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OJT Program Training Program : Acceptance Procedures and Training Requirements, April 14, 2014

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OJT PROGRAM TRAINING PROGRAM ACCEPTANCE PROCEDURES AND TRAINING REQUIREMENTS

The objectives of the OJT Program are to: Provide training and improve the skills of women and minorities so that they have the opportunity and access to the higher paying skilled trades jobs and journey worker positions, and broaden the labor pool to meet the projected future labor needs in highway and bridge constructions. For trades in which minorities and women are under-represented, a majority of the training position on that project must be filled by minorities or women. The Contractor must demonstrate a systematic and direct recruitment effort to comply with the contract's training special provisions.

1. The Contractor whose project has a number of OJT hours assigned shall establish this affirmative action program in a way likely to successfully achieve the objective of a more balanced workforce, especially as to yield women and minorities.
2. On-the-Job Training is a meaningful way by which Contractors can comply with Executive Order 11246. It is MaineDOT's intention that a Contractor's overall workforce reflects the diverse population of this State. Every effort shall be made by Contractors to comply. MaineDOT through the Civil Rights Office shall afford Contractors every reasonable effort to be successful.
3. When a contract is awarded that contains the Training Special Provision 660, the Contractor shall furnish the letter of intent to the OJT Administrative Coordinator for approval. This letter of intent outlines the number of trainees to be trained in each selected classification. Furthermore, the letter of intent shall specify the starting time and wage rates for training in each of the classifications.
4. In selecting a trainee, choose a woman, minority or disadvantaged person who is capable of completing the program; and select a craft routinely required on the specific project and one in which women, minorities, or disadvantaged are underutilized.

RECRUITMENT

Until there is equal representation of women, minorities, and disadvantaged at the journey-worker level in the workforce, training required under the Training Special Provision 660 is primarily limited to women, minorities, and disadvantaged.

ENTRANCE REQUIREMENTS:

- Minimum of eighteen (18) years of age;
- Applicant shall not be enrolled in any classification for which they have successfully completed a course leading to journey-worker status, or one in which they have been gainfully employed;

- Applicants shall not be enrolled who has previously been in MaineDOT's OJT program unless to a position which promotes them from semi-skilled to skilled craft status.

SUPERVISION

The trainee shall be assigned to a journey-worker, supervisor, or other knowledgeable employee who will direct, observe and review the trainee on a daily basis.

WORK HOURS

A trainee is expected to work the work week of the Contractor, including overtime.

WEEKLY TRAINEE REVIEW

Contractors must submit a completed and signed Weekly OJT Evaluation Form to the MaineDOT Resident. All Trainees shall be reviewed by their immediate supervisors. The Contractors have the responsibility to distribute completed and signed forms to the MaineDOT Resident and the Trainee and keep a copy for themselves.

CERTIFICATE OF COMPLETION

Procedures to award Certificates are as follows:

1. Upon completion of the required training hours for the training category under which a trainee is registered, the completed documentation of training shall be reviewed by the OJT Administrative Coordinator and verified complete.
2. Requests for certificates shall be placed with the MaineDOT Civil Rights Office. All certificate awards shall be determined by MaineDOT.
3. A copy of the certificate is placed in the OJT file.
4. The original is sent to the Contractor for signature and distribution to the trainee. A copy is included for the contractor file.
5. A congratulations letter and exit interview letter are mailed directly to the Trainee.

TERMINATION FOR CAUSE

A trainee may be terminated at any time during the training for cause. The Contractor must notify the OJT Administrative Coordinator and the Civil Rights Office of termination. Ideally, before such action is exercised, a conference with the trainee, Supervisor, Project Engineer, Contractor's EEO Officer and a representative from the Civil Rights Office should meet and review why the action is necessary.

OFF-SITE TRAINING

Some off-site training is permissible as long as the training is an integral part of an approved training program and does not compromise a substantial part of the over-all training. Furthermore, the trainee must be concurrently employed on a federally aided highway construction project subject to the special training provisions attached to this directive.

1. The Contractor is obligated to request off-site training in writing and receive approval from the OJT Monitor and the MaineDOT Civil Rights Office if a trainee will need to be transferred from the MaineDOT project to work at another project ("off-site training") in order to complete their training requirements. The Contractor submits a transfer form to the OJT Administrative Coordinator and the MaineDOT Civil Rights Office for approval. The original form is signed, dated and placed in the project file with an approved copy returned to the Contractor. The OJT Monitor will continue to visit the trainee on her or his off-site project. **The approval must be made prior to moving the employee off site.** No credit will be given and no monitoring will be done for OJTs that leave the State of Maine.

2. **Off-Site hours are not reimbursable unless pre-approved the MaineDOT Civil Rights Office.**

Trainee wages may be adjusted according to the prescribed wages set for the off-site project. The Contractor must notify the trainee of any off-site wage adjustment.

ORIENTATION

At the onset of training, the employer shall provide all OJT trainees with an orientation prior to commencing training. At a minimum, the orientation will include the following:

- a. Company Policies and Procedures
- b. Seasonality of construction work;
- c. Adverse weather conditions under which work may occur;
- d. Trainee may be required to work extra hours;
- e. Qualities the company considers desirable in its workers;
- f. How promotions in the company occur;
- g. How to dress; steel toe boots, foul weather gear, etc.;
- h. Safety, including OSHA and Company program (s);
- i. Training is an opportunity, not a privilege;
- j. Who the trainee reports to and who will conduct instruction ;

- k. Trainees may have to perform tasks outside of the OJT program;
- l. Contractor EEO, Complaint and Sexual Harassment policies and who the Company EEO Officer is;
- m. Work ethics such as honesty and punctuality;
- n. Trainee encouraged to recruit other group members for employment consideration;
- o. Disciplinary procedures, termination and lay off policies;
- p. Whom trainee is to notify if absent, or needs to leave the worksite. Be specific, identify company policies.
- q. Method and frequency of wages paid for both on and off-site training; and
- r. Excessive or patterned absenteeism shall not be tolerated.