



Connecticut DOT


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Bureau of Engineering and Construction

Date: July 8, 2022

CONSTRUCTION DIRECTIVE

DocuSigned by:

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 Construction Administrator

Construction Employee Expectations Meeting

This Directive updates and supersedes [CD-2020-7](#) and the requirements for a meeting between every new Office of Construction (Construction) employee (e.g., new hire, transfer from another office) and the employee's immediate and/or second-level supervisor. The supervisor(s) shall discuss and review the topics listed in the [Construction Employee Expectations Guide](#) (Guide) and other information the supervisor considers necessary with the employee.

For employees to effectively contribute to organizational goals, and to be successful in their career pursuits, it is imperative that they clearly understand what will be expected of them. Employees come to Construction from a wide range of cultural, educational and work experiences. Without a clear expression of expectations, employees may form their own understandings of appropriate behavior and performance based on personal experience, by observing other personnel, or erroneous/irrelevant information (e.g., rumors, anecdotes). Negative consequences often follow faulty expectations. The purpose of the meeting is to create clear, consistent, and documented work-related norms of conduct and performance for new employees.

Supervisors shall meet with each new Construction employee, including employees new to the CTDOT and transfers from other CTDOT offices. The supervisor should conduct this meeting within one week of the first date of employment in the office. The supervisor shall make a copy of the most recent [Guide](#) (the guide will be updated periodically), complete relevant information including, but not limited to, the employee's name, meeting date, and employee signature at the top of the form. Any notes should be documented in the margins of the Guide next to the subject matter the note relates to. The supervisor shall forward a copy of the signed Guide to the unit secretary for filing and provide the employee with a copy.

In addition to the mandatory expectation meetings with new Construction employees, the information in the guide and the responsibility for supervisors to clearly and consistently convey organizational expectations extends to all employees. If an existing employee is not meeting expectations the supervisor should review the [Guide](#) with them as part of the counseling. Supervisors should document those reviews in the same way as required for a new employee.