



FEDERAL ON-THE-JOB TRAINING PROGRAM

Civil Rights Division



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Promote diversity and inclusion in the Texas Department of Transportation's internal operations and external programs.

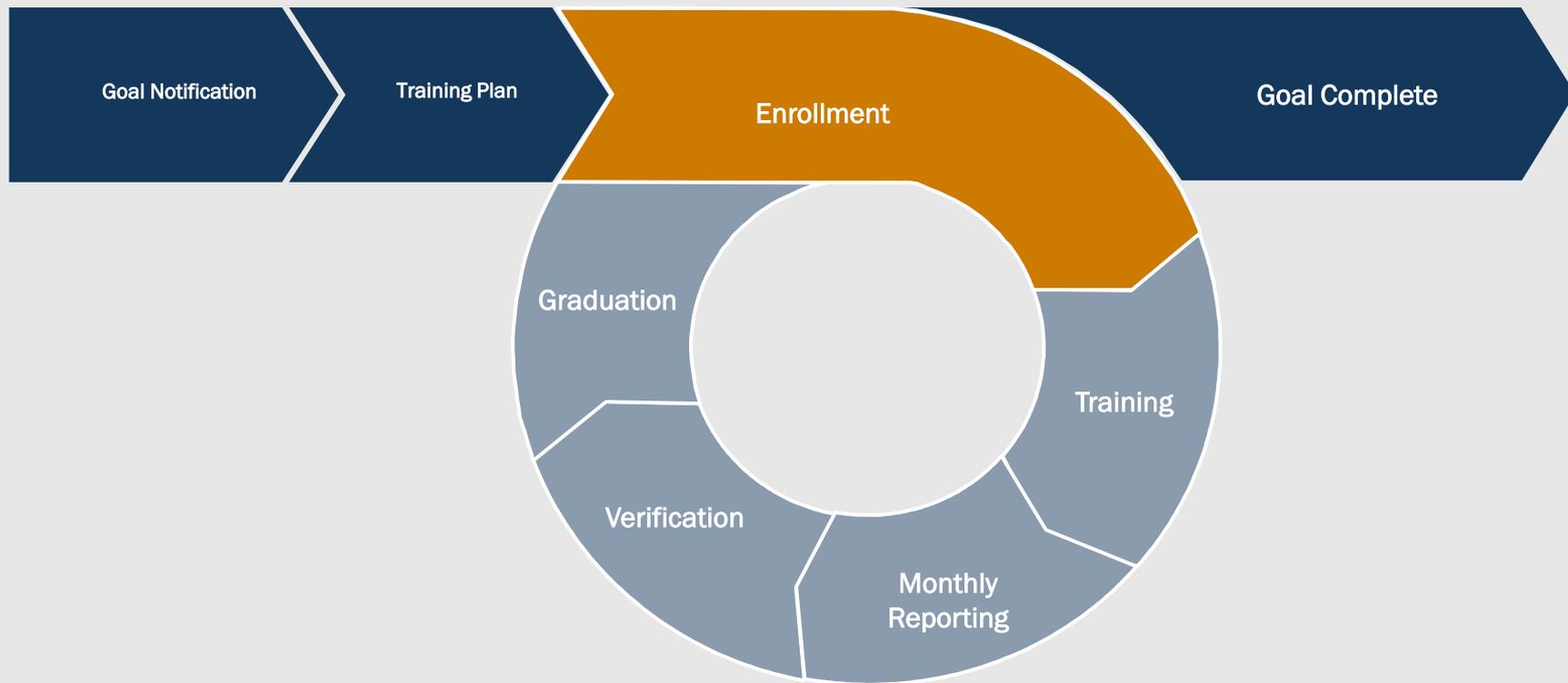
Program Overview

- Mandatory Program in accordance with Federal Regulation 23 CFR Part 230, Subpart A
- Office of Primary Responsibility: TxDOT Civil Rights Division
- Goal determined based on awarded contract amount from the previous year
- Special Provision On-the-Job Training Program for Design-Build and Comprehensive Development Agreement Projects; number of trainees will be specified in the contract
- Targets women, minorities, and disadvantaged individuals for entry into journey-level positions to ensure a competent, available workforce to meet highway construction industry needs
 - Addresses historical under-representation of members in these groups in highway construction skilled crafts
- Designed to provide flexibility to train on most projects

History of Program

- Framework developed by AGC of Texas in 1968
- Updated by TxDOT, FHWA, and AGC of Texas in 2006
- Dual Administrators: Memorandum of Agreement between AGC of Texas and TxDOT
- Program retention rates

On-the-Job Training Process



Introduction to the OJT Program

OJT Manual

- How Contractors are Chosen
- Goal Methodology
- Participant Responsibilities

AGC Member Resources

- Orange Book (English/Spanish)
- Program Quick Guide and FAQ
- Record Maintenance Assistance
- AGC-specific Forms

Reporting Forms*

- Texas Department of Transportation Contractor On-the-Job Training Plan
- Federal On-the-Job Training Program Enrollment Form (2201)
- Federal On-the-Job Training Program Monthly Reporting Form (2202)
- Labor Standards Review (Form 2220)
- *All Forms submitted to CIV, Area Office and AGC (if contractor is AGC member)

Change /Add Wage Rates or Wage Classification Codes

- Submit Additional Classification and Wage Rate Request (Form CST-C-1) to CST_LaborCompliance@txdot.gov

TxDOT On-the-Job Training information available online at: <http://www.txdot.gov/business/resources/doing-business/on-the-job.html>

AGC information available online at: <https://agctx.org/on-the-job-training-resources.html>

Goal Methodology

ANNUAL GOAL BASED ON PREVIOUS FY TOTAL AWARDED WITH DEPARTMENT					
Annual Estimated (Range) Totals				Trainees Required Annually	
Over	\$195,000,000.01				7
	\$160,000,000.01	to	\$195,000,000.00		6
	\$125,000,000.01	to	\$160,000,000.00		5
	\$90,000,000.01	to	\$125,000,000.00		4
	\$55,000,000.01	to	\$90,000,000.00		3
	\$20,000,000.00	to	\$55,000,000.00		2

- Fiscal year assessment for calendar year goal
- Provides realistic training goal for contractors

Contractor Responsibilities

- Subcontractor Participation
 - May provide training, but program requirements are still the responsibility of contractor assigned the goal
- Selecting a Trainee
 - Has never worked, or does not have experience, as a journeyworker in proposed classification
 - Not currently enrolled in another training classification
- Provide trainee with:
 - Copy of enrollment form
 - Program curriculum
 - Training progress reports
 - Pocket size AGC Orange Book
- Contractor Training Plan
 - Must be submitted if no trainee enrolled within 60 days of goal notification

Contractor Responsibilities cont.

- Forms and Submission Process
 - Enrollment Form (2201) submitted within 7 days of trainee start date
 - Must be initially enrolled on a federally funded project
 - Monthly Reporting Form (2202) submitted by 10th of the month for verification
 - Form submitted even if no training has taken place; hours listed as zero
 - Form submitted to each area office for each project trainee works on (multiple CSJs may be added to one form)
- What constitutes a goal?
 - Trainee graduates
 - TCCA graduate is hired
 - Double credit for certain training classifications
 - Additional trainees will be “banked” for the next calendar year
- Graduation
 - When maximum hours for training classification have been completed or when contractor determines trainee has been sufficiently trained

TxDOT Responsibilities

- Program Oversight
 - Office of Responsibility for administration of OJT program
 - CIV works closely with Construction Division, Project Finance, District Staff, and Area Office Staff to implement and monitor program
- Receipt of Submitted Forms
 - Maintains documentation for required reporting to TxDOT Executive Staff and FHWA
 - Area Office personnel will verify training hours and wage rates indicated on monthly reporting form against certified payroll
 - Once verified, monthly reporting form is signed and submitted to CIV
- Labor Standards Interview
 - Conducted by Area Office personnel
 - One interview per trainee to verify training status and progress towards program completion
 - Interviews should be conducted by trainee's third pay period and submitted to CIV

TxDOT Responsibilities cont.

- Good Faith Effort
 - Determined by TxDOT on case-by-case basis
 - Reasonable effort must be made to replace trainee who terminates within 30 days

- Goal Met Letter
 - Sent to contractors once training goals have been completed
 - Identifies trainees who were enrolled in program, individual status, GFE approved, and any banked credits for the next calendar year

Wage Rates and Reimbursement

Wage Rates	Reimbursement
<ul style="list-style-type: none"> Davis-Bacon/Prevailing Wage Rates 	<ul style="list-style-type: none"> Request by checking box on monthly reporting form
<ul style="list-style-type: none"> Enter prevailing wage for corresponding classification into EPRS/LCPtracker 	<ul style="list-style-type: none"> Will be compensated 80 cents per training hour (hours verified by Area Office via certified payroll)
<ul style="list-style-type: none"> Compensate percentage of minimum journeyworker's rate: 	<ul style="list-style-type: none"> Not allowed if there is a lack of GFE in meeting program requirements
60% - first half of training (AGC – 70%)	<ul style="list-style-type: none"> Area Office personnel will approve
75% - third quarter (AGC- 80%)	<ul style="list-style-type: none"> Personnel can add detail number during activation or by change order
90% - last quarter (AGC – 90%)	<ul style="list-style-type: none"> Entered as line item for final payment at project close out

On-the-Job Training Supportive Services

Texas Construction Career Academy (TCCA)

- Recruitment and pre-employment training program
- Courses related to highway construction trades including OSHA, flagger and heavy equipment

Contractor Benefits

- Opportunity to fulfill OJT training goal
- Demonstrate good faith effort in recruiting minorities, females and disadvantaged individuals
- Access to qualified applicants actively looking for employment

2017 TCCA Job Fairs

- Corpus Christi: May 12
- Fort Worth: July 28
- El Paso: September 29

TxDOT On-the-Job Training Supportive Services information available online at:

<http://www.txdot.gov/inside-txdot/division/civil-rights/ojt-training.html>

- Tryon D. Lewis – Chair
- Jeff Austin III, Commissioner
- J. Bruce Bugg, Jr., Commissioner
- Laura Ryan, Commissioner
- Victor Vandergriff, Commissioner
- James M. Bass – Executive Director
- Michael D. Bryant – Director, Civil Rights Division

Contact Information

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Questions?