



## SC Employee Expectations

### Revision and Approval

Revision	Date	Nature of Changes	Approved By
0	12-05-2017	Original issue.	Steve Altman

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### Background

This process establishes general expectations of Structure Construction (SC) employees, supplementing those that are required by the Caltrans (CT) Expectations memorandum.

Structure Construction (SC) is an organization built upon technical expertise, trust, and empowerment of personnel to function with a competency. The SC employee expectations are in addition to the Caltrans Employee Expectations memorandum which together establish the foundation for SC to function at a very high level of professionalism.

### Process Inputs

1. SC employee acquired either by transfer, loan, rotation or new-hire.
2. Employee promotion to SC supervisor.
3. Employee promotion to SC manager.
4. Feedback from partners, both internal and external.

### Procedure

1. SC employees:
  - a. Review and sign [CT](#) employee expectations and [SC employee expectations](#) memorandums.
  - b. Review and sign IDPs and employee [competency evaluation reports](#).
  - c. For new employees, review, discuss and sign probationary reports with your supervisor.

- d. Discuss review of documents above with your supervisor.
- 2. SC supervisors:
  - a. Review and sign CT Supervisor expectations and SC Supervisor expectations memorandum.
  - b. Provide [training](#) regarding SC employee expectations to your employees.
  - c. Discuss SC expectations with personnel.
  - d. Discuss CT expectations with personnel.
  - e. Monitor SC employees for compliance.
  - f. Consult with Office of Disciplinary Services if disciplinary action is contemplated for employee non-compliance.
  - g. Notify SC managers of SC employee non-compliance, take action to attain compliance as necessary.
  - h. Notify SC managers of problems with or improvements that can be made to SC employee expectations memorandum.
- 3. SC managers:
  - a. Review and sign SC Manager Expectations memorandum.
  - b. Review and sign CT Manager Expectations memorandum.
  - c. Establish SC Supervisor and Employee Expectations.
  - d. Discuss SC supervisor expectations with personnel.
  - e. Monitor SC employees and SC supervisors for compliance, take action to attain compliance as necessary.
  - f. Evaluate SC employee expectations and make improvements as needed.

### **Process Outputs**

- 1. SC employee compliance with CT and SC employee expectations.

### **Attachments**