

# LADOTD OJT Program



July, 2018

## Kudos from LADOTD Compliance Programs Section Director

The Contractors for the Louisiana Department of Transportation (LADOTD) have come through once again! An OJT Program Contractor's Forum was held in April 2018. Prior to that, no trainees were enrolled for the federal 2018 Calendar Year reporting. After the Forum, several Contractors stepped forward and enrolled trainees in the OJT Program. Thanks to all those Contractors who are now participating in the OJT Program.

The 23 Code of Federal Regulations, Part 230 requires that the OJT Program be implemented to enable parity in the workforce. The OJT Program requires that training opportunities be provided to minorities, females and other

disadvantaged individuals. Further, the LAGC Contractors committed to 20 trainees per year per company to meet these requirements. We are off to a good start, and while we have made some progress, there is much to do.

The LADOTD specifies the number of trainees available on projects. On those projects, I would like to encourage the Contractors to recruit individuals that meet the OJT Program requirements for training. Once the trainees have completed the OJT Program, the graduates can become productive employees in the company, particularly at a time when a shortage of skilled labor exists. The LADOTD Contract Compliance stands ready to assist the Contractors to be successful in

the implementation of the OJT Program. Together we can meet the OJT Program requirements and submit an accomplishment report to the FHWA which indicates success of the OJT Program, to avoid any loss of federal funding.

**Stephanie Ducote**

DOTD Program Director  
Compliance Programs Section

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# Current Status of the OJT Program

Several Contractors enrolled trainees during the second quarter of the 2018 Calendar Year. The LADOTD Compliance Program Section approved 30 trainees who met the requirements of the OJT Program. The Contractors enrolled more males than females with almost an equal number of minorities and non-minorities ethnicities, as shown in the charts below. The Contractors should recruit more females for the OJT Program.

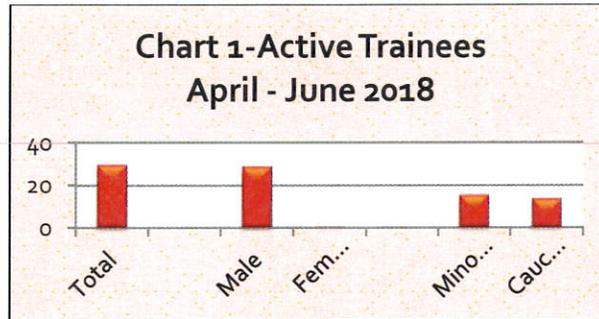
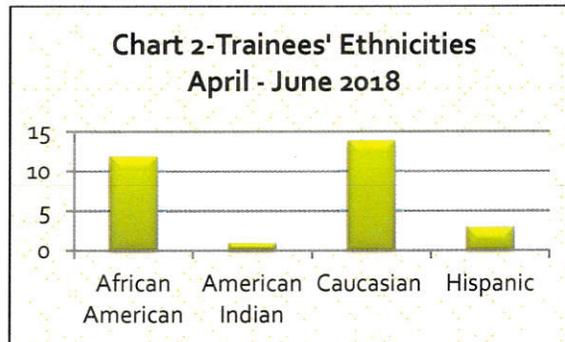
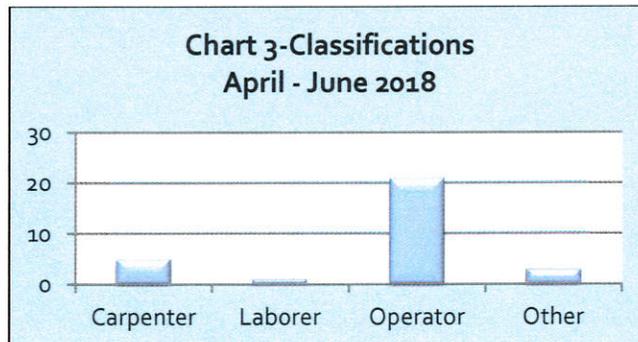


Chart 2 shows the breakdown of the specific ethnicities for the trainees enrolled for the OJT Program.



The Contractors enroll trainees, as per the needs of the projects. The Contractors enrolled trainees in several different Classifications, as shown on Chart 3. The classification with the highest number of trainees was Operators.



# Accomplishing OJT Program Goal

The process of recruiting, training and retaining trainees for the OJT Program requires effort by the Contractors. Following the Contractor's Forum held in April 2018, several Contractors enthusiastically recruited trainees, and submitted the enrollments for approval. The LADOTD expects more Contractors to enroll trainees to meet the LAGC commitment of 20 trainees per year. The LADOTD encourages the Contractors to recruit minorities and females, in particular, for the OJT Program or enroll existing employees. The OJT Program is for individuals who have not previously worked in highway construction in the particular labor crafts previously. The Contractors can contact the Louisiana Workforce Development to assist with the recruiting needs of such individuals seeking employment. Also, consider jobseekers with records.

Retention of the trainees is key to the success of the OJT Program. The trainees typically are employees who have never worked in the construction areas previously. The trainees are not familiar with the construction process, the company rules and how to interact with other crew members. If the Forepersons do not expend the effort to properly teach the trainees, the trainees may get discouraged and quit. Similarly, if the crews do not include the trainees as team members, the trainees may feel uncomfortable and give up on the construction industry. This results in no-win situations as the trainees lose opportunities for long-term careers in the highway construction industry. The Contractors can contact the LADOTD OJT Program Supportive Services to assist the Contractors with issues regarding recruiting and retention. Proper recruiting, retention, and treatment by the crew members are keys to the success of the OJT Program for the trainees, Contractors and the LADOTD.

## Trainee Spotlight Request

The LADOTD is interested in spotlighting a trainee in each OJT Program Newsletter to show how the OJT Program benefits the employee, the Contractor and the LADOTD. Please submit names of your companies' trainees to highlight to Ms. Joyce Brignac. Watch future newsletters for the OJT Trainee Spotlights.

## Upcoming OJT Program Contractor Forums



Quarterly, the LADOTD will conduct Contractor's Forums to discuss the OJT Forums. In these forums, come learn about the OJT Program. Get an overview, information on how to implement, provide input on the OJT Program and ask questions. Interact with the LADOTD staff to ensure meeting the OJT goals. We will be coming to your District soon. Please contact Ms. Joyce Brignac with any questions.

# OJT Program

## Streamlined Forms

At the OJT Program Contractor's Forum held in April 2018, the Contractors requested that the OJT Program process be further streamlined. The main issues involved the submissions of the *Contractor's OJT Change Form* (Change Form) and the *Contractor's OJT Weekly Reporting Form* (Weekly Form). The Change Form required submissions every time the trainee was transferred from project to project, which was time-consuming. The Weekly Form was cumbersome.



The LADOTD Contract Compliance Section, upon hearing from the Contractors, streamlined the process to require that the Change Form be submitted by the Contractors only upon a trainee's status change, such as resignation, termination, etc. This provides the ability for the Contractors to transfer the trainee to several projects, to accumulate the total hours, without having to submit the Change Form each time.

The Contractors can submit the *Contractor's Trainee Enrollment Form* for the training program listing each project in which the trainee will receive training. The LADOTD Compliance Program Section will enter the trainee information into the appropriate projects in the AASHTOWare Civil Rights & Labor Compliance (CR&L) software and notify the Contractor and the Project Engineer of the approval via an email. The Contractors can indicate the trainees' hours directly in the Certified Payroll module. The LADOTD Compliance Program Section eliminated the requirement to submit the Weekly Form in hard-copy format.

### OJT Program Contacts

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