



LADOTD OJT Program



April, 2021

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OJT Program Zoom Training/Presentation a Success!

The LADOTD'S mission is to...*Plan, design, build and sustain a safe and reliable multimodal transportation and infrastructure system that enhances mobility and economic opportunity.* The OJT Program is a part and parcel of the LADOTD's mission to enhance economic opportunity, especially for the minorities, women, and the disadvantaged individuals.

The Compliance Programs Section is committed to the success of the OJT Program for the LADOTD. Some Contractors continue to enroll trainees and provide the trainings to enable training programs' completions. As a team, we can collaboratively keep moving in the right direction of enrolling trainees.

The Compliance Programs Section held an OJT Program Zoom Meeting, *LADOTD OJT Statewide Training/Presentation for Contractors and District Payroll Staff* on March 9, 2021, with the goal of enhancing awareness and providing specific information. Over 90 attendees from the Contractor/Subcontractor companies,

and the LADOTD construction staff participated.




The Presentation included an overview of the OJT Program and its impact on the federal construction funds. The training addressed the *Enrollment Form, Weekly Reporting Form, and the Employment Status Change Form* for enrolling the trainees, documenting the hours and for reporting any employees' changes. The payroll experts in the construction companies received in-depth training on the AASHTOWare module and its reporting on the OJT Program hours. The training addressed the accurate method to enter the trainee's name, and information to result in the precise summing of the training hours. One attendee commented that the Zoom Training *was very helpful, and I applaud you for taking the initiative to educate all parties on the OJT Program...*

In the future, we will continue to provide periodic presentations/trainings to educate the stakeholders. If there are specific topics in which you would like to receive training, please send me an email. If you are experiencing any

issues, please let me know and I can work on resolving the issues. In the meantime, it is imperative that Contractors continue to bring focus to the OJT Program with the Project Managers, Superintendents, HR Managers, and others. I, my staff, and the OJT Supportive Services are available to provide assistance. (Please refer to page 4 for contact information). Please feel free to reach out to me directly by phone at (225) 379-1382, or by email at Paula.Roddy@la.gov.

Ms. Paula Merrick Roddy
LADOTD Program Director
Compliance Programs Section

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Current Status of the OJT Program

Chart #1-*Total Enrolled* shows that four new male trainees were enrolled, however, no females were enrolled. Three minority and one non-minority male trainees started the OJT Programs. The enrollments of the four new trainees are beneficial, in the first quarter of 2021. More trainees need to be enrolled in the three quarters of the year 2021, including concerted efforts to enroll females.

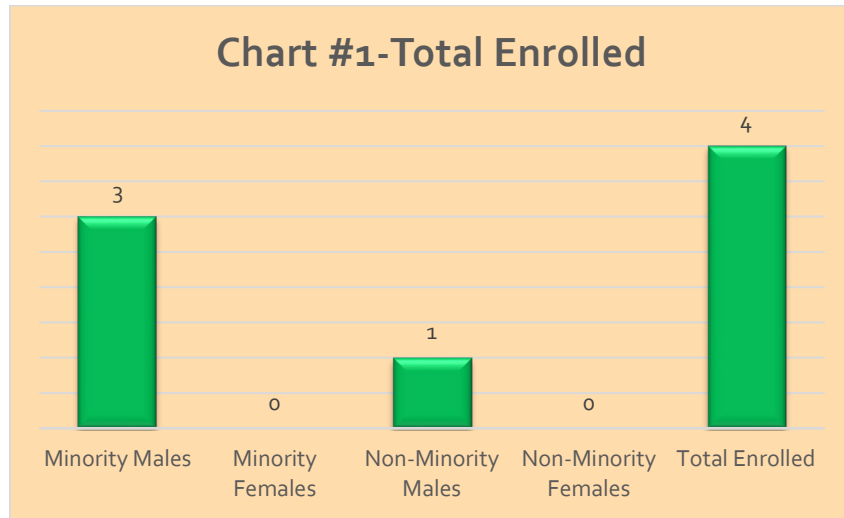
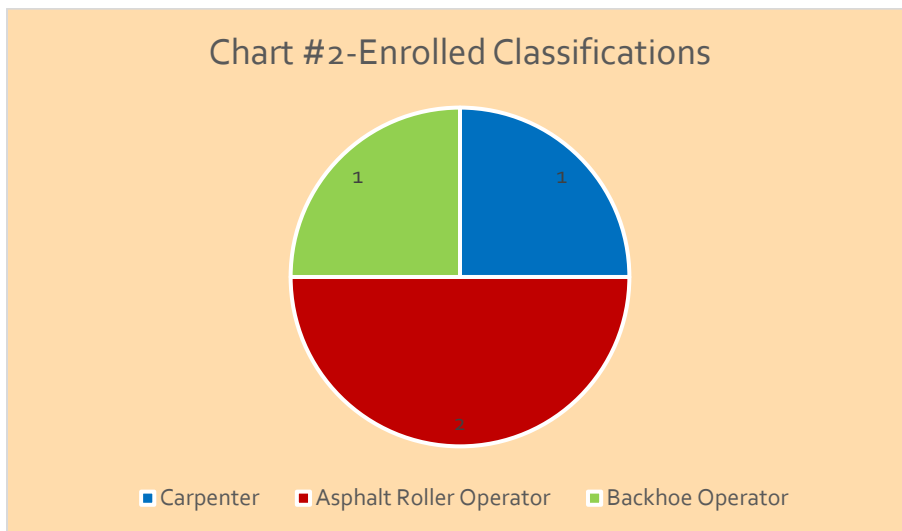


Chart #2-*Enrolled Classifications* indicates that three new Equipment Operators and one Carpenter were enrolled by two Contractors. Both the Backhoe Operator and the Carpenter require 1,040 hours of training, and the Roller Operator requires 600 hours. It is imperative that the Contractors begin the trainings shortly after mobilizations, to enable training completions.



Now is the time...

The weather in Louisiana is getting warmer, and the days are getting longer. Performing construction on the roadways to provide a better ride for the motorists is the cherished collective mission of the Contractors, LAGC, along with the LADOTD. With construction cranking up to full gear, so can the trainees' program be cranked up to full gear. The time is now to enroll trainees, to ensure success with the OJT Program at the LADOTD for the year 2021.

How can the collective team of the LADOTD ensure that trainees enroll and complete the training programs this year? How can the LADOTD Compliance Programs Section provide an *OJT Program Calendar Year-End Accomplishments Report* to the FHWA which shows accomplishments for the year 2021? The answer is to start now; start diligently to implement the OJT Program.

The focus on the OJT Program can begin at the Preconstruction Conference...starting now. The discussion between the LADOTD Project Engineer and the Contractor's Project Manager could focus on the two aspects of the *OJT Supplemental Specifications*: voluntary nature in conjunction with the LAGC commitment of 20 trainees per year per Contractor. In the Preconstruction Conferences, at times, the focus is on the voluntary nature of the OJT Program, which is only singular and incomplete without discussing the 20 trainees per year stipulation. Discussing both aspects, in tandem, will lead to greater success of the OJT Program. Further, the LADOTD Project Engineer emphasizing that it is the LADOTD's goal for the Contractors to enroll minorities, females and the disadvantaged individuals, as part of the Equal Opportunity process in the federal *23 Code of Federal Regulations, Part 230*.

program shows a commitment into the skills training for the trainees. Conversely, the minorities, females and the disadvantaged individuals will show more dedication knowing that the company is investing in advancing their skills.

The third step is to conduct the training for the trainees...starting now. Once mobilization starts, the Superintendents can identify crew members. The patching, crack sealing and other activities begin, prior to the asphalt or concrete placements. Beginning the training for the trainee at the earliest point in the project provides for education from the earliest step of placing blacktop or concrete on the roadways. Not only that, it enables every possible hour of training to be available to facilitate the completions of the trainees' training programs. Some projects may be short in duration, however, the time is sufficient to accomplish the full training hours, if the trainee begins shortly after mobilization.

Lastly, reimburse the Contractors with the \$3.00 per hour of training...starting now. The overall goal for the year 2021 is to begin with an energetic focus on identifying, enrolling, and providing training to the minorities, females and the disadvantaged individuals on the LADOTD construction projects...now. The trainees will receive training, the Contractors can collect \$3.00 per hour reimbursements, and the LADOTD can show accomplishments of the OJT Program to the FHWA.



The next step is to enroll trainees...starting now. Hire either new employees or identify current employees, who are eligible to be enrolled. Enrolling the employees in the training



Upcoming OJT Program Contractor Forum

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.

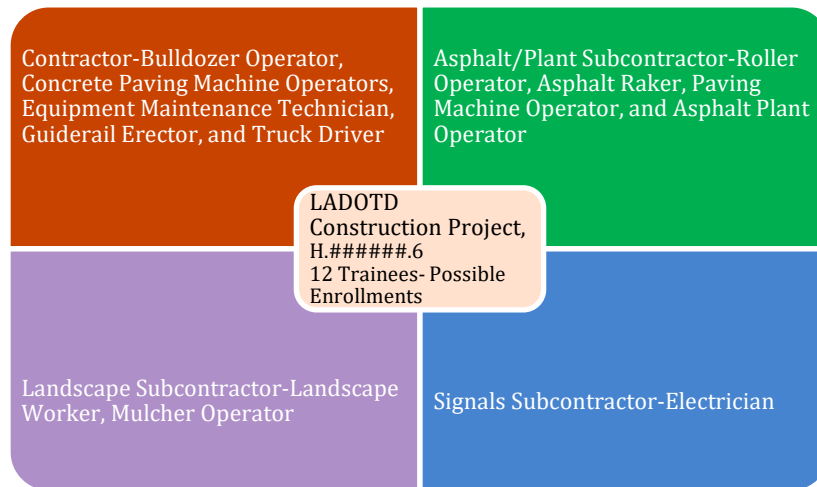
The date of the next OJT Program Contractor's Forum will be announced. You will receive an email invitation for the Contractors' Forum. Please accept the invitation and come join us. Please contact Ms. Joyce Brignac with any questions at (225) 379-1364 or joyce.brignac@la.gov.

Subcontractors maybe key...

Did you know that Subcontractors can support the Contractors in the projects' training stipulations? Many Contractors have begun the process of implementing the OJT Programs. The companies identify training classifications from the *OJT Construction Classifications Manual*, identify employees to train and begin the trainings. One key component of the construction contract that could aid in the success of the OJT Program is within the Contractor's reach. The Subcontractors can also enroll employees into the OJT Programs.

Contractors enlist the support of the Subcontractors, particularly in specialty work, such as asphalt, concrete, electrical, masonry, etc. on the projects. The Subcontractors can identify employees who can benefit from the trainings, simultaneously collecting the \$3.00 per hour reimbursements.

The Contractor can choose to enroll some of the trainees stipulated and can request the Subcontractors to enroll some eligible individuals. For example, a project has the following scope of work: *Clearing and Grubbing, Earthwork, Asphalt Concrete Pavement, Prestressed Concrete Bridge, Drainage, Concrete Sidewalks, Traffic Signals, Guiderail, etc.* Examples of possible classifications in which the Contractor and the Subcontractors can enroll for the 12 trainees stipulated, are shown in the matrix.



The optimum goal is for the Contractor and the Subcontractors to accomplish the full training hours on one project. The LADOTD recognizes that that is not always possible, especially with Subcontractors, and is allowing for the transfer of trainees between projects to accomplish the hours.

The LADOTD provides for the trainees to be enrolled by both the Contractors and Subcontractors. The Contractors can request the Subcontractors to participate in the OJT Programs. The smaller Subcontractors expressed interests in participating in the OJT Programs, especially due to the benefits of the \$3.00 per hour reimbursements. The Subcontractor is definitely a key to the successful OJT Program implementation.

OJT Program Contacts

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