

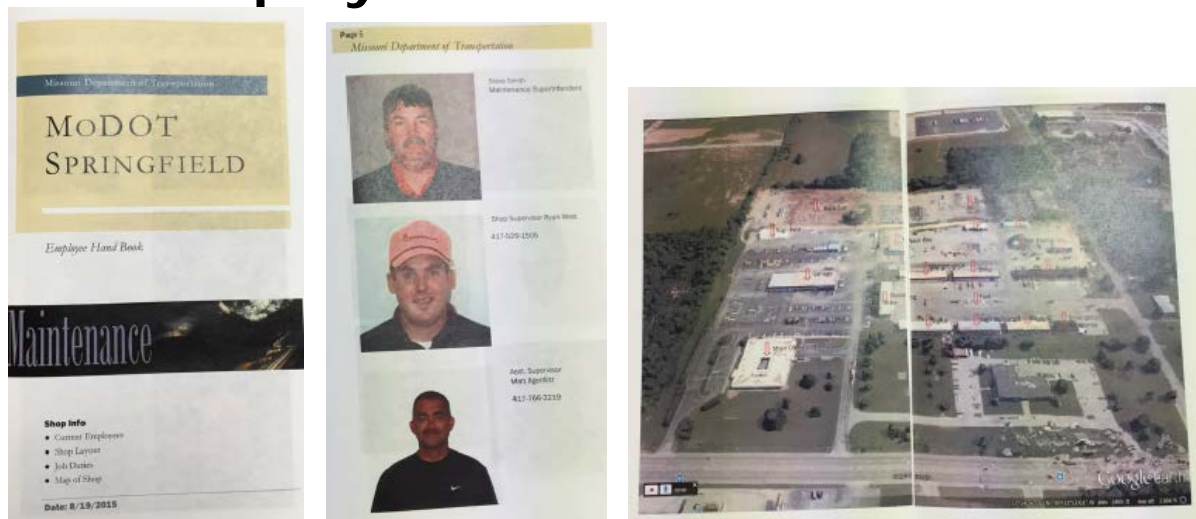
## Projects First-Round Winner

Innovations Challenge

April 2016

Prepared by Transportation Planning  
Missouri Department of Transportation

## New Employee Handbook



### Description

The New Employee Handbook contains photos of the district engineer, Assistant DE's, all of maintenance leadership positions, and all the district maintenance employees. The book also has a map of the facilities, along with a list of holidays, and a few common procedures that are shop specific.

### Benefit

The handbook helps new employees feel more comfortable and less intimidated trying to learn names and titles. The handbook provides a map of the district to help the employee find facility locations and the district office, which saves the employee time when traveling in the district. In addition, new employees are provided tips and guidelines on policies and procedures as well as staff work schedules. The handbook has been successful in the district.

### Materials and Labor

Materials: none

Labor: 4 hours

### For More Information Contact:

Ryan West at: [ryan.west@modot.mo.gov](mailto:ryan.west@modot.mo.gov) or (417) 529-1505.

Additional photos can be seen by accessing the Innovations Challenge SharePoint page at: <http://sharepoint/systemdelivery/TP/Documents/InnovationsChallenge.aspx>.

**NOTE: Remove items already included in new employee orientation materials.**