

4-1-2014

On-the-Job Training Program, Off-Site Training Policy, April 2014

Maine Department of Transportation

Follow this and additional works at: https://digitalmaine.com/mdot_docs

Recommended Citation

Maine Department of Transportation, "On-the-Job Training Program, Off-Site Training Policy, April 2014" (2014). *Transportation Documents*. 1767.
https://digitalmaine.com/mdot_docs/1767

This Text is brought to you for free and open access by the Transportation at Digital Maine. It has been accepted for inclusion in Transportation Documents by an authorized administrator of Digital Maine. For more information, please contact statedocs@maine.gov.

**ON-THE-JOB TRAINING PROGRAM
OFF-SITE TRAINING
POLICY**

April, 2014

Dear Contractors:

This letter serves to clarify the requirements and to inform all parties of the off-site trainee approval process.

§23 CFR part 230.111 states:

“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 overall 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. Reimbursement for offsite training may only be made to the contractor where he/she does one or more of the following: Contributes to the cost of the training, provides the instruction to the trainee, or pays the trainee’s wages during the offsite training period.”

The reasons for keeping an OJT on a federal aid site include:

- Liability
- Monitoring
- Skill development appropriate for FAP Journey level
- Safety

To move a current OJT off site, please use the following process:

- The Contractor is obligated to request off-site training in writing and receive approval from MaineDOT, Civil Rights Office if a trainee will need to be transferred from the MaineDOT project (“off-site training”) in order to fulfill their training requirements.
- The contractor submits a transfer form to the OJT Administrative Coordinator for approval.
- The original form must be signed, dated and placed in the project file with an approved copy returned to the Contractor.
- The Monitor will continue to visit the trainee on his or her 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 OJT’s that leave the State of Maine.
- Off-site hours are not reimbursable unless **pre-approved** by the MaineDOT, Civil Rights Office. The Contractor must notify the trainee and the Administrative Coordinator of any off-site wage adjustment.
- Any trainee off-site without prior approval cannot be considered an OJT under the 660 item and Special Provision. The hours, credit, monitoring, and payment will not be made.

Sincerely,
Gigi Ottmann-Deeves
Civil Rights Office

cc: MaineDOT Resident
Contractor
Women Unlimited
FHWA