# SNOW & ICE MAINTENANCE
## GUIDELINES

- Individuals are required to apply each fiscal year for snow/ice duty regardless of prior participation.

- If you are a retired State employee under 65 years of age, you cannot apply for this program until you have been separated from State service for a minimum of six months. If a State retiree is 65 years of age or older, the employee is eligible to apply for the program without waiting for six months.

- If you are classified as an "essential" employee within the Division of Maintenance and Operations (M&O), you may not apply. If you are classified as a "report when contacted" employee within M&O, please discuss your potential interest and abilities with your immediate supervisor before applying. **Casual/seasonal employees are not eligible to apply for the program.**

- As a condition of hire, applicants must successfully complete DelDOT's Drug and Alcohol training class prior to performing snow and ice control duties. For all applicants, you must have attended DelDOT's Drug and Alcohol training class **within the last five years**.

- For DelDOT applicants, supervisory approval is required. Additionally, any DelDOT employee who has less than a "Meets Expectations" on his/her most recent performance review or has had a disciplinary action in the last two years will not be permitted to participate in this program.

- Applicants must be available to work during times when State offices are closed due to inclement weather. Additionally, hours of work often include nights, weekends, and holidays.

- Applicants selected for this program will be placed in a casual/seasonal position and will be paid at the appropriate salary. Employees of this program are not eligible for premium pay (Example: Stand-By, Call Back, Hazard Duty, Shift Differential, etc.). The only time they will earn overtime will be after they've worked 40 hours or more in the casual/seasonal position.

- As per the Federal Motor Carrier Safety Administration (FMCSA), a pre-employment controlled substance test is required if the individual is not covered in DelDOT's random testing pool for more than 30 days.

- All approved snow/ice employees will be placed in the Random Drug Screening Program through March 31st (unless previously volunteered in your Merit position to be included in random testing).

- All approved employees are required to wear OSHA-approved footwear that covers their ankles and jeans/workpants (shorts and sweatpants are not approved apparel).

    - **Employees must report immediately if called for a random drug screening.**
    - **Failure to appear for a drug screening is an automatic disqualification from this program.**
    - **Failure to provide required documentation in a timely manner will disqualify you from the program.**