DOT Classifications

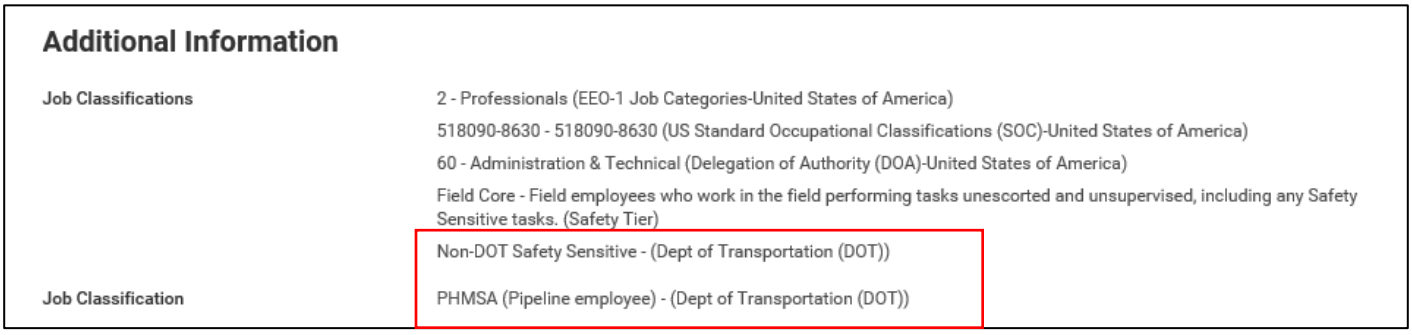
Each job profile (job title) in Workday is associated with particular default characteristics, including the DOT classifications used to assign drug testing pools per the regulations under which Williams operates. Certain roles (positions) with the same job titles may conduct work that necessitates a change in the default job classification. For example, an Engineer III job profile defaults to None; however, certain positions may work in the field and therefore that particular position needs to be in the drug testing pool. The way to accomplish this is through the **Edit Position** process.

Determining existing DOT Classification

Default DOT Classifications and overrides, if any, can be seen through the Summary page of the Employee Profile**.**

1. Click on the Position field from the Job Details section of the Profile Summary.

2. From here, view the **Additional Information** section.



Default classifications are found in the **Job Classifications** section. If there are overrides, they will appear in the Job Classification section below. If there are no overrides, this section will be blank.

Making the DOT Classification Determination

The following information will help you determine the appropriate DOT classification.

Testing Pool	Characteristics	Use for...	Example
DOT PHMSA	Work related to pipelines, underground storages, and LNG facilities regulated by the Department of Transportation (DOT), Pipeline and Hazard Material Safety Administration (PHMSA).	Operations, maintenance, or emergency response activities (Covered Functions) on DOT-regulated pipelines (primarily those used for transmission and regulated gathering)	Technicians performing Covered Functions on the Transco asset; Pipeline Control

Testing Pool	Characteristics	Use for...	Example
DOT FMSCA	Driving a vehicle or vehicle/trailer combination with GVWR over 26,000 pounds or transports hazardous material requiring placarding	Those holding a CDL license	Large truck pulling a backhoe, pickup pulling a methanol trailer
Non DOT Safety-sensitive	Conducting safety-sensitive work on non-DOT assets	Driving any company vehicle or performing operations, maintenance or emergency response activities for a non-DOT facility, any employee that is required to wear FR clothing, any other activities that could be considered safety-sensitive	Technician working in a gathering area, working on electrical, HVAC, plumbing; driving assigned or pool vehicle
None	Those who do not fall into the above categories	Office-based employees	Accountant

Other Things to Know

Everyone who drives a Company vehicle is including in a drug-testing pool.

If an employee performs Covered Functions on PHMSA assets and drives an FMCSA commercial vehicle for Williams, designate the testing pool based on where the employee spends the most time. Most of these at Williams belong in the PHMSA pool. If the time is spent performing PHMSA covered functions and Non-DOT they must be in the PHMSA Pool to comply with the regulations.

Contact Joel Hancock for help if needed, or email DrugandAlcohol@Williams.com.

Making Changes

Use the **Edit Position** business process to change the DOT designation. If you edit a position, the position will retain these changes in the future (regardless of the incumbent). See the **Edit Position** Quick Reference guide for instructions.

The position should be considered and reviewed any time there is a change to the position, such as initiation of the hiring process.