

Minnesota Department of Transportation
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To: District Engineers/Metro Division Engineer
Operations Management Group
Maintenance Superintendents
Sub-area Supervisors
Shop Supervisors

From: Mark Wikelius
State Maintenance Engineer
and
Jim Lilly
Chair, Operations Advisory Committee

Subject: Mechanics Conference Attendance and Travel Expenses

Background

There is an annual conference for Shop Mechanics at which they receive training on the latest equipment as well as attending informational sessions. Two separate sessions are held during one week due to the number of attendees and the need to have mechanic coverage in the shops. Travel time allowances and expenses have been handled differently across the State. In the interest of consistency and to improve attendance the planning committee for the conference requested a ruling from the Operations Advisory Committee (OAC) on the eligibility of time and travel expenses for reimbursement.

OAC discussed the issue on November 16, 2000 and again on June 21, 2001. The intent of the conference and ways to allow travel time during work hours were debated. In June OAC determined that this conference should have the same status as other periodic maintenance staff conferences (ie: travel should be on state time). A half-full-half day schedule would allow travel on state time with limited overtime. Mechanic coverage on Wednesday would be limited with that proposal but the risk is acceptable.

Procedure

The Mechanics Conference is designated “mandatory”. Shop Supervisors retain the ability to deny attendance based on staffing needs. The two sessions of the conference will be scheduled as follows:

Session 1: Monday half day (PM) , Tuesday full day, Wednesday half day (AM)
Session 2: Wednesday half day (PM), Thursday full day, Friday half day (AM)

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Contacts

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