



KDOT

Translines

Bureau of Transportation Information

August 2004

511 system replaces Road Condition Hot Line

On June 30, 2004, the Kansas 511 Advanced Travel Information System officially replaced the old Road Condition Hot Line (1-800-585-ROAD). "Travel information in Kansas is now as simple as dialing 511," said Barb Blue, 511 Project Manager.

While the 511 system has been actively used since its deployment in January, KDOT wants to be sure that the traveling public is well aware of 511. Road Condition Hot Line road signs have been removed and have, in many cases, been replaced with 511 signs. Other 511 promotion efforts are

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Signs like this one on US-75 alert motorists to call 511 for road condition and weather information.



Headquarters transition to Harrison Center continues

More and more KDOT offices are making the move to the Harrison Center. And in the next few weeks, those moves will be complete.

One change to the plan is that the cafeteria on the fourth floor is currently on hold. "Some building code work needs to be done and it has turned out to cost more than anticipated," said Dick Bauman, Headquarters Relocation Manager.

The fourth and fifth floors will not be occupied by KDOT. However, once it is determined what group will move into this space and it is known how much it will cost to remodel that area, funds will be identified to remodel the cafeteria. "They don't have to wait until the offices are actually occupied to begin remodeling

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KDOT letting seeing changes

There's been lots of activity with KDOT's construction letting recently, and other changes are on the horizon.

No letting will take place in August. A small construction letting with no time-sensitive projects scheduled for August allowed them to be rescheduled, said Chief of Construction and Maintenance Dean Testa. One project was moved to the July letting and the

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- ◆ RETENTION AIM OF GOVERNOR'S ORDER



Miller's Time

By Secretary
Deb Miller

KDOT's future includes changes

Remember the marketing campaign Oldsmobile developed in the late 1980s to shake off its image as a car for the older generation?

“This Isn’t Your Father’s Oldsmobile.”

The slogan caught on in a big way and became a part of American pop culture. It was used to describe new, exciting products, or a way of thinking whose time had come.

When I think of our agency and the technological and market forces at work on us, the old slogan comes to mind again.

“This Isn’t Your Father’s KDOT.”

As we move further into the 21st Century, we must adapt to new ways of doing business. Like consumers in the marketplace, the citizens of Kansas expect value and service for their tax dollars. They expect us – and every agency in state government – to do more with less.

Governor Sebelius is committed to that and so am I as the CEO of this agency.

Maximizing our performance means more than ensuring that our design and construction processes are efficient and cost effective. It also means structuring the agency in a way that ensures we make the best use of every employee’s time and talents. And it means working creatively within our limited resources to recruit and retain highly skilled

employees.

Like other DOTs and many private workplaces across the country, KDOT has an aging workforce. The pressures to attract the most skilled and talented workers to replace retirees are building as we face competition for the best from the private sector.

So how do we compete to keep or recruit the most skilled workers at KDOT? This spring, a new scheduling option was approved as a way of being more responsive to the desires of some of our workers. A much-deserved 3 percent Cost of Living Adjustment went into effect July 1, thanks to the efforts of the Governor and the Legislature. And recently, the Governor authorized a new tool – the in-grade pay increase – to keep our most vital employees from leaving for private sector jobs.

The in-grade pay increase tool has not been universally accepted by state workers. Some of that skepticism comes from misunderstanding and an inaccurate portrayal of the Governor’s order. I ask that you keep an open mind about the in-grade pay increase as its guidelines are developed. *A story about the in-grade pay increase appears on Page 4.*

We will need all of the tools mentioned above and more as we deal with what is expected to be a smaller 21st Century KDOT. There has been no fundamental change in the size of our workforce for 20 years. If the public is to have confidence that we are using our resources wisely, we will have to constantly look for ways to be innovative in meeting the state’s needs. That could mean combining some offices and not filling every position when someone retires or leaves for another job.

So, we must work and think differently. We must emphasize leadership and managerial skills. We must be creative. And, we must make sure we don’t lose those workers so important to our goals, whether they are the operators of sophisticated machinery or engineers in some of our hard-to-fill offices. Recruiting and retaining the right people is the key to remaining a good, functioning agency.

This summer and fall as I tour various district and area offices, I will be talking about these issues and listening to your suggestions as to how we meet the challenges we face.

Calendar of Events

August 10 – 11 a.m. KDOT Employees’ Council Meeting, Seventh Floor Conference Room, Docking State Office Building.

August 13 – Highway Advisory Commission meeting conference call.

August 14 – KDOT employees’ council softball tournament and picnic in Topeka.

August 14 – KDOT Golf League tournament at Western Hills in Topeka. Next tournament is August 28 at Topeka Public. For more information, contact Kevin Adams at 785-296-5297.

September 6 – State employees off for Labor Day holiday.

Note: The Construction Bid Letting scheduled for August 18 in Topeka will not be held. See page 1 for details.

Dusty, dirty work can lead to exciting discoveries

Contrary to how it appears in adventure movies, an archeological dig is not glamorous. It's not that much fun and it's not overly exciting. Normally it does not make one rich and it does not lead to an early retirement.

It can be, however, dusty and dry or wet and cold, tedious, unheralded, exhausting, boring, and painfully repetitious. But sometimes, when a unique discovery is made, buried deep within the layers of ancient sediment, an archeological dig can be a spine-tingling experience. To the trained eye, the layers of the earth's crust are like pages of a book, being turned slowly to reveal a fascinating story.

Such a story is being told to a team of researchers from the Denver Museum of Nature & Science, the Kansas Geological Survey at the University of Kansas and the KU Anthropology Department. Led by Dr. Steve Holen, Dr. Rolfe Mandel and Dr. Jack Hofman, the team is slowly and carefully unearthing the dusty pages of history under the Western Kansas prairie.

The modern part of their story began in 1976 when Don Lindsey, a paleontologist with the Denver museum, excavated part of a mammoth in an area altered by the construction of a new section of I-70. KDOT's design for the highway included the re-channeling of



A student from KU excavates a one square meter test unit. All material is troweled in fine levels in an attempt to find bone fragments and stone tools.

a small section of a meandering creek that crossed the planned route of the highway repeatedly. By diverting the stream flow a short distance, a number of additional bridges were eliminated, saving millions of dollars. When fill dirt from the new channel was taken and used to elevate part of the road, new soil cuts were exposed and evidence of fossilized animal parts became obvious.

In a subsequent dig five years later, Lindsey found evidence of another Columbian mammoth and a camel (both species now extinct) that had roamed Western Kansas approximately 11-13,000 years ago – a time when this particular area had lush vegetation and served as a perennial source of water

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Kudos

to KDOT employees

Congratulations to the following employees who took the PE review class and passed the PE exam last spring: Bryan Hamel, District Five; Doug (William) Daugherty, District Six, Area One; Gary Murphy, District Two, Area One; Glenn Larson, Transportation Planning; Jim Katzer, Bridge Design; Karen Peterson, Bridge Design; Mary Faulk, Bridge Design; and Shane Houser, Road Design.

BROWN BAG

LUNCH

Topic: Operation Lifesaver
Speaker: Eddie Dawson
Date: Wednesday, August 4
Time: Noon to 1 p.m.
Place: 4th floor conference room, Docking State Office Building
All employees are invited to attend.

Retention aim of Governor's order

By Steve Swartz

Losing some employees just hurts more than others and Governor Sebelius has taken a bold measure to put a stop to that kind of pain.

Her preventative medicine is the in-grade pay increase.

But, like many new drugs introduced to the market, there has been some confusion (and controversy) about how to use the medicine and how it will be dispensed.

The Governor and managers throughout Kansas government hope the in-grade pay option puts them on equal footing with the private sector when it comes to keeping the best and brightest on the state payroll.

"This is something outside the box for Kansas," said Nancy Fleeker Daniels, Assistant Bureau Chief of Personnel Services.

The new tool provides agency heads the flexibility of giving a limited number of in-grade pay increases for the sole purpose of retaining "hardworking state employees who are critical to state government's mission of serving Kansas as effectively and efficiently as possible," the Governor wrote in a July 1 letter to state employees.

Anticipating a smaller state government in the 21st Century, the Governor hopes the incentive will help keep the quality of the workforce at a high level while not increasing the budget. In-grade increases must be paid for through existing resources in the agency budget.

"This is a major cultural change for the state of Kansas," said Daniels, who has worked for the State of Kansas most of the time since 1974.

Daniels said some jobs in KDOT are harder to fill than others, and then it becomes a challenge to retain the valued worker.

"On some of those jobs, they're just revolving doors," she said.

The Governor's order may make it possible for KDOT to reverse that trend, according to Assistant Secretary and State Transportation Engineer Warren Sick.

"We have all said at sometime in our public career, 'If we didn't have all those rules and regulations, if we could just

operate more like a private firm, it would make our job a lot easier,'" Sick said.

"I think this is a move in that direction that gives the agency more flexibility. But because the opportunity to use in-grade increases will be very limited, it will require managers

to make some tough decisions that they have not had to make in the past," he said.

Although the in-grade increase will be a challenge for managers, it should also make parts of their jobs easier, said Daniels.

"They won't be spending time advertising, interviewing, training and the other tasks that result from constant turnover," she said.

The Governor's executive order was not met with universal

approval. Although the vast majority of the organizations representing state workers support the order, the Kansas Association of Public Employees has objected, saying it would lead to favoritism. The Governor's office thinks KAPE's leaders fundamentally misunderstand the initiative and have inaccurately portrayed it to its members.

The in-grade increase will not apply to union-covered employees whose organization has not signed off on the order, Daniels noted.

The guidelines for use of the in-grade pay raise are still being developed. The agencies were asked for input, which was sent to the Division of Personnel Services and the Department of Administration in mid-July.

Daniels, like Sick, thinks managers will be key to making the in-grade pay increase the valuable tool it is expected to be.

"The catch to all this is that it will only work if managers are accountable, because it's going to require them to make decisions that they haven't had to make in the past," she said. "Such decisions will involve assessing the value of certain jobs and skills and recognizing factors that impact retention."

In-Grade Pay Increase

WHAT IT IS

- ◆ A retention incentive for vital workers
- ◆ A tool to be used in limited circumstances
- ◆ A cost that will be paid for within the existing budget

WHAT IT ISN'T

- ◆ Pay, award or bonus for performance
- ◆ Return of the step movement
- ◆ Addition to the existing budget
- ◆ Blanket raise for all employees
- ◆ A 16th step

'I think this is a move in that direction that gives the agency more flexibility.'

Warren Sick



Step Back in Time



Workers construct a US-69 bridge in Johnson County over Southwest Boulevard in September of 1955.

511

Continued from page 1

under way as well. TV and radio spots were released in early July that are being carried by radio and TV stations across Kansas. 511 will be promoted at county fairs and the Kansas State Fair this summer and fall. Additional information about 511 will also be on the next printing of the Kansas State map.

“We have been very pleased with the public response to 511 thus far,” stated Blue. While KDOT had projected 100,000 calls the first year, nearly 135,000 calls had been received by early July, after seven months of operation. Comments received from callers have been extremely positive—they like 511, and find it helpful and easy to use. For example, one caller stated in a recent comment, “I just wanted to take the time to comment that I am very impressed with this system, and I hope it’s something that I see in all my highways, both Kansas, Missouri, and my travels to Chicago. This is a really, really neat thing—what a great service!”

Many callers have told us what a great improvement 511 is over the road condition hotline—511 is simpler (three digits to dial), more complete information (route-specific information that is near real time), and quicker to use. “Callers like that they can ask for route specific information and not listen to information they don’t need or want,” said Blue.

By dialing 511 inside Kansas or 1-866-511-KDOT (5368) anywhere in the U.S., travelers can get specific road conditions, construction detours and travel weather information for the Kansas State Highway System and the Kansas Turnpike. Kansas 511 also provides similar information for Nebraska (the only surrounding state with an active 511 system). Currently, phone numbers are provided for callers to access information in other surrounding states. As other surrounding states deploy, Kansas will work to make their information available as well. “Summer travelers have commented how much they appreciate being able to access information across state lines,” Blue commented.

Information is available all day, every day. The call is free from a landline phone. For most wireless users, the call will count against their cellular minutes, but no roaming fee should be involved.

As we’ve seen with the many recent storms this season, the weather in Kansas can change very quickly. With updates every 15 minutes, Kansas 511 can be a resource to help keep travelers informed about changing conditions.

With summer being the height of road construction work, detours and road closures are more likely for summer travelers. By calling 511 before traveling, callers can find out if routes they plan to travel are impacted by road work and can make alternative plans as needed. “Informed travelers can make informed decisions that may assist them in increasing their travel safety,” said Blue.

Road condition information is entered by KDOT crews across the state. The same road condition information is also available on the internet through KDOT’s Kanroad system at www.kanroad.org.

Informal meetings well-received by public

The family kitchen table provides a relaxed environment conducive to conversation. KDOT is exploring that concept as it meets with landowners affected by highway construction.

KDOT used the new, more personal "Kitchen Table" approach on the US-54 Pratt to Kingman System Enhancement project. The idea behind the meetings was to hold informal discussions, much like what happens around the kitchen table. In June, KDOT hosted the private meetings with affected property owners in Pratt, Cunningham, and Kingman.

"We took the extra effort to contact each affected property owner and give them the opportunity to meet one-on-one with us at the three separate locations," said Jim Richardson, KDOT Project Manager in Design. "Property owners discussed their concerns and asked questions regarding access, the right-of-way process and property management."

Richardson said 162 property owners will have impacts to their property as a part of the US-54 project. The proactive approach by KDOT proved very successful as meetings were held with 108 property owners. Also, the project team is working to conduct about 20 conference calls with property owners that do not live in the area.

"The main advantage of kitchen

table meetings is it's a very personal discussion with only one landowner at a time," said Richardson. "We can address their questions and concerns directly without other people involved. They might be reluctant to ask a question or

'The main advantage of kitchen table meetings is it's a very personal discussion with only one landowner at a time. We can address their questions and concerns directly without other people involved.'

Jim Richardson

voice their opinion if their neighbor is sitting next to them."

The US-54 project includes determining the exact location, design, and right-of-way needs for 44 miles of four-lane highway from just west of Pratt to east of Kingman. In addition, about 9-10 miles of four-lane highway in Pratt and Kingman counties are scheduled to be constructed by 2010. Right-of-way for the remaining 34 miles of the corridor will be purchased and preserved until

construction funds can be identified to build more roadway.

The US-54 project team was split into smaller teams for kitchen table meetings in each of the three cities. At each location there was a representative from either Design or the consultant HNTB, a representative from Right of Way and a representative from Public Involvement.

"Putting together the kitchen table meetings was a huge task and thanks to the efforts of the KDOT and HNTB staff who were involved they were a success," said Richardson.

Landowner Sue Eck said the kitchen table session in Kingman with KDOT was a step in the right direction to enhance communication.

Eck owns land that runs adjacent to the proposed expansion project where final alignment selection and right-of-way acquisition are scheduled to begin within the next two years.

"I was relieved after attending the meeting," said Eck, who viewed a map that outlined her property in reference to the proposed highway. "I'm happy the road isn't where rumors told me it is."

The kitchen table concept is also continuing to be used for meetings on a major US-59 project that will four-lane the roadway between Lawrence and

KDOT communications tower being rebuilt

Efforts to rebuild a 400-foot KDOT communications tower that was destroyed in high winds on June 12 in Topeka are now under way.

Preliminary analysis showed that rebuilding of this tower at the same site was in the best interest of public safety – public safety agencies as well as KDOT could not get the coverage necessary for normal operations from this tower in a timely manner if it was moved to a new site, according to Ed Geer, Communications System Administrator in Construction and Maintenance.

The new tower is also 400 feet tall, but will have a larger base than the old tower and is designed

to withstand winds up to 120 mph with the same loading, according to Ed Geer. The new tower is scheduled to be constructed and operational in the fall.

In the interim, a 106-foot tower is currently being used. The tower, which is called a COW (communications on wheels), is one of two tower/trailer combinations originally purchased by the Kansas Highway Patrol for use by KDOT during emergency response situations. At the present time it is scheduled to remain in Topeka to support the 800 megahertz radio system until the new tower is ready.

Talking tips

By Ron Kaufman

Public Involvement Administrator

This month's column is a summer rerun and was first published in February, 2002.

Inspiration comes from many places. Take bumper stickers, for example. They offer fleeting moments of cheap insight and psychoanalysis. I saw one the other night while leaving the parking lot of the local hamburger joint. Stuck to the bumper of a small, decrepit foreign car, it read, "Speak your mind, even if your voice is shaky."

I didn't see to whom it was attributed. The lettering was too small, it was dark, and I didn't want to get too close to the car ahead. You would think that with a message like that, the sticker would have been larger and easier to read.

But, it got me to thinking and inspired this month's column.

Public speaking is one of the most frightening things that many people can imagine. Many years ago, I knew a man who gave up a college degree in the last semester of his senior year because he couldn't bear the thought of taking a class in public speaking. That is fear!

There are a number of resources available to help you with a public speaking challenge, whether it is running a meeting or giving a formal presentation to a large audience. All you have to do is type "public speaking" into your Internet search engine and watch the material unfold before you. I recommend the information from Toastmasters International. But how do you deal with the fear and nervousness? How can you speak your mind, even if your voice is shaky? First of all, it is important to realize that nervousness is natural. Even the most seasoned presenters get nervous before and during a presentation. Experienced people have learned what many beginners will eventually learn: you

will survive the ordeal! A shaky voice is a natural consequence of fear, but it can be controlled. Here's how. It all boils down to familiarity.

First, be familiar with your material. Prepare well in advance and rehearse it several times, both out loud and in your head. Imagine yourself in the room, talking to the audience. Visualization of the upcoming event is a common technique used by athletes and other performers. If you'd like a second opinion about your material, ask your friendly KDOT public affairs professional to review it or listen to it. Second, get familiar with your breathing. When you feel yourself getting nervous, take a few deep breaths. Proper breathing helps you relax, focus, and ease the tension in your throat and neck muscles. A

relaxed throat helps chase away the shaky voice syndrome. If you feel your throat tightening during the presentation, it is likely that you are not breathing properly. When it happens, pause and

take a breath. Third, get

familiar with the room. If it is possible, arrive early or during a break, walk around, test the podium, check the sound, and see what the audience will see. Fourth, be familiar with your equipment. People are probably forgiving of a brief lapse or two in the way the equipment is working, but it quickly becomes irritating if it interferes with your message. You cannot control equipment accidents, but you can control how well you know the equipment in the first place. Fifth, get familiar with your audience. Learn about them ahead of time, take time to greet some of the people before your presentation, or talk with the person who arranged your appearance. It is much easier to talk to people with whom you've talked before.

Finally, be familiar yourself. It is OK to be nervous, so don't apologize for it. Use the bottled up energy to animate your presentation. Remember that it is not your nervousness that the audience finds important, it is your message. Take a deep breath and go for it!

Communication: A Key to Success



Kansas Department
of Transportation

Relationships require regular maintenance

Will Rogers said, “There is a law of relationships just like the law of nature. It’s as difficult to separate the sun from the sunshine as it is to separate the love of your work from the love of the people you work with.” Care, concern, respect, and appreciation serve as the “emotional glue” that binds us together in the workplace.

As we all consciously work on making people around us feel important and cared for we make a difference. Think how different our work day would be if we took time to tell co-workers how pleased we are with the way a particular job was done or that it had been a pleasure to work with them that day. Not empty flattery but sharing genuine appreciation for a job well done and the pleasure of being around good people. Recognition, praise, appreciation and encouragement motivate us all.

It is difficult to get any job done without the cooperation of other people. As we see co-workers as important and make them feel that way, they return creativity, cooperation, and collaboration. We all need to feel cared about as people, not just for the work we do, and it’s everyone’s job to contribute. If we fail to honor others, they will not honor us.

It isn’t very demanding to share a smile, give a greeting, or speak a

kind word. The more positives we share the more others are affected, and we develop an attitude of gratitude. Winston Churchill said, “The optimist sees the opportunity in every difficulty. The pessimist sees the difficulty in every opportunity.” As we see and share something positive in everyday situations, we help others to do the same.

ALL ABOUT ATTITUDE

By
Carla
Mumma

Human relationships both on and off the job are probably our greatest challenge. They are hard and worthwhile, stimulating and frustrating. We struggle when we should let go. We avoid when we should confront. As good “doers” most of us get consumed with efficiency carrying out the regulations or provisions within the program we are working on. Unfortunately we cannot be efficient with people. We all need genuine caring to feel connected, and relationship maintenance requires our time and attention.

If we care about our car and want it to last a long time, we know it requires more than occasional

maintenance. We avoid rough, gravel roads, get regular oil changes and tune ups, follow manufacturer’s upkeep recommendations, and get needed repairs quickly. Likewise in successful relationships, we avoid trouble spots and hot topics. We seek opportunities to talk and listen for input and collaboration to solve problems. We pay attention to those things that cause stress and prepare with training and good instructions. We prevent problems when we can.

If we are paying attention when problems arise, we find the courage to take corrective steps quickly. Just as we would never continue to drive a car with a red light on the instrument panel, it is important to step in, ask brave questions, repair hurt feelings, and confront difficult issues when needed. In difficult situations it is important for all of us to resist categorizing people, refuse to take things personally, and remember every human being is worthy of respect.

The best things in life aren’t things. If it weren’t for the people, our jobs would be dreary and tiresome. Relationships help us grow, enjoy life, and find success if we realize their importance and commit to making them work. Respect for others breaks down the old “us and them” mentality which leads to only one conclusion—there is only “us.”

Deaths

Condolences to the family and friends of two former and one active KDOT employee who recently passed away.

Phillip L. Stallard, 82, died June 25 in Topeka. Stallard was a Civil Engineer and worked for KDOT for 39 years. He retired as the District One Construction Engineer in 1988. He is survived by three daughters, one son, six grandchildren and two great grandchildren.

Memorial contributions may be made to the First Presbyterian Church, 415 S.W. 8th Ave, Topeka, 66603 or Midland Hospice Care, 200 S.W. Frazier Circle, Topeka, 66606.

Phyllis M. Storrer, 81, died June 10 at a Topeka

hospital. Storrer retired from KDOT in 1985 after 40 years of state service. She is survived by her husband, Edward, and one brother.

Memorial contributions may be made to the Diabetes Association or to Grace United Methodist Church, 2627 S.W. Western, Topeka, 66611.

Leslie D. Barnett, 50, died June 10 in Dodge City. Barnett was an Equipment Operator at Dodge City. He is survived by his wife, Theresa, two sons, nine brothers, three sisters and three grandchildren.

Memorial contributions may be sent to the Barnett Grandchildren Scholarship Fund in care of the Swaim Funeral Home, 1901 6th Street, Dodge City, 67801.



LETTERS TO THE EDITOR

The following note was sent to KDOT's Public Info web site:

Subject: great interstate

I just wanted to drop an email to tell you what a great job you are doing on the Interstates. I drove from Topeka to Denver this past weekend and, despite a few areas of road construction, it was pretty smooth sailing. I'd like to compare that to my trip to Iowa last summer when I-35 in Missouri was the roughest piece of Interstate that I've ever driven. I've been on gravel roads that were smoother than that stretch of highway.

Keep up the good work,
Mickey Delfelder
Topeka

Dear Governor Sebelius:

On behalf of the City of Ellsworth, I want to express my appreciation for the working relationship that our organization established with the Kansas Department of Transportation (KDOT) regarding Project No. 156-27 K-6802-04. Despite the State's overall budget conditions the past few years, many communities throughout the State of Kansas, especially western Kansas, appreciate the commitment you and the state legislatures have put forth in continuing to fund the 1999 Comprehensive Transportation Program another year.

This project created a great opportunity for both KDOT and the City of Ellsworth to work through several key issues that needed to be addressed and resolved before reaching a firm commitment from both sides. I feel everyone involved in this project did an excellent job addressing the issues collectively and communicated effectively throughout the process. I feel the relationship the City of Ellsworth has established with Bureau of Road Design, Bureau of Program Management, and District Two personnel has generated a genuine interest to assist KDOT in future endeavors.

The City of Ellsworth was committed to making this project work for KDOT in the short term and in the long term. We will both benefit from the partnership that was formed.

Once the project is complete, I hope it will provide KDOT with another success story to share with other community leaders throughout the State of Kansas that creating a solid working relationship with them whether the project is big or small is worth the time and effort. Thank you for your time and attention.

Sincerely,
Robert S. Homolka
Mayor of Ellsworth



All soil from the excavation is passed through a 1/8-inch screen to look for small stone tool fragments.

Archeology

Continued from page 3

and food.

The mammoth bones have generated the most excitement. These were huge beasts that stood about 13 feet at the shoulder – five feet higher than the ceiling in most offices or living rooms. Their tusks were massive, inward curving arcs of ivory. The chewing surface of their molars was the size of a paving brick.

Since 2002, digs have been made each year in the same area uncovering more remains of the second mammoth, temporary human campsites, a few stone tools and other markers of life thousands of years ago. This year more mammoth rib fragments were unearthed as well as more evidence of human occupation.

“This site appears to be very scientifically important,” said Dr. Steve Holen, leader of the research team. “It will help with our understanding of the early human occupation of the Great Plains and when people first arrived in the Great Plains.”

Work will continue each year as funds are available. It is a slow process – the careful uncovering of hidden history – history that would have remained buried without much hope of ever coming to light without KDOT's involvement in the enormous effort of creating an interstate highway system. *-By Tom Hein, District Three Public Affairs Manager*

Employee sick leave usage outlined

1. What can sick leave be used for by employees?

Sick leave may **only** be used when an employee is unable to work because of illness or disability, pregnancy or pregnancy-related problems, adoption of a child or initial placement of a foster child in an employee's home, or for visiting a doctor, dentist, or other recognized health practitioner during working hours. Use of sick leave may be authorized in case of an illness in the employee's family which requires the employee's absence from work. "Family" includes:

- ◆ persons related by blood, marriage, adoption; and
- ◆ minors living in the home as a result of court proceedings.

2. How much sick leave does a person accumulate each pay period?

Sick Leave Accrual And Usage

Hours in Pay Status Per Pay Period	Hours Earned Per Pay Period
0-7	0.0
8-15	0.4
16-23	0.8
24-31	1.2
32-39	1.6
40-47	2.0
48-55	2.4
56-63	2.8
64-71	3.2
72-79	3.6
80-	3.7

3. Can an employee use annual leave instead of sick leave when they are sick?

The employee may choose to use annual leave, compensatory time, or other appropriate paid time in place of sick leave. When an employee is on another type of leave and the employee or a member of the employee's family becomes ill to the extent that the employee is deprived of the vacation, the employee may request that some or all of the leave time be changed to sick leave.

P

ersonnel Policies and Procedures

Highlights of your benefits as a State employee

However, employees covered by a memorandum of agreement must follow any schedule outlined in the agreement.

4. How are employees compensated for sick leave at retirement?

Employees who retire with eight years or more of service credit and have 800 hours or more of accumulated sick leave credit at the time of retirement shall be paid for a portion of the sick leave as follows:

If Years Service Credit is	And Accumulated Sick Leave is	Then Sick Leave Paid Will Be
8 years or more	800 hours or more	240 hours
15 years or more	1000 hours or more	360 hours
25 years or more	1200 hours or more	480 hours

5. Is sick leave transferable if you change jobs within the state agency?

If an employee transfers to another state agency or enters unclassified service with no interruption of service, any unused sick leave balance transfers with the employee.

6. Can any employee donate sick leave to the agency shared leave pool? Are there guidelines for donating to the pool?

There is no shared leave pool. The donating employee must donate to an employee or employees already approved for shared leave.

To be eligible to donate leave to another employee, an employee must maintain a minimum balance for the type of leave being donated as follows:

- ◆ A balance of 80 hours of vacation leave must be left after vacation leave has been donated; and
- ◆ A balance of 480 hours of sick leave must be left after sick leave has been donated.
- ◆ However, an employee who is separating from state service may donate leave of any amount with no required minimum balance.

7. Where can employees find information about sick leave usage and accrual?

SOM 2.3.8 Sick Leave - Use and Accumulation

M I L E S T O N E S

KDOT salutes its employees celebrating anniversaries in July

10 YEARS

Doug Brunner Topeka
 Michael Larkin Wamego
 Steven Martin Topeka

30 YEARS

Shirley Gottschalk Hays
 Mark Krentz Topeka

40 YEARS

Harold Havens Newton

20 YEARS

Leon Basgall LaCrosse
 James Brunkow Topeka
 Leroy Jackson, Jr. Alma
 Gary Lesline Alma
 Kenneth Lynch Mankato
 Richard McKinney Erie
 Donald Mincks El Dorado
 Richard Thompson Coldwater

This information is compiled by each Office, Bureau, Division, and District.

Retirees

The following employees officially retired from KDOT on July 1.

District One – Northeast

Paul E. Keller, Highway Maintenance Supervisor at Troy – 36 years of state service
Wayne F. Miner, Engineering Technician Specialist at Topeka – 40 ½ years of state service

District Six – Southwest

Gordon L. Miller, Equipment Operator Senior at Ashland – 28 years of state service

Move

Continued from page 1

the cafeteria, they just have to know who it is and what their needs are,” Bauman said.

There are now four beverage machines and two snack machines in the building and as more people move in, more vending machines can be added if needed.

Two issues with the water in the building are being taken care of, Bauman said.

First, some of the drains in water fountains were leaking so they had to be shut down until the leaks could be repaired. The fountains are in the loop for the chilled water that gets filtered. “Once we all get in there and the water is constantly circulating through the filter, the better it will be,” Bauman said.

Second, some of the mixing valves that provide hot and cold water in the break rooms and the bathrooms are not operating properly, and work is under way to resolve this. All of the sinks in the break rooms also have filtered water, the bathroom sinks do not.

From the numbers on the parking survey and the capacity of the parking lots, there should be adequate space for KDOT employees to park. There will be motor pool parking in the lot, and the visitor and handicap spaces in the lots are being marked.

Furniture needs are being met, Bauman said. “We’re buying a few additional pieces to make the Haworth furniture that we have go further and stay within budget constraints,” Bauman said.

The tenth and eleventh floors, where the Bureau of Local Projects and the Bureau of Design (Road) will be located, will have the Herman Miller furniture from the Thacher building. The rest of the floors will have Haworth furniture.

The following offices are scheduled to move in August and September:

- ◆ August 6, the portion of Construction and Maintenance that is going to the 6th floor and Computer Services (Operations)
- ◆ August 20, Engineering and Design, Design (Coordinating/Surveys, Bridge Management, Bridge)
- ◆ August 27, Fiscal Services, the rest of Construction and Maintenance, and the KDOT Library
- ◆ Week of September 7, Design (plan files)
- ◆ September 10, Secretary, Assistant Secretary, Public Affairs, Local Projects, and Design (Road)
- ◆ September 17, Administration, Management and Budget, Chief Counsel, Engineering Support, and Inspector General.

KANSAS DEPARTMENT OF TRANSPORTATION

Bureau of Transportation Information
 Docking State Office Building, 754-S



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NOTE: This information is available in alternative accessible formats. To obtain an alternative format, contact the KDOT Bureau of Transportation Information, Docking State Office Building, Room 754, Topeka, Kan., 66612-1568, or phone (785) 296-3585 (Voice)/(TTY).

Welcome new KDOT employees!

Headquarters

Kelly Cool, Engineering Associate I, Design

Michelle Duvalier, Administrative Assistant, Construction and Maintenance

Kara LaRiviere, Engineering Technician, Design

District Two

Josephine Koppes, Administrative Specialist, Clay Center

District Five

Scott Miller, Refrigeration & Air Conditioning Technician Senior, Hutchinson

District Six

Tammy Matthews, Administrative Assistance, Syracuse
The Bureau of Personnel Services supplies information to Translines.

Letting

Continued from page 1

other seven will be in the September letting.

This change in schedules will be a big help because the Bureau of Construction and Maintenance is set to move to the Harrison Building in August. "It's going to work out really well for us," Testa said. "After the July letting, we'll start tearing apart the Plans and Proposals section. It would have been really difficult for us had we been moving and trying to get proposals out for the letting."

On the other hand, the June letting was the second largest regular letting KDOT has ever had in dollar figures. The 48 projects totaled \$126,640,819. This letting was second only to the February 1996 letting where 47 projects added up to \$138,354,402.

Monthly lettings will resume in September in Wichita and will continue in Wichita through December. In January, they will return to Topeka.

Many years ago, Testa said the letting moved each month across the

Promotions/Transfers

Headquarters

Chris Bortz, Public Service Executive I, Bureau of Traffic Safety

District Two

Rex Flinn, Highway Maintenance Superintendent, Mankato

Todd Robinson, Engineering Technician, Salina

District Five

Jesse Kanstanzer, Engineering Associate III, El Dorado

The Bureau of Personnel Services supplies information for promotions/transfers to Translines.

state to the city where the largest project was for that month. But this system made it very difficult for contractors, so it was changed.

Another change in the future will be allowing bids for the letting to be placed on the Internet. Testa said it would be about one to two years before this begins in KDOT, but a number of contractors are in favor of it.

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