MEAN:

A person that has chosen to “opt out” still has to follow the leave process during the winter season.

Opt out personnel will be on-call whenever their assigned shift is on-call.

Opt out personnel will be notified by the area maintenance leadership or the automated system if needed.

ON-CALL/CALL-IN PROCEDURE

1. Maintenance leadership will determine on-call status based on the weather forecast and/or the NDOT Meteorologist recommendations.
2. On-call postings will begin on October 15th and end on April 30th. On-call personnel may be placed on-call outside of October 15th-April 30th if needed.
3. Maintenance leadership in each area will make the decision to call in personnel.
4. Construction personnel may be subject to being called 24 hours per day to respond to an emergency while they may not be in on call status. Emergency situations can include weather events. Personnel must make every reasonable effort to report for duty at their assigned maintenance yard when called upon.

POSTING OF ON-CALL STATUS

On call status will be posted by 2 p.m. Monday through Friday. Friday's posting will include the weekend. On-call status will be communicated by:

1. Emailed to all district 2 employees email address.
2. Place on voice mailbox, 402-595-1440 by the District Operation Center

Levels of Duty: Level 1 – No winter operations expected (white paper)
 Level 2 – On-call, post time of on-call for shifts (yellow paper)
 Level 3 – Call the Supervisor for your area for special instructions. (red paper)

REMOTE CALL-OUT SYSTEM ALL DISTRICT 2 YARDS

Call-out for winter operations during off-duty hours will be done utilizing an automated remote call-out system

When automated remote call-out system is activated, the following steps will occur:

You will receive a call from the remote call-out system, it will give you an introduction, and it will then give you your instructions and ask for a response from you to confirm that you have received the message.

SHIFT HOURS

Shift hours will normally be 12-12 for all yards. At the end of the snow event construction personnel will need to seek maintenance leadership approval prior to returning to their normal working shift. If maintenance leadership determines that construction personnel is no longer needed to perform winter operation duties, they will release construction personnel to their normal duties. When possible, maintenance leadership will announce the release of construction personnel via the automated system and/or maintenance leadership by 7:00 AM.

Once released from winter operation duties construction personnel will report for normal work duties at 9:00 AM, their shift ending at 5:30 PM.

RESPONSE TIME

Teammates will make every effort to respond in the least amount of time when notified for a snow event. Depending on road conditions the response time SHOULD be within 45 minutes. This time limit may be extended based on Supervisor's discretion, on a case-by-case basis, depending on storm intensity and road conditions. If your response time will be delayed, you shall contact you Maintenance Supervisor.

TRAINING

Construction personnel involved in winter operations will complete the following training:

- A minimum of one day of training on their assigned equipment with an experienced operator prior to winter operations (Area Leadership may utilize Opt Out teammates to assist with training during an active winter operation event).
- Vehicle inspection
- MDSS
- AVL
- Statewide radio usage
- Snow shifts
- Forecasting
- Snowplow tips
- Loader training
- Multi-lane Snow/Ice Plowing Training
- Plow Truck Simulation Training when available

Additional training may be required by the area Maintenance Leadership

DISTRICT 2 – WINTER OPERATIONS LEAVE PROCEDURES

October 15th - April 30th

In order to provide adequate service to the traveling public, maintaining needed staffing during winter operations is necessary.

All personnel will keep themselves apprised using KRONOS the amount of vacation that must be used prior to December 31 of that year. Personnel with any more than 280 hours of accumulated vacation leave by the close of business on December 31st have the potential to lose leave. It is the employees responsibility to manage their leave balance and understand the risk of forfeiting leave in excess of 280 hours because of winter operations. District 2 personnel are highly encouraged to use excess leave prior to December 1st to avoid the risk that they will lose vacation leave due to snow removal duties.

Vacation leaves will be approved /disapproved based upon forecasted weather conditions. Vacation leave will not be approved for more than a week at a time during the winter months.

Your cooperation in managing your vacation leave balances should prevent any potential loss of vacation leave, allow you more flexibility to use vacation leave throughout the year, and provide the necessary staff to maintain an acceptable level of service to the public during the winter.

_____	_____	_____	_____
Construction Representative	Date	Maintenance Representative	Date
_____	_____	_____	_____
District Construction Engineer	Date	District Ops. & Maint. Mgr.	Date
_____	_____	_____	_____
	District Engineer		Date

