

THE ROAD AHEAD

TDOT Weekly News

Important Announcements

Week of January 24-28

- **TDOT Career Center.** Job postings have resumed following the holiday lockout. Please visit the TDOT Career Center for upcoming and available job opportunities at TDOT.
- **Benefits Administration.** Starting Jan.15, 2022, health plan members may obtain at-home over the counter COVID-19 tests as part of their pharmacy benefit. Click [here](#) for more information on coverage and reimbursement.
- **Performance Management.** Following the standard performance management cycle, Monday, January 31st is the last day for employees to document and share progress before the Interim Review 1 discussion with their supervisor. The Interim 1 Review are due to be completed in Edison by February 28, 2022.
- **TDOT Retirement Resources.** When the time comes to retire, TDOT Human Resources want you to be ready. Visit our [website](#) for access to retirement checklists, retirement counseling scheduler, online retirement application and more.
- **Records Management Assessment.** The Secretary of State Records Management Division (RMD) is planning to conduct an assessment of TDOT's Records Management Program beginning in February 2022. The RMD will start their visit at TDOT Headquarters, followed by Aeronautics and the Regions. The Records Officers will be coordinating with Records Coordinators and associated Custodians on actual dates and times of these anticipated visits to ensure reasonable notifications. For further details or questions, please contact the Senior Agency Records Officer at 615-507-6777.
- **Safety Monday.** It just seems obvious that things go better when you have a plan. Communicating that plan to others involved also seems to be an obvious step to help make everything run smoothly. On this week's Safety Monday, Lance McDonald visits the Wilson County Maintenance Office to see how they use communication to help do their jobs more productively and safely.

State Holidays – state offices closed

- Monday, February 21 – President's Day
- Friday, April 15 – Good Friday

Upcoming Events

- Tuesday, January 25 – Your Tech Office Hours: OneNote Note Taking hosted by [TDOT Technology Training](#)
- Tuesday, January 25 – GeoPortal Training hosted by [TDOT Technology Training](#)
- Wednesday, January 26 – MS Teams: Collaborate in a Meeting Training hosted by [TDOT Technology Training](#)
- Thursday, January 27 – OneDrive Workshop hosted by [TDOT Technology Training](#)
- Thursday, January 27 – [Healthy Mind, Healthy Body Webinar](#) hosted by PartTNersforHealth

Check back next week for more weekly news updates!

TDOT Internal Communications
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