



LOUISIANA DEPARTMENT OF
TRANSPORTATION & DEVELOPMENT

ON THE JOB TRAINING
PROGRAM MANUAL

November, 2018

INTRODUCTION

In 2008, the Louisiana Department of Transportation and Development (LADOTD), Louisiana Associated General Contractors (LAGC), Federal Highway Administration (FHWA), and contractors partnered to create the on the job training (OJT) program to be utilized on LADOTD's construction projects. During the first year of the OJT program, the goal was placed at 15 individuals for fiscal year 2008-2009.

The OJT program was developed in conformity with FHWA requirements and also addresses the concerns of the contracting community in regard to work force issues such as recruitment, employment, retention, and training needs.

This manual describes the requirements and procedures of the Department's OJT program. Contractors and DOTD personnel should adhere to this manual in implementing and monitoring the on the job training program on the Department's projects.

For assistance in program implementation and monitoring, please contact DOTD Compliance Programs Section, OJT Program Specialist at (225) 379-1364 or (225) 379-1382

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Table of Contents

CHAPTER	PAGE
Introduction	1
Table of Contents	2
I. External Training Programs	3
II. Supplemental Specifications/Special Provisions	5
III. OJT Responsibilities	10
IV. Current Program Approval	12
V. OJT Goal Determination	13
VI. OJT Forms and Record Keeping	14
➤ Contractor's OJT Trainee Enrollment Form	15
➤ Contractor's OJT Employment Status Change Form	16
➤ Contractor's OJT Weekly Reporting Form	17

EXTERNAL TRAINING PROGRAMS

1. TRAINING PROGRAMS UTILIZED. The Department recognizes and approves the use of four categories of external training programs for on the job training of the contractor's employees pursuant to training supplemental specifications of the contract should a contractor train on a project. The four categories are as follows:

a. **PROGRAM FOSTERED AND ADMINISTERED BY THE SECRETARY OF LABOR, USA.**

(1). The principal programs in this category are the formal apprenticeship programs administered by the joint apprenticeship committees and councils of the various labor unions and registered with the state of Louisiana.

(2). Also in this category are various specialized training programs developed from time to time by the U.S. Department of Labor to meet specific economic needs of the nation as, for example, veterans' training programs and programs to train or retrain unemployed individuals. These specialized training programs are reviewed and evaluated to determine if the training afforded by a particular program meets the standard and objectives of the Department.

b. **ESTABLISHED AND PROVEN HIGHWAY INDUSTRY TRAINING PROGRAMS.**

In this category are those training programs developed by recognized trade associations whose members and affiliates are engaged in highway and heavy construction work and, therefore, understand the particular training needs of the industry.

c. **PROGRAMS DEVELOPED BY PRIVATE ENTITIES.**

These types of programs must meet or exceed all criteria applied to other approved training programs and be reviewed and approved by DOTD and the Federal Highway Administration (FHWA).

d. **PROGRAMS DEVELOPED BY INDIVIDUAL CONTRACTOR FOR COMPANY USE ONLY.**

(1). Such a program must meet or exceed all criteria applied to other approved training programs and be submitted in proposed form to the Department's Compliance Programs Section for review and approval and forwarding to the FHWA Division office for approval prior to its use.

(2) The submission of a company-designed training program will not serve to relieve the contractor of any training obligation of a contract during the period in which the company-designed program is being reviewed and/or pending its written approval by the Department and FHWA.

- 2. OJT VOLUNTARY APPROACH TRAINING PROGRAM.** The Department currently has a training program which encourages contractors to voluntarily train and determine which job classifications can be utilized for the OJT positions according to the work needs on specified federal aid projects. Job Training Supplemental Specifications describing the training program are included in the Construction Proposal for all projects that may support training.
- 3. OJT SUPPORTIVE SERVICES PROGRAM.** The Department provides OJT supportive services on an informal and as requested basis to contractors who participate in the training program.
- 4. IMPLEMENTATION OF TRAINING REQUIREMENTS.** Procedures for program implementation are contained in the Job Training Supplemental Specifications (see pages 7-11) and the Job Training Special Provisions (see page 11) which are made a part of the contract and also are included in the Department's Contract Compliance Program Manual in Chapter V, (see below link to Compliance Programs webpage for On-The-Job Training):
http://www.sp.dotd.la.gov/Inside_LaDOTD/Divisions/Administration/Compliance/Pages/OJT-Program.aspx
- 5. MONITORING TRAINING PROGRAM IMPACT.** Monitoring the impact of training on the employment of minorities and women is central to the Department's overall monitoring of the contractor's compliance with EEO contract provisions.
 - a. Contract provisions encourage the contractor to seek out persons for enrollment in training programs as a means of productive employment and progress.
 - b. Compliance personnel look for a proportionate representation of minorities, women, and disadvantaged individuals to be enrolled as trainees when assessing the contractor's work force.
 - c. Most training records, as well as other records pertaining to the contractor's work force, reflect the race and sex of the individual employee.
 - d. A combination of records, observation and interview are used to assess the training program's impact on all trainees, including minorities, women, and disadvantaged individuals.

CHAPTER II

LOUISIANA DEPARTMENT OF TRANSPORTATION AND DEVELOPMENT SUPPLEMENTAL SPECIFICATIONS ON THE JOB TRAINING

The Louisiana Department of Transportation and Development (LADOTD) has partnered with the Louisiana Associated General Contractors (LAGC) to ensure the on the job training is provided on a voluntary basis by contractors performing work on LADOTD's federally assisted construction projects.

The LAGC committed that it's member contractors will enroll a minimum of 15 trainees statewide during the period of July 1 through June 30 annually. As anticipated, this annual training goal was increased to 20 in July 2015 and may continue to be adjusted in future years upon review of the program on a 3-year cycle, and/or as participation in the program changes.

The LADOTD on the job training program is required to be monitored by the Compliance Programs Section. At all times it will be the responsibility of the contractor to comply with the Job Training Supplemental Specifications. LAGC will provide support to their member contractors in the area of on the job training as they would in any contractual activity. LAGC has committed to assisting contractors in areas such as recruitment, record keeping, graduation certificates, and ongoing encouragement of contractors to participate in the training program. LAGC has expressed their willingness to work with LADOTD and FHWA in making the contracting industry as strong as possible in all areas, including on the job training.

Non-LAGC members are encouraged to participate in the LADOTD on the job training program. No aspect of the LADOTD/LAGC partnership is designed to eliminate the right of any non-LAGC member to participate in the training program described in these specifications. If any non-LAGC member does not utilize a previously approved training program, he/she is directed to develop and submit a training program to LADOTD for approval by LADOTD and FHWA.

Although training under this contract is not limited to minorities, females, and disadvantaged individuals, contractors should be aware that one of the primary objectives of the training program is to increase the participation and skills of minorities, females, and disadvantaged individuals in highway construction. Contractors must exert good faith efforts to comply with the Equal Employment Opportunity contract requirements governing recruitment and upgrading when seeking to fill vacancies in the work force and select candidates for the training program. Adequate documentation of good faith efforts should be maintained and submitted to the Compliance Programs Section, OJT Program Specialist when requested.

These supplemental specifications are in implementation of 23 USC 140 (a). Training under this contract shall be optional, however necessary to the successful bidder, provided the item for which training is requested is less than 70 percent complete. The contractor is encouraged to provide training under the contract as established in these specifications, with submission of the Contractor's Trainee Enrollment form to the OJT Program Specialist (via email or fax). Training hours will only be reimbursed after approval of the contractor's trainee enrollment form is received by the contractor from the Compliance Programs Section.

It is intended that training under these supplemental specifications be in the crafts directly related to highway construction. Therefore, training in classifications such as clerk-typist, secretary, bookkeeper, fireman, office engineer, estimator, timekeeper, and unskilled or common laborers will not be approved for participation under these supplemental specifications.

No employee shall be employed/assigned as a trainee in any classification in which he/she has successfully completed a training course leading to journey person status or in which he/she has been employed as a journey person. The contractor shall satisfy this requirement by completing the Contractor's Trainee Enrollment Form for each potential trainee. The completed form shall be electronically submitted to the OJT Program Specialist for review and approval.

The contractor will be reimbursed \$3.00 per hour of training provided in accordance with an approved training program through the life of the project. Reimbursement will not be made for training hours in excess of the number specified in the contract without prior approval by Project Engineer AND Compliance Programs. This reimbursement will be made even though the contractor receives additional training program funds from other sources, provided such other sources do not specifically prohibit the contractor from receiving other reimbursement. The contractor will be reimbursed for the number of trainee hours actually trained on the project in accordance with these supplemental specifications.

The contractor will be credited for each trainee employed on the project that is currently enrolled or becomes enrolled in an approved training program and will be reimbursed for such trainees as provided in these supplemental specifications.

The minimum length and type of training for each classification selected by the contractor will be established in the training program approved by the Department, Federal Highway Administration (FHWA), and/or Office of Federal Contract Compliance Programs (OFCCP). The Department, FHWA and/or OFCCP will approve a program if it is reasonably calculated to meet the Equal Employment Opportunity obligations of the contractor and to qualify the average trainee for journey person status in the classification concerned by the end of the training period. Apprenticeship programs registered with the U.S. Department of Labor, Bureau of Apprenticeship and Training or with a state apprenticeship agency recognized by the Bureau and training programs approved but not necessarily sponsored by the U.S. Department of Labor, Manpower Administration, Bureau of Apprenticeship and Training will also be considered acceptable, if it is being administered in a manner consistent with the equal employment obligations of federal-aid highway construction contracts.

It is normally expected that a trainee will begin training on the project as soon as feasible after start of work utilizing the skill involved and remain on the project as long as training opportunities exist in his/her work classification or until he/she has completed the training program.

Enrollment of trainees in excess of the required number will be allowed, with approval, to allow the contractor to maintain the required continuous effort to complete the training of individual trainees. **The contractor must submit an OJT Enrollment Form for the project AND addendum information identifying needs or reasons for excess number of trainees or training hours via a Change Order request through the Project Engineer. The Project Engineer MUST forward a copy of the approved Change Order and OJT Enrollment Form to the Compliance Programs Section / OJT Program Specialist, to add the updated information into AASHTOWare CR&L system.**

Trainees will be paid at least 60 percent of the appropriate minimum journey person's rate specified in the contract for the first half of the training period, 75 percent for the third quarter of the training period, and 90 percent of the last quarter of the training period, unless apprentices or trainees in an approved existing program are enrolled as trainees on this project. In that case, the appropriate rates approved by the Departments of Labor or Transportation in connection with the existing program shall apply to all trainees being trained for the same classification who are covered by these supplemental specifications.

The contractor, prior to the start of training, shall provide notice to each person to be trained under these supplemental specifications of that person's designation as a trainee, the training program and classification under which training will be provided, the length of the training program, and the hourly wage rate to be paid to the trainee. This requirement shall be fulfilled by use of the Contractor's Trainee Enrollment form.

Upon graduation, the contractor shall issue the trainee a certificate showing the type and length of training satisfactorily completed designating the bearer as a graduate journey person of the appropriate training program.

The contractor shall electronically submit the Contractor's Trainee Enrollment form for each employee on the project who is enrolled as a trainee in an approved training program or apprenticeship program. The trainee enrollment(s) shall be submitted to the OJT Program Specialist and/or the TPM prior to the first payroll period in which each trainee or apprentice is assigned to the project to receive credit.

In order to collect the \$3.00 per hour reimbursement for training, the contractor shall electronically submit OJT hours on the weekly certified payroll to the project engineer's office each week that training is conducted on the project. For projects where electronic weekly payroll submission is not required, the Contractor's OJT Weekly Reporting form, (a copy of which is found on Page 15 of this manual), shall be submitted to the project engineer's office along with a copy to the OJT Program Specialist.

At any time during the life of the project, provided that the item for which training is requested is less than 70 percent complete, a subcontractor may elect to train. The subcontractor should follow the steps described above in order to participate in the on the job training program. If the subcontractor does not utilize a previously approved training program, he/she is directed to develop and submit a training program to the OJT Program Specialist for approval by LADOTD and FHWA.

Contractors are to train according to their workforce needs and as training opportunities exist on a project. If a trainee graduates from a training classification, training opportunities no longer exist in the approved classification, or a contractor's workforce needs change, a trainee could be enrolled in a different classification. The Contractor's OJT Trainee Enrollment form is to be used when these circumstances necessitate enrolling a current trainee or a graduate in a new classification. Multiple enrollments of an individual should not be used to diminish the objectives of these specifications, but to enhance the trainee's career growth, benefit the contractor's operations, and improve the contracting industry overall.

All required forms can be found on the LADOTD website on the Compliance Programs page and the Construction Letting Information page under "Doing Business with DOTD." Instructions for completing any required form may be obtained from the OJT Program Specialist.

It is the goal of the LADOTD/LAGC partnership to maintain a voluntary on the job training program, and an acceptable level of OJT participation for all federal aid projects, but revisions to the program may be deemed necessary should participation fall below acceptable levels.

USE ON FEDERAL PROJECTS ONLY. OBTAIN TRAINEE DETERMINATION FORM FROM PROJECT MANAGERS FOR PROJECTS WITH AN ESTIMATE OF \$1,000,000 AND 100+ CONTRACT DAYS OR MORE. INCLUDE SUPPLEMENTAL SPECIFICATION, ON THE JOB TRAINING.

**STATE PROJECT NO(S).
SPECIAL PROVISIONS**

PARTICIPATION IN JOB TRAINING (07/08): The contractor and/or subcontractors are encouraged to participate in job training, as provided by Supplemental Specifications elsewhere herein, he/she shall submit a completed Contractor's OJT Trainee Enrollment form to the Compliance Programs Section OJT Program Specialist with a copy to the project engineer. According to the design formula, the number of potential trainees has been established as _____. For the purposes of reimbursement, this number of trainees has been translated into an estimated _____ thousand trainee hours. The pay item for Trainee Reimbursement; will be established in the contract in accordance with the Supplemental Specifications for On the Job Training and the above hours.

Should the design formula not indicate that the contract could support training; a contractor may still train upon the approval of the Department.

CHAPTER III

OJT RESPONSIBILITIES

1. **HEADQUARTERS AND DISTRICT PERSONNEL.** The OJT responsibilities of the Compliance Programs and District personnel are as follows:

a. **CONTRACT COMPLIANCE MANAGER AND OJT PROGRAM SPECIALIST.**

The Contract Compliance Manager and the OJT Program Specialist will be monitoring the contractor's programs and maintaining liaison between the EEO/Labor Compliance/Contract Compliance and OJT Compliance Unit and the Districts in the interpretation and dissemination of information. The Contract Compliance Manager is also the manager of the Department's contract training program and has the following OJT responsibilities and duties:

1. Monitor the progress and effectiveness of the training programs being utilized.
2. Furnish the project engineer with information relative to the contractor's approved training program or programs, the number of the trainees the contractor proposes to train in each selected classification, and the approximate start time for training.
3. Maintain a training history of trainees, both presently and previously enrolled on the Department projects.
4. Conduct an investigation when requested by the project engineer, to determine the contractor's compliance with the training requirements and develop a written report of findings and recommendations.
5. Review the contractor's training efforts through the life of a project and recommend to the Construction Estimates Engineer whether or not payment for training hours provided should be made.
6. Ensure that contractors and subcontractors have filed current required reports and have completed all previous required reports.
7. Seek the cooperation of unions, contractors, appropriate state agencies and other related organizations in the establishment of skill training programs.

b. **DISTRICT PERSONNEL.** The project engineers are responsible for monitoring the contractor's program on a continuing basis and assuring compliance with the EEO requirements contained in the contract and providing information and reports to the Contract Compliance and OJT Compliance Unit. In addition to their engineering responsibilities, the project engineers have been assigned the following OJT responsibilities and duties:

- (1) Discuss the OJT requirements with the contractors and subcontractors at preconstruction conferences in the absence of Compliance Program Section personnel.
- (2) Maintain a separate file relative to the Job Training Supplemental Specifications and training provided by contractors.
- (3) Monitor each trainee's progress to ascertain that each is being paid the established rate and has received the training set forth in the approved training program being utilized.
- (4) Check the contractor's request for reimbursement for training for accuracy and completeness, check the contractor's payrolls against the form and, if found to be correct enter the amount requested in the progress estimate.
- (5) Supply contractors with needed reporting forms.
- (6) Periodically interview trainees to determine their views on the quality of training being provided by the contractor and maintain a record of such interviews.
- (7) Provide assistance to the Contract Compliance, OJT Compliance Unit, and EEO/Labor Compliance Specialist in securing pertinent information from contractors and subcontractors relative to compliance with the contract OJT requirements.
- (8) Monitor, on a continuing basis, the contractor's program to assure compliance with the OJT requirements of the contract. The project engineer will conduct periodic inspections of the project site and secure documentation when needed to determine that the contractor has taken appropriate action to meeting the following requirements:
 - (a) The following notices and posters are prominently displayed in areas readily accessible to employees and applicants for employment:
 - (1) Standard EEO poster
 - (2) Company EEO policy statement.
 - (3) Notice requesting employees to refer minority group and female applicants for employment consideration.
 - (4) Notice advising employees of the name, address and telephone number of the company EEO Officer.
 - (5) Information on available training programs and the entrance requirements for each.

- (9) Assess, on a continuing basis, the efforts and progress of the contractor in fulfilling the training requirements of the contract by means of on-site inspections to observe the actual training, records review, discussions with the contractor, and by other means.
- (10) Request an investigation by the Contract Compliance Manager or OJT Compliance Specialist when evidence is found indicating insufficient effort is being made by the contractor to comply with the training requirements.

CHAPTER IV

CURRENT PROGRAM APPROVAL

OJT PROGRAM APPROVAL. FHWA granted initial approval in June 2008 to the Department's OJT program. The current program will be evaluated on a 3-year cycle and, if necessary, revised to be effective at the beginning of the following program year. It is anticipated that the current program goal of 20 trainees will be met this year of 2018 and may be adjusted the following year.

CHAPTER V

OJT GOAL DETERMINATION PER STATE PROJECT

Effective January 1, 2018, the On-the-Job Trainee Goal assigned to a LA DOTD state project receiving federal funds will be determined according to the chart below. Only those state projects that have an expected timeline of 100 days or more, AND a minimum estimated contract amount of one (1) million dollars will be assigned an OJT Trainee Program goal.

Estimated Contract Amounts with 100+ contract days		OJT TRAINEES
1 million	4 million	2
4 million	6 million	3
6 million	12 million	5
12 million	18 million	7
18 million	24 million	9
24 million	over	12

A contractor may request to use an OJT position(s) for a state project that does not receive federal funds and/or has no OJT Goal assigned. The contractor must submit a Change Order identifying the state project number, the desired OJT Classification(s), and the reason or purpose for adding the OJT position(s) to the specific state project. This Change Order shall be submitted to the Project Engineer and the Compliance Programs Section for approval to add the OJT position(s) prior to utilizing them on the state project.

CHAPTER VI

OJT FORMS AND RECORD KEEPING

- (1) **OJT FORMS USED BY CONTRACTORS.** The required forms to be utilized by contractors choosing to train on the Department's projects are found on pages 15, 16, and 17 of this manual. These forms are also on the LADOTD website on the Compliance Programs page and the Construction Letting Information Page under "Doing Business with DOTD."
 - Contractors OJT Trainee Enrollment Form
 - Contractors Employment Status Change Form
 - Contractors Weekly Reporting Form (may still use for projects let prior to January 2017 and/or for non-electronic payroll submission)

- (2) **DOTD RECORD KEEPING.** The documents to be utilized by Department personnel to monitor, maintain records, and report progress of the OJT program are found on **pages 15 through 17** of this manual.

- (3) **OJT ANNUAL REPORT.** The Department will submit an OJT Annual Report to the Federal Highway Administration by October 1 of each year. A report of training program activity will also be included in the Department's Contract Compliance Program Annual Report due October 1 of each year.

CONTRACTOR'S OJT TRAINEE ENROLLMENT FORM

Rev. 11/18

State Project Number: _____ Parish: _____ Date: _____
Contractor: _____ Address: _____
Contractor's Representative Name: _____ Phone No.: _____
Representative's Email: _____

Employee Interview

TRAINING NO.: _____

Payroll ID (Use initials/DOB 2-digit mon & 2-digit date/last 4 SSN ***Must Match on payroll**): _____

Employee/Trainee Name: _____

Address: _____ Phone No.: _____

Date of Birth: _____ Sex: _____

Ethnic Group Designation: Asian & Pacific Islander: ___ American Indian (or) Alaskan Native: ___

Black: ___ Hispanic: ___ Other: _____

Employee Status: New: _____ Upgrade: _____

Position Held Currently: _____ Wage: _____

Previous OJT Training: _____ Yes ___ No

Previous OJT Training Classification: _____ Graduate: ___ Yes/Date: ___ ___ ___ No

Employer during training: _____

Describe your training/work duties prior to this training: _____

New Job Classification of Trainee: _____ Training Hours needed: _____

Job Classification No: _____

Which type of training: On-the-Job _____ Union Apprenticeship _____

Training Program to be used: _____

Projected Start Date of Training (for this project & must be after approval date): _____

Trainee received a copy of the OJT Program? ___ Yes ___ No

Describe the OJT training duties: _____

Please attach classification description to this page

***Attach a copy of the appropriate OJT Construction Classification page available at**

http://wwwsp.dotd.la.gov/Inside_LaDOTD/Divisions/Administration/Compliance/OJT%20Documents/OJT%20Construction%20Classifications.pdf *

For Compliance Programs Only

Date Submitted: _____ Date Approved: _____

Approved OJT Labor Class Code/Description (Must Match On Payroll): _____

Date Denied: _____

Reason for denial: _____

**Remit completed form with attached classification description to DOTD Compliance Programs: Joyce Brignac, OJT Program Specialist joyce.brignac@la.gov OR fax to (225) 379-1865, ATTN: Joyce Brignac, OJT Program Specialist

CONTRACTOR'S OJT EMPLOYMENT STATUS CHANGE FORM

Rev. 5/18

OJT TRAINEE INFORMATION

Name: _____ SSN:(minimum last 6 digits) _____

Address: _____

EMPLOYER INFORMATION

Contractor: _____

Address: _____

State Project No. (s): _____

Contact Person & Title: _____

Phone No.: _____ Email Address: _____

OJT Classification(s) (Include Approved DOT No. as Applicable): _____

OJT Training Hours Completed to Date (For Each Approved OJT position): _____

EFFECTIVE DATE OF Change (mo/day/year): _____

REASON FOR CHANGE (select one):

_____ Employee Resigned

_____ Employee Terminated

_____ Employee Withdrawn

_____ Other (explain): _____

Additional Comments (if needed): _____

****Remit completed form within 1 week of change effective date to DOTD Compliance Programs:
Joyce Brignac, OJT Program Specialist joyce.brignac@la.gov ; OR fax to (225) 379-1865, ATTN: Joyce Brignac, OJT
Program Specialist**

CONTRACTOR'S OJT WEEKLY REPORTING FORM

Contractor's Name: _____ SPN: _____

Name of Trainee: _____ Trainee No: _____

Job Classification: _____ Code: _____

Week Ending: _____ Hours Worked: _____ Hourly Wage Rate: _____

Training Hours for Week: _____ Total Number of Hours Trained to date: _____

Name of Trainee: _____ Trainee No: _____

Job Classification: _____ Code: _____

Week Ending: _____ Hours Worked: _____ Hourly Wage Rate: _____

Training Hours for Week: _____ Total Number of Hours Trained to date: _____

Name of Trainee: _____ Trainee No: _____

Job Classification: _____ Code: _____

Week Ending: _____ Hours Worked: _____ Hourly Wage Rate: _____

Training Hours for Week: _____ Total Number of Hours Trained to date: _____

Name of Trainee: _____ Trainee No: _____

Job Classification: _____ Code: _____

Week Ending: _____ Hours Worked: _____ Hourly Wage Rate: _____

Training Hours for Week: _____ Total Number of Hours Trained to date: _____

Name of Trainee: _____ Trainee No: _____

Job Classification: _____ Code: _____

Week Ending: _____ Hours Worked: _____ Hourly Wage Rate: _____

Training Hours for Week: _____ Total Number of Hours Trained to date: _____
