

MGEC / HR Meeting Minutes
September 11, 2008
1:30-3:00 p.m.
Conf Rm CO 421

Present:

MGEC: Dana Wheeler, John Siekmeier, Joseph Pignato, Peter Buchen

HR Staff: Jolene Forman, Karin van Dyck, Mary Skarda, Mary Stohr

Absent: Emma Corrie, Jodi Mathiason, Theresa Johnson

Guest: Rod Koehn – Metro

Introductions were made of all those present at the meeting.

360° Performance Reviews

A recent meeting was held with Deputy Commissioner Sahebjam, a Senior Engineer, and an MGEC Union representative regarding how the 360° Performance Reviews are being used by some supervisors at Metro. The Senior Engineer spoke about this issue and provided the group with an article by Robert H. Kent, PhD, titled “Why You Should Think Twice about 360 Performance Appraisal.” In the article, Dr. Kent stated the basic concept of the 360 Performance Appraisal is to use it as a tool to solicit performance feedback not only from the supervisor but also from customers, employees, peers, and all whom we interrelate with in the course of doing our job.

It was an assumption by some employees at Metro that the 360° Performance Review was being used as a department-wide tool. It was later discovered that this measure is used infrequently and probably not in other areas/districts within Mn/DOT. The Senior Engineer stated the 360° review, in his instance, was used in conjunction with the annual performance review. Before a recent review, the employee was not able to select peers of his choosing to complete the form. In addition, the anonymous comments from peers selected by the supervisor allowed for some unsubstantiated information to be taken into consideration. Joe Pignato stated that his experience with the 360° performance appraisal was when his supervisor used the 360° review form for the employee’s personal development, not as a part of the annual performance evaluation. In addition, he selected the evaluators.

Another handout was distributed from the Rotary International Four Way Test which is a way to measure the things we think, say or do: 1) Is it the truth?; 2) Is it fair to all concerned?; 3) Will it build good will and better friendships?; and, 4) Will it be beneficial to all concerned? This is used as a barometer for action for the MGEC member and he feels that using the 360° in the way it was in his case does not meet these guidelines.

A draft plan of action was distributed, suggesting that a Mn/DOT task force committee on peer reviews be formed. The purpose of the committee would be to provide recommendations on the use of 360° peer reviews in Mn/DOT to improve employee relations and communications. It was suggested that the use of 360° peer reviews be put “on hold” until guidelines / parameters are in place.

To Do: Karin will work with Eric and Mary Stohr to obtain more information. It may be that this is not a department-wide issue and Mary will first check Metro District to see how the 360° peer reviews are being utilized.

Mileage Calculation

Sue Heurung from Business Services presented mileage calculation for employee reimbursement. She provided the group with pages 29-30 from the September 2008 Mn/DOT Business Manual, Chapter 4 – Motor Vehicle Usage, which outlines the correct methods for determining mileage. Sue stated that all trips should be designated as to/from Home, to/from Destination or to/from Work, to from Destination. The shorter distance between two locations is the number of miles that are to be claimed on an employee's expense report for reimbursement. Business Services will accept the mileage charts for in the Mn/DOT Business Manual (Chapter 11), the odometer reading(s) from employee's vehicle, and/or information obtained from an Internet mapping site. Specific questions should be directed to Sue in Business Services.

Bridge Tours

Karin reported she has not had any response from her requests to arrange bridge tours for MGEC members.

To Do: Karin will enlist help from HR Director, Eric Davis, to move this request along.

Mn/DOT Recruitment Process – MGEC Participant

Peter Buchen will be the MGEC contact to work with Emma Corrie on recruiting issues.

Other Items

Navy Civil Engineer's Orientation

The State has employees who are engineers and in the Seabees, (i.e., the equivalent of the National Guard). MGEC has a member who is interested in providing a short overview of Seabee service at the grad engineer/rotation meetings. Jolene did not see this as an issue.

Next MGEC Meeting with HR Staff: November 6, 1:30-3:00 p.m., Conf Rm CO 421