SPECIAL PROVISION

On-the-Job Training Program for Design - Build and Comprehensive Development Agreement Projects

This training special provision is the Department's implementation of 23 U.S.C. 140 (a). The primary objective of this provision is to train and upgrade minorities and women toward journey worker status. This training commitment is not intended and shall not be used to discriminate against any applicant for training, whether a member of a minority group or not.

As part of the [design-builder/developer]'s equal employment opportunity affirmative action program, training shall be provided as follows:

1. The [design-builder/developer] shall ensure that on-the-job training (OJT) aimed at developing full journey worker status in the type of trade or job classification involved is provided.

2. The Department has assigned a project-specific trainee goal in accordance with the following guidelines as set forth in 23 C.F.R.§230.111:

   1) Dollar value of the construction services contract;
   2) Duration of the construction work activity;
   3) Geographic location;
   4) Availability of minorities, women, and disadvantaged for training;
   5) The potential for effective training;
   6) Type of work;
   7) Total normal work force that the average proposer could be expected to use;
   8) The need for additional journeymen in the area;
   9) Recognition of the suggested minimum goal for the State; and
   10) A satisfactory ratio of trainees to journeymen expected to be on the [design-builder/developer]'s work force during normal operations.

Construction Cost Estimate		
From	**To**	**Trainees**
$0	$9,999,999.99	0
$10,000,000	$19,999,999.99	1
$20,000,000	$39,999,999.99	2
$40,000,000	$59,999,999.99	3
$60,000,000	$79,999,999.99	4
$80,000,000	$99,999,999.99	5
$100,000,000	$119,999,999.99	6
Thereafter for each increment of $20 million, goal is increased by one trainee		

3. The OJT program trainee goal for this project is ____ trainees.

4. The [design-builder/developer] will have fulfilled its responsibilities under this provision when acceptable training has been provided to the number of trainees assigned to this project.

5. In the event that a [design-builder/developer] subcontracts a portion of the contract work, it shall determine if any of the trainees are to be trained by the subcontractor. The [design-builder/developer] should insure that this training special provision is made applicable to such subcontract. However, the [design-builder/developer] shall retain the primary responsibility for meeting the training requirements imposed by this special provision.

6. The [design-builder/developer] shall make every effort to ensure minorities and women are enrolled and trained in the program. The [design-builder/developer] shall conduct systematic and direct recruitment through public and private sources likely to yield minority and women trainees to the extent that such persons are available within a reasonable area of recruitment.

7. It is the intention of this provision that training is to be provided in the construction crafts. Training is permissible in lower level management positions such as office engineers, estimators, timekeepers, etc., where the training is oriented toward construction applications. Some offsite training is permissible as long as the training is an integral part of an approved training program and does not comprise a significant part of the overall training.

8. The Department and the Federal Highway Administration (FHWA) shall approve a training program if it meets the equal employment opportunity obligations of the [design-builder/developer] and aims to train and upgrade employees to journey worker status.

9. The Department’s OJT Program has been designed to ensure that the trainee consistently receives the level and quality of training necessary to perform as a journey worker in his/her respective skilled trade classification. Standard training programs for each skilled construction trade classification are located in the OJT program manual.

10. Apprenticeship programs registered with the U.S. Department of Labor, Bureau of Apprenticeship and Training, or with a State apprenticeship agency recognized by the Bureau, or training programs approved but not necessarily sponsored by the U.S. Department of Labor, Manpower Administration, Bureau of Apprenticeship and Training shall also be considered acceptable provided the program is being administered in a manner consistent with the equal employment obligations of Federal-aid highway construction contracts.

11. The number of trainees shall be distributed among the work classifications on the basis of the [design-builder/developer]'s needs and the availability of journey worker in the various classifications.

12. No employee shall be employed as a trainee in any classification in which he or she has successfully completed a training course leading to journey worker status or in which he or she has been employed as a journey worker. The [design-builder/developer] may satisfy this requirement by including appropriate questions in the employee application or by other suitable means. Regardless of the method used, the [design-builder/developer]'s records should document the findings in each case.

13. At or before contract execution, the [design-builder/developer] must submit the Contractor OJT Plan form to the Department's Office of Civil Rights (OCR). The plan shall specify how the [design-builder/developer] intends to satisfy its goal by including the following information: the type of apprentice or training program, number of trainees, type of training, and length of training.

14. The trainee(s) shall begin training on the project after start of work and remain on the project as long as training opportunities exist or until the training is completed.

15. The trainees will be paid at minimum, 60 percent of the appropriate journey worker's rate specified in the contract for the first half of the training period, 75 percent for the third quarter of the training period, and 90 percent for the last quarter of the training period. However, if the apprentices or trainees are enrolled in another program approved by the Department of Labor or other agency, such appropriate rates shall apply.

16. The OCR must approve all proposed apprentices and trainees before training begins. The [design-builder/developer] must submit the Federal OJT Enrollment Form in order for training to be counted toward the project goal and be eligible for reimbursement. The [design-builder/developer] shall provide each trainee with a copy of the training program he or she will follow.

17. On a monthly basis, the [design-builder/developer] shall submit the Federal OJT Monthly Reporting Form to the Department's Strategic Projects office(s) and the OCR. The monthly reporting form will include the number of hours trained and training status. If a trainee is terminated, the [design-builder/developer] is required to make a good faith effort to replace the trainee within 30 calendar days of the termination.

18. The [design-builder/developer] shall provide each trainee with a certification showing the type and length of training satisfactorily completed.

19. If requested, the [design-builder/developer] may be reimbursed 80 cents per hour of training for each trainee working on this project and whose participation towards the OJT project goal has been approved.

    This reimbursement will be made regardless whether the [design-builder/developer] receives additional training program funds from other sources, provided such other program requirements do not specifically prohibit the [design-builder/developer] from receiving other reimbursement. Reimbursement for offsite training indicated above may only be made to the [design-builder/developer] if the trainees are concurrently employed on a federal-aid project and when the [design-builder/developer]: contributes to the cost of the training, or provides the instruction to the trainee, or pays the trainee's wages during the offsite training period.

    No payment shall be made to the [design-builder/developer] if either the failure to provide the required training or the failure to hire the trainee as a journeyman is caused by the [design-builder/developer] and evidences a lack of good faith on the part of the [design-builder/developer] in meeting the requirements of this Training Special Provision.

20. Detailed program reporting requirements and procedures, reporting forms, and the list of approved training classifications are found in the OJT program manual, which can be obtained upon request by contacting the OCR.

On the Job Training Program

AGC of Texas Highway, Heavy, Utilities and Industrial Branch

PREPARED BY

AGC OF TEXAS

HIGHWAY, HEAVY, UTILITIES AND INDUSTRIAL BRANCH
P.O. BOX 2185
AUSTIN, TX 78768

AND

THE TEXAS DEPARTMENT OF TRANSPORTATION
OFFICE OF CIVIL RIGHTS

AN EQUAL EMPLOYMENT OPPORTUNITY PROGRAM

REVISED MARCH 2014

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U.S. DEPARTMENT OF LABOR
OFFICE OF FEDERAL CONTRACT COMPLIANCE
WASHINGTON, D.C. 20210

July 29, 1968

MEMORANDUM

TO: Contract Compliance Officers

FROM: Ward McCreedy
Acting Director

SUBJECT: Acceptable Affirmative Action Program for Certain Federally-Involved Contract Construction Projects in Texas

The Texas Highway-Heavy Branch of the Associated General Contractors has committed itself and its 235 contractor members, beginning this month, to a positive program of recruitment, training, and up-grading of minority groups for the construction industry. The 235 members of the Branch now employ approximately 22,000 workmen of whom some 70% are of minority groups, about evenly divided among Negroes and Mexican-Americans. The 70% minority representation throughout the labor force also exists among the machine operator and other higher-paying skills.

The Affirmative Action program of the Branch is: (1) to seek, employ, and train as many minorities as may be available and to continue this program so long as the economic situation warrants, (2) to immediately recruit and hire 350 minorities evenly divided among Negroes and Mexican-Americans and place them in a training program consisting of 24 skilled trades, of which 85% of the trainees are to become machine operators.

This Office recommends that agencies find participation by a bidder in this program constitutes acceptable affirmative action with respect to the 24 skills covered in the Training Program. Therefore, a statement of such participation should be accepted in lieu of that portion of a required affirmative action plan which would otherwise be directed to these job categories. However, if the low bidder intends to use construction craftsmen in other categories usually described as the mechanical crafts (electrical, ironwork, plumbing, pipefitting, sheetmetal), the usual determination for affirmative action programs will apply, unless similar multi-employer programs have been accepted by this Office.

U.S. DEPARTMENT OF LABOR
OFFICE OF THE SOLICITOR
WASHINGTON 20210

JUL 23 1968

RECEIVED
JUL 25 1968
A. G. C.
AUSTIN, TEXAS

Mr. Robert W. Norris
Staff General Counsel
Texas Highway-Heavy Branch
Associated General Contractors
P. O. Box 1609
Austin, Texas 78767

Dear Mr. Norris:

This is with further reference to your June 6 letter and subsequent conversations with members of my staff regarding the approval of your On-the-Job Training Program, which we understand complies with the standards established by the Office of Federal Contract Compliance.

Our review for Davis-Bacon purposes indicates that the proposed training program conforms with the criteria outlined in our All-Agency Memorandum No. 74, dated August 28, 1967, and subsequent policy statements regarding bona fide youth, poverty and similar manpower training programs. Accordingly, the program is approved.

As indicated in our discussions, we will continue to follow our present policy of not incorporating trainee rates into any wage determinations issued by this office.

Yours sincerely,

Charles Donahue

Charles Donahue
Solicitor

U.S. DEPARTMENT OF LABOR
OFFICE OF THE REGIONAL DIRECTOR
7TH FLOOR — 1100 COMMERCE STREET

Dallas, Texas 75202

October 3, 1972

Mr. Tom Johnson
Texas Chapter
Associated General Contractors
P.O. Box 2185
Austin, Texas 78767

Dear Mr. Johnson:

This office is in receipt of a letter from the Assistant Secretary for Manpower, U. S. Department of Labor, allowing highway-heavy contractors to utilize the on-job training program which was approved by the Secretary of Transportation to satisfy their Order 72-2(2) on highway-heavy type construction.

It was pointed out that your on-job training program paralleled the objectives of 29 CFR 5a and therefore, participation in this program exempts participating contractors from the requirements of 29 CFR 5a on highway-heavy type construction. As you know, highway-heavy construction is defined as construction such as dams, streets, utilities, site grading, air fields and similar type construction.

Should any awarding agencies have any questions about the applicability of this training program, I hope they will not hesitate to contact this office.

Sincerely,

Truman Branscum

Truman Branscum
Regional Director

U.S. DEPARTMENT OF LABOR
EMPLOYMENT STANDARDS ADMINISTRATION
Office of Federal Contract Compliance
~~WASHINGTON, D.C. 20210~~
2320 La Branch - Room 261
Houston, Texas 77004

March 21, 1972

Mr. Thomas L. Johnson
Executive Secretary
AGC, Texas Highway-Heavy Branch
P. O. Box 2185
Austin, Texas

Dear Mr. Johnson:

On March 10, 1972, I met with Mr. Nathaniel Pearson, Assistant Director of the Office of Federal Contract Compliance, for the purpose of discussing the Manpower Development and Training Programs sponsored by AGC, Highway-Heavy Branches, in the southwestern states.

In our discussions, Mr. Pearson indicated that prior to these programs receiving approval from OFCC as an approved Department of Labor Affirmative Action Program, they had to be updated in the following manner:

1. The starting pay of a trainee must be increased to 70% of the prevailing wage rate of a journeyman in the particular trade for which the trainee is being trained.

2. A specific numerical goal for the number of minorities to be trained must be established on a yearly basis.

3. A formal monthly reporting system to the Regional Director must be established.

4. Minority community involvement must be continued, and minority group referral sources must be utilized.

I am in receipt of your letter of March 20, 1972, in which your Association agrees to these requirements. My office feels that the numerical

Mr. Thomas L. Johnson March 21, 1972

goal that you have established for the training of minorities is reasonable and acceptable, and in view of your agreement to our recommendations, I hereby give tentative approval to your program.

I will further recommend to my national office that they issue final approval of your program as an acceptable Affirmative Action Program approved by the Department of Labor.

Very truly yours,

Roberto Ornelas

Roberto Ornelas
Regional Director

RO:me

U.S. DEPARTMENT OF LABOR
EMPLOYMENT STANDARDS ADMINISTRATION
Office of Federal Contract Compliance
WASHINGTON, D.C. 20210

MAY 11 1972

RECEIVED
MAY 20 1972
A. G. C.
AUSTIN, TEXAS

In Reply Refer To: 4506-14

TO: *HEADS OF ALL AGENCIES*

FROM: *George L. Holland*
Director

SUBJECT: Approval of Texas Heavy-Highway Plan

The Office of Federal Contract Compliance has granted approval to the Texas Heavy-Highway Plan as an acceptable voluntary plan.

The following crafts are utilized by the Texas Heavy-Highway Industry:

Electricians
Painters
Carpenters
Operating Engineers
1. *Operators*
2. *Mechanics*

Pipefitters and Plumbers
Ironworkers
Cement Masons

A copy of the Plan will be forwarded to your Office.

U.S. DEPARTMENT OF LABOR
EMPLOYMENT STANDARDS ADMINISTRATION
Office of Federal Contract Compliance
WASHINGTON, D.C. 20210

APR 24 1972

RECEIVED
MAY 13 1972
A. G. C.
AUSTIN, TEXAS

In Reply Refer To: 4506-14

Mr. Thomas L. Johnson
Executive Secretary
Associated General Contractors
P. O. Box 2185
Austin, Texas 78767

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The following crafts are utilized by the Texas Heavy-Highway Industry:

Electricians
Ironworkers
Cement Masons
Operating Engineers
1. *Operators*
2. *Mechanics*

Pipefitters and Plumbers
Painters
Carpenters

We look forward to a successful plan and continued progress in the area of equal employment opportunity.

Sincerely,

George L. Holland
Director

U.S. Department of Labor

Employment Standards Administration
Office of Federal Contract
Compliance Programs
A. Maceo Smith Federal Building,
525 South Griffin Street, Room 840
Dallas, Texas 75202-5007

February 19, 1997

Ken Naquin, Secretary
OJT Administrative Committee
Louisiana Associated General Contractor, Inc.
620 North Street
Baton Rouge, LA 70802

Dear Mr. Naquin:

I appreciate the opportunity to meet with you and Mr. Bill Driskell on February 13, 1997. It was gratifying to learn that we share the same vision of a partnership between the AGC and OFCCP to ensure compliance with the spirit and intent of the rules and regulations administered by the OFCCP.

During the meeting you raised a question regarding the approval of the Louisiana AGC Heavy Highway Training Plan. These programs are approved at the National OFCCP level. As discussed on Thursday all AGC training programs in Louisiana, Arkansas, Oklahoma, Texas, and New Mexico are approved until further notice. Each contractor will be individually judged on the participation of minorities and women in the training program operating on their job sites to determine compliance with 41 CFR 60-4.3(a) contract specification 7e.

I did note that the January 1997 issue of the "AGC Action News" stated that it is no longer required that bidders sign an EEO form. Since successful bidders will be subject to the rules and regulations administered by OFCCP, it is recommended that you clarify to your members that the deletion of that DOTD EEO form does not absolve them from the EEO requirements of Executive Order 11246, as amended. If you have any questions please call me or Theresa Lee at (214) 767-2804.

Sincerely,

ALBERT C. PADILLA
Regional Director

cc: Bill Driskell

RECEIVED

FEB 10 2009

OFFICE/EXECUTIVE DIRECTOR

Texas Department of Transportation

MEMORANDUM

TO: Amadeo Saenz, Jr., P.E. **DATE:** February 10, 2009

THROUGH: Edward Serna

FROM: Jesse W. Ball, Jr.

SUBJECT: On-the-Job Training Program Memorandum of Agreement

Pursuant to 23CFR§230.111, the Texas Department of Transportation (TxDOT) is required to implement an On-the-Job Training (OJT) Program. The primary objectives of the OJT Program are the training and upgrading of minorities, women and economically disadvantaged persons toward journey worker status.

Signature: Attached are three copies of the Memorandum of Agreement. Please sign page two of each copy.

Summary: TxDOT and the Associated General Contractors of Texas (AGC) have had a long-standing partnership in administering the OJT program which has helped create thousands of well-paying jobs for skilled workers.

On December 10, 2008, a meeting was held with Federal Highway Administration (FHWA), TxDOT and AGC officials to address issues and concerns regarding the administration and ownership of the OJT program.

FHWA officials acknowledged AGC's program and their contributions to provide opportunities to minorities and females. FHWA recommended that a Memorandum of Agreement be established between TxDOT and AGC to solidify the partnership and administration of the OJT program. Furthermore, FHWA indicated that both parties must make efforts to increase the number of trainees and this commitment should be incorporated into the agreement.

ON-THE-JOB TRAINING PROGRAM
MEMORANDUM OF AGREEMENT
Between

Texas Department of Transportation
and
Associated General Contractors of Texas

WHEREAS, the Texas Department of Transportation (TxDOT) and the Associated General Contractors of Texas (AGC) enter into a Memorandum of Agreement to implement and administer the On-the-Job Training (OJT) Program effective upon the date of final execution and continuing through the duration of the OJT Program or upon 30 days written notice of termination by either party;

WHEREAS, TxDOT and AGC agree through this Agreement to follow the directives of 23 CFR Part 230, Subpart A, Equal Employment Opportunity on Federal and Federal-aid Construction Contracts (including Supportive Services), and applicable Federal Statutes, to increase the skill level of minorities, women, and disadvantaged persons in the construction skilled trades working at least in part on TxDOT Federal-Aid projects;

WHEREAS, TxDOT and AGC agree to increase the number of trainees in the program and will meet as needed to evaluate, establish and publish annual training goals by January 31 each year. TxDOT and AGC agree to develop and document a trainee selection process;

WHEREAS, TxDOT and AGC agree to facilitate outreach initiatives for potential trainee candidates and prime contractors participating in an OJT Program;

WHEREAS, TxDOT and AGC agree to meet quarterly to evaluate the achievement of the program's goals and objectives;

WHEREAS, TxDOT and AGC agree to monitor efforts in locating, hiring, training, qualifying and upgrading minorities, women and disadvantaged persons through the OJT Program;

WHEREAS, TxDOT and AGC agree to work in a collaborative manner to resolve OJT Program compliance issues as they occur;

THEREFORE, in order to support the OJT Program goals and objectives, TxDOT and AGC agree to be responsible for the following duties:

TxDOT

1. TxDOT will ensure compliance with program requirements with the Federal Highway Administration (FHWA) as the final authority on compliance.
2. TxDOT will publish and forward to FHWA an annual report on the achievement of the OJT Program goal.
3. TxDOT will manage and promote the Construction Career Academy, an OJT Supportive Services Program designed to support program recruitment initiatives.

AGC

1. AGC will commit to timely reporting.
2. AGC will ensure maintenance of OJT Program records and TxDOT/FHWA's access to OJT Program records.
3. AGC will host semi-annual meetings to promote the utilization of TxDOT's Construction Career Academy and other outreach avenues.

No alteration of the TxDOT or AGC OJT Program, this Memorandum of Agreement, or any special provision affecting its use, may be performed without the mutual, written consent of FHWA, TxDOT and AGC.

This document is executed in duplicate counterpart originals.

Amadeo Saenz, Jr., P.E., Executive Director
Texas Department of Transportation

2/13/09
Date

Thomas L. Johnson, Executive Vice President
Associated General Contractors of Texas

2-24-09
Date

ON-THE-JOB TRAINING PROGRAM
MEMORANDUM OF AGREEMENT
Between

Texas Department of Transportation
and
Associated General Contractors of Texas

WHEREAS, the Texas Department of Transportation (TxDOT) and the Associated General Contractors of Texas (AGC) enter into a Memorandum of Agreement to implement and administer the On-the-Job Training (OJT) Program effective upon the date of final execution and continuing through the duration of the OJT Program or upon 30 days written notice of termination by either party;

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AGC

1. AGC will commit to timely reporting.
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3. AGC will host semi-annual meetings to promote the utilization of TxDOT's Construction Career Academy and other outreach avenues.

No alteration of the TxDOT or AGC OJT Program, this Memorandum of Agreement, or any special provision affecting its use, may be performed without the mutual, written consent of FHWA, TxDOT and AGC.

This document is executed in duplicate counterpart originals.

Phil Wilson, Executive Director
Texas Department of Transportation

2/29/12
Date

Thomas L. Johnson, Executive Vice President
Associated General Contractors of Texas

2-29-12
Date

ON-THE-JOB TRAINING PROGRAM
LETTER OF AGREEMENT

between

Texas Department of Transportation
and
Associated General Contractors of Texas

Updates to the On-the-Job Training (OJT) Program are as follows:

1. Methodology: The methodology used for goal allocation remains the same. However, the calculation was amended to include total federal and state highway construction contract funds awarded by the Texas Department of Transportation (TxDOT). Local-let and maintenance contract amounts are not included in the calculation.
2. Special Provision 000--1676, OJT Program: Section 2, Training Assignment, is being updated to remove federal-aid contract restriction. The calculation was amended to also include state highway construction contract funds.
3. Classifications: Classifications were revised to include a training classification for all Davis-Bacon wage classifications for Texas, excluding Flagger and Common Laborer, as of the November 2011 letting.
4. Goals: Two goal credits are now awarded to contractors for each trainee graduating from a classification with a maximum training schedule greater than or equal to 2040 hours. Requests for partial credit will be determined on a case-by-case basis by TxDOT.
5. Goals: One goal credit is now awarded to contractors for each employee hired from the Texas Construction Career Academy (TCCA). The TCCA graduate may be placed into the OJT program for an additional goal credit.

By signing below, you consent to these updates.

Phil Wilson, Executive Director
Texas Department of Transportation

04/3/12
Date

Thomas L. Johnson, Executive Vice President
Associated General Contractors of Texas

4-9-12
Date

AGC of Texas
On the Job Training Program
Highway, Heavy Utilities and Industrial Branch

~A note to Trainees~

Welcome to the AGC of Texas On the Job Training Program. This program was initiated to increase the participation of minorities, women and disadvantaged persons in the construction skilled trades on TxDOT Federal-Aid construction projects. It gives eager, hardworking individuals a means to learn new skills and earn higher wages.

Each trainee must apply himself or herself to the fullest extent. While this may sound difficult, the rewards are great. After successful completion of your training, you will become a skilled employee and your wages will reflect your new expertise.

Your employer welcomes you into this training program and looks forward to making you more valuable to the operation of the business. With hard work and effort you will see your wages rise, which will in turn help raise the standard of living for you and your family.

The job classifications listed herein contain outlines of what you should expect from your training. Each of the training curricula serves as a general guideline. As contractors expect different things from their employees, it is the employer's decision how to handle your training and when to graduate you from the program. Keep in mind, however, that the hours listed are a maximum, and you shall not be kept in the training program for longer than the maximum number of hours.

We hope the AGC of Texas On-the-Job Training Program will be a fresh start in your career, and enable you to increase your knowledge, pay and value to your employer. With your best effort and your employer's best knowledge and help, let's begin.

CONTRACTOR QUICK GUIDE

Goals are generated by two methods: an annual, contractor-based goal (based on total contract amount with the department), and a project specific goal (generated from design-build/CDA projects). Contact information for all reporting can be found on the last page of this book.

CONTRACTOR-BASED GOALS: Within 60 days of annual goal notification, at least one trainee must be enrolled into the program. Also within 60 days, the contractor must provide a Contractor OJT Plan form to TxDOT OCR detailing how the contractor intends to achieve the annual goal. If a contractor enrolls sufficient trainees to achieve the annual goal within 60 days, the Contractor OJT Plan form is not required.

If a contractor has no trainees enrolled in the program within 60 days, the contractor must submit to TxDOT OCR a Contractor OJT Plan; a listing of recruitment sources; a copy of their applicant log; and the Metropolitan Statistical Area(s) or other statistically defined area used for outreach and recruitment where each of the contractor's projects is located.

PROJECT-SPECIFIC GOALS: At or before execution, the contractor must submit the Contractor OJT Plan form to TxDOT OCR. Should the contractor not have any individuals enrolled or undergoing training as indicated in the Contractor OJT Plan form, the contractor must submit a revised Contractor OJT Plan form, as well as the data listed in the previous paragraph.

ALL GOALS: Within seven days of intent to begin training, the contractor shall electronically submit to AGC an **AGC OJT Enrollment Request Form** AND mail a hard copy signed by the trainee and a contractor representative. Trainees must be enrolled on a federal-aid project but can train on other projects. AGC will review the request and send a letter to the contractor confirming or rejecting trainee enrollment. If approved, a copy of the letter is forwarded to the affected area office(s)/special projects office (SPO). AGC will forward an electronic version of the enrollment request to TxDOT's Office of Civil Rights.

The contractor is required to furnish each trainee with a copy of the program schedule (the "Orange Book"). AGC will provide these to the contractor for distribution.

Each month thereafter the contractor shall electronically submit a **Monthly Reporting Form** both to AGC and the affected area office(s)/SPO, regardless of whether training occurred for that month.

If a trainee is transferred to another project (for contractor-based goals only), the contractor shall advise the new and previous area engineers and note the move on the **Monthly Reporting Form.**

Upon completion or termination of training, the Contractor must notify the area office(s)/SPO and AGC by noting it on the Monthly Reporting Form. AGC shall supply a copy of the final form to TxDOT's Office of Civil Rights (OCR). Graduation ceremonies are encouraged and AGC will furnish the contractor with a diploma and wallet card to be given to the trainee upon graduation.

The Contractor and AGC shall retain training records for a period of three years following completion of the contract work. Such records shall be made available at reasonable times and places for inspection by authorized representatives of TxDOT and the Federal Highway Administration.

DEFINITIONS

In relation to this guidance, the following terms are defined as follows:

A. **Alternate Training Program** means any program approved under 23 CFR CH 1, §230.111(f)(1) and (f)(2). Apprenticeship programs—including the AGC OJT Program—approved by the U.S. Department of Labor as of the date of proposed use by a federal-aid highway contractor or subcontractor need not be formally approved by the State highway agency or the Federal Highway Administration Division Administrator.

B. **Contractor** means any person, corporation, partnership, or unincorporated association that holds a FHWA direct or federally assisted construction contract or subcontract regardless of tier.

C. **Department** means the Texas Department of Transportation.

D. **DOT** means the U.S. Department of Transportation, including the Office of the Secretary, the Federal Highway Administration, the Federal Transit Administration, and the Federal Aviation Administration.

E. **Federal-aid contract** is any contract between the Department and a contractor that is paid for in whole or in part with DOT assistance.

F. **Journeyman** means a person who is capable of performing all the duties within a given job classification or craft.

G. **Program Sponsor** is that entity which shall be responsible for providing the necessary reports to the State to insure compliance with the Davis Bacon Act and other standards as outlined in the Department's On-the-Job Training Program Manual and the On-the-Job Training Program Special Provision.

H. **Supportive Services** means those services provided to increase the overall effectiveness of approved on-the-job training programs for highway construction workers and highway contractors through the performance of various functions necessary to the program but which are not considered to be part of the actual on-the-job craft training.

I. **Trainee** means a person who is receiving on-the-job training through any program approved by the FHWA or the U.S. Department of Labor.

INTRODUCTION

The Department has established a Federal On-the-Job Training (OJT) Program in accordance with regulations of the DOT at 23 CFR Part 230, Subpart A, Equal Employment Opportunity on Federal and Federal-aid Construction Contracts. It is the policy of the Department to require full utilization of all available training and skill-improvement opportunities to assure the increased participation of minority groups, disadvantaged persons, and women in all phases of the highway construction industry.

The Federal OJT Program is administered through the following special provisions; copies are located in Appendix A.:

- Special Provision, On-the-Job Training Program for Design-Build and Comprehensive Development Agreement Projects – Included in all Design-Build and Comprehensive Development Agreement contracts beginning in November 2013.
- Special Provision 000--2638, On-the-Job Training Program – Included in all federal-aid Department highway construction contracts.

Nondiscrimination Statement

The Department, under Title VI of the Civil Rights Act of 1964 and related statutes, ensures that no person shall on the grounds of race, religion (where the primary objective of the financial assistance is to provide employment per 42 U.S.C. *2000d-3), color, national origin, sex, age and disability be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any Department programs or activities.

Nondiscrimination Authorities

The authorities applicable to the Department's OJT program include:

Title VII of the Civil Rights Act (1964)

The Title VII of the Civil Rights Act of 1964 prohibits discrimination in employment and was passed to bring equality in hiring, transfers, promotions, compensation, access to training, and other employment-related decisions.

Form FHWA-1273

Contractors are required to have an OJT program. According to Form FHWA-1273, section II.6(b),
Training and Promotion, consistent with the contractor's work force requirements and as permissible under Federal and State regulations, the contractor shall make full use of training programs, i.e., apprenticeship, and on-the-job training programs for the geographical area of contract performance.

Title 49, Code of Federal Regulations, Part 21

Title 49, Code of Federal Regulations (CFR), Part 21 of the DOT Regulations of the implementation of
Title VI require assurances from states that no person on grounds of race, color, or national origin is excluded from participation, denied the benefits of, or in any other way subjected to discrimination under any program or activity for which the recipient receives assistance from the DOT, including the FHWA.

Title 23 CFR 230

The provisions of 23 CFR 230 - are applicable to all state transportation agencies that receive federal financial assistance in connection with the Federal-aid Highway Program. Subpart A requires the establishment of the on-the-job training program and on-the-job training supportive services program.

PROGRAM GUIDELINES

The Department's Office of Civil Rights (OCR) is the office of primary responsibility for the administration of the OJT program. AGC of Texas will work with the Construction Division, the Strategic Projects Division and Offices, Districts, and Area Offices and with the OCR to implement the OJT program through procedures and ongoing monitoring. The Federal OJT program targets women, minorities, and disadvantaged individuals for entry into journey-level positions to ensure that a competent workforce is available to meet highway construction hiring needs, and to address the historical under-representation of members of these groups in highway construction skilled crafts.

The program addresses the following considerations:

- Emphasis on the recruitment of trainees who are likely to become members of a contractor's regular workforce upon completion of the program;
- Emphasis on training in skilled craft classifications; and
- Assisting contractors in meeting their EEO goals through training of women, minorities, and disadvantaged individuals.

Training Programs

The AGC OJT Program has been designed to ensure that the trainee consistently receives the level and quality of training necessary to perform as a journeyman in his/her respective skilled trade classification. Standard training programs for each skilled construction trade classification were developed jointly by the Department, Associated General Contractors, construction industry representatives, and others. The approved training programs are listed in Appendix B.

Each training program details the training curriculum that should be provided to the trainee and the number of hours in each classification code. The training curriculum serves as a general guideline.

As contractors expect different things from their employees, it is the contractor's decision how to handle training and when to graduate a trainee from the program. Keep in mind, however, that the hours listed are a maximum, and a trainee shall not be kept in the training program for longer than the maximum number of hours listed.

Alternate Training Classification

Another skilled or semi-skilled craft training classification may be proposed for use in fulfilling a contractor's OJT requirements, based on its company workforce needs. Approval or acceptance of a training program shall be obtained from the State prior to commencing work on the classification covered by the program.

It is the intention of 23 CFR Part 230 Appendix B of Subpart A that training is to be provided in the construction crafts rather than clerk-typists or secretarial-type positions. Training is permissible in lower level management positions such as office engineers, estimators, timekeepers, etc., where the training is oriented toward construction applications. Training in the laborer classification may be permitted provided that significant and meaningful training is provided and approved by the FHWA division office. Some offsite training is permissible as long as the training is an integral part of an approved training program and does not comprise a significant part of the overall training. Apprenticeship programs registered with the U.S. Department of Labor, Bureau of Apprenticeship and Training, or with a State apprenticeship agency recognized by the Bureau, or training programs approved but not necessarily sponsored by the U.S. Department of Labor, Manpower Administration, Bureau of Apprenticeship and Training shall be considered acceptable provided the program is being administered in a manner consistent with the equal employment obligations of Federal-aid highway construction contracts.

A written request detailing the reason for the proposed training program should be forwarded to the OCR along with a copy of the training program.

CONTRACTOR RESPONSIBILITIES

A contractor's responsibilities in implementing the training special provision include the following:

- Training may be provided by a subcontractor; however, program requirements are still the responsibility of the contractor who has been assigned the goal. Ensure the training special provision is included in each subcontract;
- The number of trainees shall be distributed among the work classifications on the basis of the contractor's needs and the availability of journeymen in the various classifications within a reasonable area of recruitment;
- Periodically review the training and promotion potential of minorities, women, and disadvantaged employees and encourage eligible employees to apply for such training and promotion;
- Advise employees and applicants for employment of available training programs and entrance requirements for each;
- Furnish each trainee with a copy of their enrollment form, the program curriculum, and training progress reports reflecting the total training hours accumulated;
- Submit the required reporting forms in a timely manner to ensure goal credit;
- Upon graduation, provide each trainee with a certificate showing the type and length of training satisfactorily completed; and
- If a trainee is terminated, make a good faith effort to replace the trainee within 30 calendar days of the termination. The replacement trainee need not be enrolled in the same training classification code as the terminated trainee.

Reimbursement

Except as otherwise noted below, the contractor, upon request, will be reimbursed 80 cents per hour upon completion of training given an employee in accordance with an approved training program:

- Reimbursement is not allowed for any trainee enrolled in the Federal OJT Program that is training on an American Recovery and Reinvestment Act of 2009 (ARRA) project.
- Reimbursement is not allowed if either the failure to provide the required training or the failure to hire the trainee as a journeyman is caused by the contractor.
- Reimbursement is not allowed if the contractor evidences a lack of good faith effort in meeting the requirements of the Training Special Provision.

Records

The contractor shall retain the original training records for a period of three years following completion of the contract work. Such records shall be available at reasonable times and places for inspection by authorized representatives of the Department and the FHWA. AGC of Texas will also store records for all contractors using the AGC OJT Program for a period of three years.

Compliance

The contractor has a fundamental role and responsibility to take all reasonable and necessary steps to ensure that the terms and conditions of its contract are fully met. This includes, but is not limited to, its employment policy. The contractor is responsible for having in place and implementing an equal opportunity policy that ensures equal access to employment and training.

Under 23 CFR 230 and 23 USC 140, the Department has the authority to conduct contractor compliance reviews of contractors to ensure compliance with the equal employment opportunity contract provisions and the implementation of special requirements for the provision of on-the-job training (23 CFR 230.111).

TRAINEE GUIDELINES

The contractor shall make every effort to enroll minority trainees and women (e.g., by conducting systematic and direct recruitment through public and private sources likely to yield minority and women trainees) to the extent that such persons are available within a reasonable area of recruitment.

The contractor will be responsible for demonstrating the steps taken in pursuance thereof, prior to a determination as to whether the contractor is in compliance with the training special provision.

This training commitment is not intended, and shall not be used, to discriminate against any applicant for training, whether a member of a minority group or not. The prospective trainee must express interest in entering the OJT Program, as well as exhibit sufficient commitment to complete the training. These criteria are captured on the Federal OJT Program Enrollment Form.

Trainee Selection

The proposed trainee must meet the following requirements:

- Has not completed a training course leading to journeyman status for the proposed training classification;
- Has not worked as a journeyman in the proposed classification;
- Does not have journeyman experience in the proposed classification; and
- Is not enrolled in another training classification.

The above requirements may be satisfied by including appropriate questions in the employee application or by other suitable means.

Wage Rates

The trainee will be paid the appropriate Davis-Bacon wage rates or the prevailing wage rate for training crafts on Department projects.

The contractor shall compensate the trainee at least 70 percent of the appropriate minimum journeyman's rate specified in the contract for the first half of the training period; 80 percent for the third quarter; and 90 percent for the last quarter.

GOAL CREDIT GUIDELINES

The contractor will have fulfilled its responsibilities under the training special provision by having provided acceptable training to the number of trainees specified in their goal assignment.

Goal Credit

Credit will be counted for each trainee who has graduated from the program, pending OCR review and confirmation.

To encourage placement in the more technical classifications, which include more than 2080 maximum training hours, two credits will be counted per trainee graduation in the classifications denoted by an asterisk (*) in Appendix B.

Credit will be counted toward the assigned goal if documentation is provided that a graduate from the Texas Construction Career Academy (TCCA) has been hired for employment. Should a graduate's employment be terminated, credit will still be allowed if that employee was retained for at least 15 calendar days for a voluntary separation and at least 30 calendar days for all other separations. If the TCCA graduate is also enrolled as a trainee into the OJT program, an additional credit will be allowed when it is documented that the trainee has graduated from the program. (TCCA program information can be found in the Supportive Services section.)

Credit will not be counted when the contractor fails to provide acceptable training or evidences a lack of good faith effort in meeting the requirements of this program.

Good Faith Effort

The OCR shall determine good faith effort on a case-by-case basis. Criteria used to determine good faith effort include, but are not limited to, the following:

- Percentage of completion based on the trainee's maximum training hours;
- Reason for termination;
- Contractor efforts to replace the trainee; and
- The state of the contractor's work load.

OJT PROGRAM AREAS

The OCR assigns contractor-based goals and separate, project-specific goals. In addition to the requirements outlined in the rest of this document, guidelines specific to each program below also apply.

Contractor-Based Goals

Each year, the OCR sets an overall agency goal on the number of trainees to be enrolled for the calendar year based on the construction letting for the previous fiscal year. Contractors who have met the minimum totals awarded each year are notified of their annual goal by January 31.

The contractor-based program offers contractors the flexibility in selecting what projects they can place trainees on by removing project-specific based goals. Additional training requirements include:

- Training must commence on a federal-aid highway construction project which also must contain the applicable OJT special provision. If not, a change order must be generated; and
- Training may occur on Department construction, maintenance, and local-administered federal-aid projects, with approval of that local entity.

Goal Methodology

Each year, the ranges will be reviewed to maximize training potential. The formula for assigning annual goals is illustrated in the following table:

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

Reporting Requirements

Within 60 days of annual notification, at least one trainee must be enrolled into the program. Additionally, the contractor must submit the Contractor OJT Plan form to the OCR that specifies how the contractor intends to satisfy its goal. However, if the contractor has a sufficient number of trainees enrolled to achieve the annual goal, the Contractor OJT plan form will not be required.

Should the contractor not have any individuals enrolled or undergoing training as indicated in the Contractor OJT Plan form, the following information must be provided to the OCR:

- A new Contractor OJT Plan form;
- A listing of recruitment sources used for minority, women, and disadvantaged individuals, such as minority, women, and disadvantaged organizations, associations, newspapers and flyers;
- A copy of the applicant log that shows name of the applicant, gender, race/ethnicity, and date of application; and
- The Metropolitan Statistical Area(s) or other statistical defined area used for outreach and recruitment where each of the contractor's projects is located.

The contractor must submit the Federal OJT Program Enrollment Form to the AGC within seven business days of its intent to assign trainees to a project and the training classification to be utilized. AGC will send a confirmation letter of enrollment to the OCR and applicable area office(s).

The contractor must report on the previous month's OJT activity by submitting the Federal OJT Program Monthly Reporting Form to each applicable Area Office(s) where training occurred by the 10th of each month. A copy must also be submitted to AGC and the area office(s). If there are no hours worked during the month, the monthly report must reflect no hours. The certified payroll must reflect the trainee's training classification and the actual number of hours training for that payroll period. Upon graduation or termination, include this information on the monthly report. Additionally, reimbursement may be requested utilizing this form.

If a trainee is transferred to another project, the contractor must notify both the Area Engineer on the previous project and the Area Engineer on the project the trainee is being transferred to in advance.

The contractor will utilize the appropriate forms as described herein to notify AGC and the Department of the termination of a trainee and the enrollment of a replacement trainee.

Copies of the Contractor OJT Plan form and the OJT reporting forms are located in Appendix C.

Banking Credit

In addition to the goal credit guidelines previously outlined, contractors assigned an annual goal have the opportunity to pursue additional OJT credits once the assigned goal has been met. This is referred to as "banking." In the event the contractor has additional trainees that have graduated from the program or that have been approved for good faith effort, the contractor may bank the additional credit(s) toward the following year's goal. However, if the contractor is not assigned an annual goal in the following year, goal credit will be lost.

Project-Specific Goals

The OCR works with the Strategic Projects Division in obtaining Design-Build (DB) and Comprehensive Development Agreement (CDA) project information to assign project-specific goals. The number of trainee positions will be specified in the training special provision included in the contract. The OCR will notify the design-builder or developer 30 days before contract execution.

The project-based program ensures uniform and effective monitoring, reporting, and administration of the program. The DB/CDA projects may have longer construction periods and therefore may have more training opportunities. Additional training requirements include:

- Training must commence on the DB/CDA project which also must contain the applicable OJT special provision;
- Training shall begin training on the DB/CDA project after start of work; and
- Training shall remain on the DB/CDA project as long as training opportunities exist or until the training is completed.

<u>Goal Methodology</u>

DB/CDA projects are reviewed for their potential inclusion into the TxDOT Project-Specific OJT program in accordance with the guidelines set forth in 23 CFR§230.111:

1) Dollar value of the construction services contract;
2) Duration of the construction work activity;
3) Geographic location;
4) Availability of minorities, women, and disadvantaged for training;
5) The potential for effective training;
6) Type of work;
7) Total normal work force that the average proposer could be expected to use;
8) The need for additional journeymen in the area;
9) Recognition of the suggested minimum goal for the State; and
10) A satisfactory ratio of trainees to journeymen expected to be on the design-builder/developer's work force during normal operations.

Once a project is selected, the DB/CDA project's construction cost estimate is used to identify the number of trainees that will be assigned to that project. The formula for assigning project-specific goals is illustrated in the following table:

CONSTRUCTION COST ESTIMATE		
From	To	Trainees
$0	$9,999,999.99	0
$10,000,000	$19,999,999.99	1
$20,000,000	$39,999,999.99	2
$40,000,000	$59,999,999.99	3
$60,000,000	$79,999,999.99	4
$80,000,000	$99,999,999.99	5
$100,000,000	$119,999,999.99	6
Thereafter for each increment of $20 million, goal is increased by one trainee		

Reporting Requirements

At or before contract execution, the contractor must submit the Contractor OJT Plan form to the OCR. The plan shall specify how the contractor intends to satisfy its goal.

Should the contractor not have any individuals enrolled or undergoing training as indicated in the Contractor OJT Plan form, the following information must be provided to the OCR:

- A revised Contractor OJT Plan form;
- A listing of recruitment sources used for minority, women, and disadvantaged individuals, such as minority, women, and disadvantaged organizations, associations, newspapers and flyers;
- A copy of the applicant log that shows name of the applicant, gender, race/ethnicity, and date of application; and
- The Metropolitan Statistical Area(s) used for outreach and recruitment where the project is located.

The contractor must submit the Federal OJT Program Enrollment Form to AGC within seven business days of its intent to assign trainees to the project and the training classification to be utilized.

The contractor must submit the Federal OJT Program Monthly Reporting Form to AGC and the applicable Strategic Projects Office by the 10th of each month. If there are no hours worked during the month, the monthly report must reflect no hours. The certified payroll must reflect the trainee's training classification and the actual number of hours training for that payroll period. Upon graduation or termination, include this information on the monthly report submitted. Additionally, reimbursement may be requested utilizing this form.

The contractor will utilize the appropriate forms as described herein to notify AGC and the Department of the termination of a trainee and the enrollment of a replacement trainee.

Copies of the Contractor OJT Plan form and the OJT reporting forms are located in Appendix C.

DEPARTMENT and AGC of TEXAS RESPONSIBILITIES

To ensure that the contractors' trainee goals are complied with, AGC and the Department will monitor the contractor's recruitment efforts, training, and hiring. This will be accomplished by a review of the OJT Program reporting forms.

Monitoring Requirements

The OCR will send the contractor quarterly progress reports. These reports will outline how the contractor is progressing towards meeting the goal.

Upon receipt and approval of the Contractor OJT Plan form, the OCR will continually monitor the planned start date to ensure training begins accordingly. Should the contractor not have any individuals enrolled or undergoing training as indicated in the Contractor OJT Plan form, the OCR will evaluate a contractor's recruitment efforts to ensure the program requirements are being met. AGC will work in concert with OCR and the contractor to ensure compliance.

Upon receipt of the Federal OJT Program Enrollment Form, AGC will either approve or deny the request and notify the contractor of the decision in writing. If approved, AGC will also notify the applicable Area Engineer and District Director of Construction, in the case of annual, Contractor-Specific Goals, or the Strategic Projects Office, in the case of Project-Specific, CDA/DB goals.

Each month, the contractor will submit the Federal OJT Program Monthly Reporting Form to AGC and the applicable Area Office(s)/Strategic Projects Office. The monthly reports will contain sufficient data and narrative content to enable evaluation of both progress and problems encountered. Upon receipt of the monthly report, a designee in the applicable office must verify the training hours indicated on the form against the certified payroll and ensure the trainee is being paid accordingly. The certified payroll must reflect the trainee's training classification and the actual number of hours training for that payroll period. The form must be signed by the reviewer and retained in the project files.

Area Office/Strategic Projects Office personnel will conduct labor interviews and wage rate monitoring utilizing the Construction Division's Labor Standards Review Form. At least one interview per trainee should be conducted during their training period to verify their training status and/or progress toward completing the training program. Copies of the completed forms must be forwarded to the OCR.

For reimbursement, district personnel can either add a detail number during activation or by change order to pay the contractor. Reimbursement is allowed on multiple federal-aid contracts or if a project-specific goal, only on the DB/CDA project assigned the goal, as long as the total hours to be reimbursed have been verified through a review of the certified payrolls and accurately reflects the total hours of actual training. The contractor will not be reimbursed if there was a lack of good faith effort on the part of the contractor in meeting the requirements of the program. Additionally, reimbursement is not allowed for any trainee enrolled in the Federal OJT Program that is training on an ARRA project.

Annual Report

On an annual basis, the Department will submit to FHWA a report on the achievement of the Department's annual training goal.

In the event the Department does not achieve the annual training goal, the Department will inform the FHWA in writing by January 31 indicating the specific reasons the goal was not achieved and the steps the Department took in their methodology to adjust future goals.

SUPPORTIVE SERVICES (Pursuant to 23 CFR Part 230.113(f)(1)(2))

The On-the-Job Training Supportive Services (OJT/SS) Program was established in Title 23 Code of Federal Regulations, Part 230 to supplement the OJT program and support state transportation agency training programs by providing services to highway construction contractors and assistance to highway construction trainees.

The primary objectives of the OJT/SS program are to increase the overall effectiveness of the State highway agencies' approved training programs and to seek other ways to increase the training opportunities for women, minorities, and disadvantaged individuals.

Texas Construction Career Academy

The Texas Construction Career Academy (TCCA) program is a recruitment and pre-employment training program. The TCCA offers pre-employment sessions throughout the state designed to offer participants courses related to highway construction trades; industry recognized certifications in flagging and safety; and job resume preparation.

The key benefits of the TCCA are listed below:

- Provides contractors with a means to demonstrate good faith efforts in meeting EEO objectives by participating in the program;
- Assists contractors in filling positions in under-represented classifications;
- Recruits motivated individuals for contractor employment consideration;
- Provides participants with a true understanding of the construction work environment;
- Provides participants with transportation assistance; and
- Hosts job fairs where contractors and potential employees will be introduced.

Additional program and contact information can be found at www.texasconstructioncareeracademy.org.

APPENDIX A

FEDERAL ON-THE-JOB TRAINING PROGRAM SPECIAL PROVISION

SPECIAL PROVISION
000--2638
On-the-Job Training Program

1. **Description.** The primary objective of this Special Provision is the training and advancement of minorities, women and economically disadvantaged persons toward journeyworker status. Accordingly, make every effort to enroll minority, women and economically disadvantaged persons to the extent that such persons are available within a reasonable area of recruitment. This training commitment is not intended, and shall not be used to discriminate against any applicant for training, whether or not he/she is a member of a minority group.

2. **Trainee Assignment.** Training assignments are based on the past volume of state-let highway construction contracts awarded with the Department. Contractors meeting the selection criteria will be notified of their training assignment at the beginning of the reporting year by the Department's Office of Civil Rights.

3. **Program Requirements.** Fulfill all of the requirements of the On-the-Job Training Program including the maintenance of records and submittal of periodic reports documenting program performance. Trainees shall be paid at least 60% of the appropriate minimum journeyworker's rate specified in the contract for the first half of the training period, 75% for the third quarter, and 90% for the last quarter, respectively.

4. **Reimbursement**. If requested, contractors may be reimbursed $0.80 per training hour at no additional cost to the Department. Training may occur on this project, all other Department contracts, or local-administered federal-aid projects with concurrence of the local government entity. However, reimbursement for training is not available on projects to the extent that such projects that do not contain federal funds.

5. **Compliance.** The Contractor will have fulfilled the contractual responsibilities by having provided acceptable training to the number of trainees specified in their goal assignment. Noncompliance may be cause for corrective and appropriate measures pursuant to Article 8.6., "Abandonment of Work or Default of Contract," which may be used to comply with the sanctions for noncompliance pursuant to 23 CFR Part 230.

SPECIAL PROVISION

On-the-Job Training Program for Design - Build and Comprehensive Development Agreement

This training special provision is the Department's implementation of 23 U.S.C. 140 (a). The primary objective of this provision is to train and upgrade minorities and women toward journey worker status. This training commitment is not intended and shall not be used to discriminate against any applicant for training, whether a member of a minority group or not.

As part of the [design-builder/developer]'s equal employment opportunity affirmative action program, training shall be provided as follows:

1. The [design-builder/developer] shall ensure that on-the-job training (OJT) aimed at developing full journey worker status in the type of trade or job classification involved is provided.

2. The Department has assigned a project-specific trainee goal in accordance with the following guidelines as set forth in 23 C.F.R.§230.111:

   1) Dollar value of the construction services contract;
   2) Duration of the construction work activity;
   3) Geographic location;
   4) Availability of minorities, women, and disadvantaged for training;
   5) The potential for effective training;
   6) Type of work;
   7) Total normal work force that the average proposer could be expected to use;
   8) The need for additional journeymen in the area;
   9) Recognition of the suggested minimum goal for the State; and
   10) A satisfactory ratio of trainees to journeymen expected to be on the [design-builder/developer]'s work force during normal operations.

Construction Cost Estimate		
From	**To**	**Trainees**
$0	$9,999,999.99	0
$10,000,000	$19,999,999.99	1
$20,000,000	$39,999,999.99	2
$40,000,000	$59,999,999.99	3
$60,000,000	$79,999,999.99	4
$80,000,000	$99,999,999.99	5
$100,000,000	$119,999,999.99	6
Thereafter for each increment of $20 million, goal is increased by one trainee		

3. The OJT program trainee goal for this project is ____ trainees.

4. The [design-builder/developer] will have fulfilled its responsibilities under this provision when acceptable training has been provided to the number of trainees assigned to this project.

5. In the event that a [design-builder/developer] subcontracts a portion of the contract work, it shall determine if any of the trainees are to be trained by the subcontractor. The [design-builder/developer] should insure that this training special provision is made applicable to such subcontract. However, the [design-builder/developer] shall retain the primary responsibility for meeting the training requirements imposed by this special provision.

6. The [design-builder/developer] shall make every effort to ensure minorities and women are enrolled and trained in the program. The [design-builder/developer] shall conduct systematic and direct recruitment through public and private sources likely to yield minority and women trainees to the extent that such persons are available within a reasonable area of recruitment.

7. It is the intention of this provision that training is to be provided in the construction crafts. Training is permissible in lower level management positions such as office engineers, estimators, timekeepers, etc., where the training is oriented toward construction applications. Some offsite training is permissible as long as the training is an integral part of an approved training program and does not comprise a significant part of the overall training.

8. The Department and the Federal Highway Administration (FHWA) shall approve a training program if it meets the equal employment opportunity obligations of the [design-builder/developer] and aims to train and upgrade employees to journey worker status.

9. The Department's OJT Program has been designed to ensure that the trainee consistently receives the level and quality of training necessary to perform as a journey worker in his/her respective skilled trade classification. Standard training programs for each skilled construction trade classification are located in the OJT program manual.

10. Apprenticeship programs registered with the U.S. Department of Labor, Bureau of Apprenticeship and Training, or with a State apprenticeship agency recognized by the Bureau, or training programs approved but not necessarily sponsored by the U.S. Department of Labor, Manpower Administration, Bureau of Apprenticeship and Training shall also be considered acceptable provided the program is being administered in a manner consistent with the equal employment obligations of Federal-aid highway construction contracts.

11. The number of trainees shall be distributed among the work classifications on the basis of the [design-builder/developer]'s needs and the availability of journey worker in the various classifications.

12. No employee shall be employed as a trainee in any classification in which he or she has successfully completed a training course leading to journey worker status or in which he or she has been employed as a journey worker. The [design-builder/developer] may satisfy this

requirement by including appropriate questions in the employee application or by other suitable means. Regardless of the method used, the [design-builder/developer]'s records should document the findings in each case.

13. At or before contract execution the [design-builder/developer] must submit the Contractor OJT Plan form to the Department's Office of Civil Rights (OCR). The plan shall specify how the [design-builder/developer] intends to satisfy its goal by including the following information: the type of apprentice or training program, number of trainees, type of training, and length of training.

14. The trainee(s) shall begin training on the project after start of work and remain on the project as long as training opportunities exist or until the training is completed.

15. The trainees will be paid at minimum, 60 percent of the appropriate journey worker's rate specified in the contract for the first half of the training period, 75 percent for the third quarter of the training period, and 90 percent for the last quarter of the training period. However, if the apprentices or trainees are enrolled in another program approved by the Department of Labor or other agency, such appropriate rates shall apply.

16. The OCR must approve all proposed apprentices and trainees before training begins. The [design-builder/developer] must submit the Federal OJT Enrollment Form in order for training to be counted toward the project goal and be eligible for reimbursement. The [design-builder/developer] shall provide each trainee with a copy of the training program he or she will follow.

17. On a monthly basis, the [design-builder/developer] shall submit the Federal OJT Monthly Reporting Form to the Department's Strategic Projects office(s) and the OCR. The monthly reporting form will include the number of hours trained and training status. If a trainee is terminated, the [design-builder/developer] is required to make a good faith effort to replace the trainee within 30 calendar days of the termination.

18. The [design-builder/developer] shall provide each trainee with a certification showing the type and length of training satisfactorily completed.

19. If requested, the [design-builder/developer] may be reimbursed 80 cents per hour of training for each trainee working on this project and whose participation towards the OJT project goal has been approved.

    This reimbursement will be made regardless whether the [design-builder/developer] receives additional training program funds from other sources, provided such other program requirements do not specifically prohibit the [design-builder/developer] from receiving other reimbursement. Reimbursement for offsite training indicated above may only be made to the [design-builder/developer] if the trainees are concurrently employed on a federal-aid project and when the [design-builder/developer]: contributes to the cost of the training, or provides the instruction to the trainee, or pays the trainee's wages during the offsite training period.

    No payment shall be made to the [design-builder/developer] if either the failure to provide the required training or the failure to hire the trainee as a journeyman is caused by the [design-builder/developer] and evidences a lack of good faith on the part of the [design-builder/developer] in meeting the requirements of this Training Special Provision.

20. Detailed program reporti ng requirements and procedures, reporting forms, and the list of approved training classification s are found in the OJT program man ual, which can be obtained upon request by contacting the OCR.

APPENDIX B

Overview of Training Programs

CLASSIFICATION INDEX

One credit shall be counted for each trainee who graduates from the program.
Two goal credits shall be counted for each trainee who graduates from the more technical training classifications with more **than 2080** maximum training hours. These training classifications are denoted by an asterisk (*).

CODE	TRAINING CLASSIFICATION	MAXIMUM HOURS
0106	Asphalt Raker	520
0112	Batching Plant Operator, Asphalt	720
0115	Batching Plant Operator, Concrete	720
0124	Concrete Finisher, Paving and Structures	1040
0139	Electrician*	4160
0143	Telecommunication Technician*	2080
0144	Communications Cable Installer	720
0145	Traffic Signal/Light Pole Worker*	4160
0151	Form Builder/Setter, Structures	1040
0160	Form Setter, Paving and Curb	720
0175	Laborer, Utility	520
0187	Mechanic	1440
0194	Servicer	520
0196	Painter, Structures	1040
0202	Piledriver	720
0205	Pipelayer	520
0214	Blaster	1040
0300	Asphalt Distributor Operator	1040
0303	Asphalt Paving Machine Operator	1040
0305	Broom or Sweeper Operator	320
0306	Crawler Tractor Operator	720
0315	Concrete Paving Curing, Float, Texturing Machine Operator	1040
0318	Concrete Pavement Finishing Machine Operator	1040
0329	Joint Sealer	520
0333	Concrete Saw Operator	520
0339	Subgrade Trimmer	1040
0341	Small Slipform Machine Operator	720
0342	Crane Operator, Lattice Boom 80 Tons or Less	1040
0343	Crane Operator, Lattice Boom Over 80 Tons*	2080
0344	Crane Operator, Hydraulic 80 Tons or Less	1040
0345	Crane Operator, Hydraulic Over 80 Tons	1040
0346	Loader/Backhoe Operator	1040
0347	Excavator Operator, 50,000 Pounds or Less	720

CODE	TRAINING CLASSIFICATION	MAXIMUM HOURS
0348	Excavator Operator, Over 50,000 Pounds	1040
0351	Crusher or Screen Plant Operator	1040
0360	Foundation Drill Operator, Crawler Mounted	1040
0363	Foundation Drill Operator, Truck Mounted	1040
0369	Front End Loader Operator, 3 CY or Less	520
0372	Front End Loader Operator, Over 3 CY	1040
0380	Milling Machine Operator	1040
0384	Reclaimer/Pulverizer Operator	720
0390	Motor Grader Operator, Fine Grade*	2080
0393	Motor Grader Operator, Rough	1040
0396	Pavement Marking Machine Operator	720
0399	Concrete/Gunite Pump Operator	720
0402	Roller Operator, Asphalt	1040
0405	Roller Operator, Other	520
0411	Scraper Operator	520
0413	Off Road Hauler	520
0417	Self-Propelled Hammer Operator	520
0428	Agricultural Tractor Operator	520
0437	Trenching Machine Operator, Light	520
0440	Trenching Machine Operator, Heavy	1040
0441	Tunneling Machine Operator, Heavy	1560
0442	Tunneling Machine Operator, Light	720
0443	Percussion or Rotary Drill Operator	520
0444	Boring Machine Operator	720
0445	Directional Drilling Operator	1040
0446	Directional Drilling Locator	720
0500	Reinforcing Steel Worker	720
0509	Structural Steel Worker	1040
0513	Sign Erector	1040
0515	Spreader Box Operator	520
0520	Work Zone Barricade Servicer	720
0600	Truck Driver, Single Axle	520
0606	Truck Driver, Single or Tandem Axle Dump Truck	720
0607	Truck Driver, Tandem Axle Tractor with Semi Trailer	1040
0609	Truck Driver Lowboy-Float	1040
0612	Truck Driver Transit-Mix	1040
0615	Boom Truck Operator	1040
0705	Structural Steel Welder*	2080
0706	Welder	1040
0708	Slurry Seal or Micro-Surfacing Machine Operator	1040

ASPHALT RAKER – CODE 0106

MAXIMUM TRAINING TIME: 13 WEEKS OR 520 HOURS

- Minimum starting wage: 70% of prevailing wage in area.
- Minimum wage after 7 weeks or 280 hours: 85% of prevailing wage in area.
- Wages after successful completion of training program: The prevailing wage in area.

* * *

I. Orientation and Observation
   A. Safety procedures ..... 10 hours
   B. Observation of placement of materials ..... 5 hours
   C. Perform duties of asphalt raker ..... 35 hours

II. Care and Maintenance
   A. Safety procedures ..... 10 hours
   B. Routine fueling, lubricating and servicing ..... 35 hours

III. Actual Operation of Equipment
   A. Safe operating procedures ..... 10 hours
   B. Adjustment of screed to regulate width and depth of material ..... 35 hours
   C. Distribution of material ..... 380 hours

Total ..... 520 hours

BATCHING PLANT OPERATOR, ASPHALT - CODE 0112

MAXIMUM TRAINING TIME: 18 WEEKS OR 720 HOURS

- Minimum starting wage: 70% of prevailing wage in area.
- Minimum wage after 9 weeks or 360 hours: 80% of prevailing wage in area.
- Minimum wage after 13 weeks or 520 hours: 90% of prevailing wage in area.
- Wages after successful completion of training program: The prevailing wage in area.

* * *

I. Orientation and Observation
   A. Safety Procedures ..... 10 hours
   B. Observation of equipment in operation ..... 35 hours
   C. Adjustment of scales, operation of controls and weighing ..... 50 hours

II. Care and Maintenance
   A. Safety procedures ..... 10 hours
   B. Routine cleaning, lubrication and servicing ..... 35 hours

III. Actual Operation of Equipment
   A. Safe operating procedures ..... 10 hours
   B. Operating controls and scales for measurement and discharge of asphaltic materials into trucks, or carriers ..... 570 hours

Total ..... 720 hours

BATCHING PLANT OPERATOR, CONCRETE – CODE 0115

MAXIMUM TRAINING TIME: 18 WEEKS OR 720 HOURS

- Minimum starting wage: 70% of prevailing wage in area.
- Minimum wage after 9 weeks or 360 hours: 80% of prevailing wage in area
- Minimum wage after 13 weeks or 520 hours: 90% of prevailing wage in area
- Wages after successful completion of training program: The prevailing wage in area.

* * *

I. Orientation and Observation
   A. Safety Procedures ..... 10 hours
   B. Observation of equipment in operation ..... 35 hours
   C. Adjustment of scales, operation of controls and weighing ..... 50 hours

II. Care and Maintenance
   A. Safety procedures ..... 10 hours
   B. Routine cleaning, lubrication and servicing ..... 35 hours

III. Actual Operation of Equipment
   A. Safe operating procedures ..... 10 hours
   B. Operating controls and scales for measurement and discharge of concrete materials into trucks, carriers or mixer ..... 570 hours

Total ..... 720 hours

CONCRETE FINISHER, PAVING AND STRUCTURES – CODE 0124

MAXIMUM TRAINING TIME: 26 WEEKS OR 1040 HOURS

- Minimum starting wage: 70% of prevailing wage in area.
- Minimum wage after 8 weeks or 320 hours: 80% of prevailing wage in area.
- Minimum wage after 13 weeks or 520 hours: 90% of prevailing wage in area.
- Wages after successful completion of training program: The prevailing wage in area.

* * *

I. Orientation and Observation

A. Safety procedures……..…10 hours
B. Observation of use of machine in operation……...25 hours
C. Starting and manipulating controls for moving equipment and attachments…….……..25 hours
D. Observation of use of straight edges and steel trowels……25 hours
E. Observation of forming a finishing of edges and joints……25 hours

II. Care and Maintenance

A. Safety procedures……10 hours
B. Routine cleaning work area and materials, holding materials, tools and handling canvas belting or burlap strips……..200 hours
C. Routine fueling, lubricating and servicing……35 hours

III. Operation of Equipment

A. Safe operating procedures……10 hours
B. Basic operation of tools and machine……...165 hours
C. Use of straight edges, trowels, or floats……...100 hours
D. Forming and finishing edges, joints, curbs and gutters…….....200 hours
E. Operation of finishing machine……210 hours

Total……...1040 hours

ELECTRICIAN* – CODE 0139

MAXIMUM TRAINING TIME: 104 WEEKS OR 4160 HOURS

- Minimum starting wage: 70% of prevailing wage in area.
- Minimum wage after 26 weeks or 1040 hours: 80% of prevailing wage in area.
- Minimum wage after 52 weeks or 2080 hours: 85% of prevailing wage in area.
- Minimum wage after 78 weeks or 3120 hours: 90% of prevailing wage in area.
- Wages after successful completion of training program: The prevailing wage in area.

* * *

I. Orientation
   A. Safety procedures ..... 10 hours
   B. Basic rules of National Electrical Code ..... 100 hours
   C. Basic tools – their care and uses ..... 100 hours

II. Technical Studies and Review
   A. Safety procedures ..... 10 hours
   B. Advance study of National Electrical Code ..... 100 hours
   C. Construction blueprints, reading and application ..... 200 hours

III. Applied Techniques of Electrical Construction
   A. Safety procedures ..... 10 hours
   B. Care and Maintenance of Trade Tools and Equipment ..... 100 hours
   C. Wire ways – types, uses and methods of installation ..... 900 hours
   D. Circuit wiring ..... 800 hours
   E. Protective equipment – switches, panels, etc ..... 300 hours
   F. Feeders and services ..... 300 hours
   G. Lighting fixtures and wall outlets ..... 250 hours
   H. Control wiring ..... 150 hours
   I. Testing of completed work ..... 100 hours
   J. Underground conduit and wire ..... 300 hours
   K. Installation of outside lighting, maintenance and repairs ..... 430 hours

Total ..... 4160 hours

TELECOMMUNICATION TECHNICIAN* – CODE 0143

MAXIMUM TRAINING TIME: 52 WEEKS OR 2080 HOURS

- Minimum starting wage: 70% of prevailing wage in area.
- Minimum wage after 13 weeks or 520 hours: 80% of prevailing wage in area.
- Minimum wage after 26 weeks or 1040 hours: 85% of prevailing wage in area.
- Minimum wage after 39 weeks or 1560 hours: 90% of prevailing wage in area.
- Wages after successful completion of training program: The prevailing wage in area.

* * *

I. Orientation
   A. Safety Procedures ..... 10 hours
   B. Theories and types of Telecommunications systems ..... 40 hours
   C. Operation of Specialized tools and equipment ..... 40 hours
   D. Familiarization with Standards and Practices... ..... 40 hours

II. Basic Design Familiarity
   A. Safety procedures ..... 10 hours
   B. Understanding and interpretation of specifications…..... 20 hours
   C. Blueprint or Construction Plans Reading ..... 50 hours

III. Applied Techniques of Telecommunications Construction
   A. Safety procedures ..... 10 hours
   B. Care and Maintenance of trade tools and equipment ..... 60 hours
   C. Handling and Installation of copper Cables ....300 hours
   D. Handling and Installation of Fiber Cables ..... 400 hours
   E. Termination and Testing of Copper Cables ..... 300 hours
   F. Termination and Testing of Fiber Cables……250 hours
   G. Installation and Deployment of Telco Equipment ..... 250 hours
   H. Operational Testing and troubleshooting of systems……...250 hours
   I. Documentation of tests and installations……50 hours

Total ..... 2080 hours

COMMUNICATIONS CABLE INSTALLER – CODE 0144

MAXIMUM TRAINING TIME: 18 WEEKS OR 720 HOURS

- Minimum starting wage: 70% of prevailing wage in area.
- Minimum wage after 9 weeks or 360 hours: 80% of prevailing wage in area
- Minimum wage after 13 weeks or 520 hours: 90% of prevailing wage in area
- Wages after successful completion of training program: The prevailing wage in area.

* * *

I. Orientation
   A. Safety Procedures ..... 10 hours
   B. Theories and types of Telecommunications systems..... 5 hours
   C. Operation of Specialized tools and equipment..... 25 hours
   D. Familiarization with Standards and Practices.... ..... 25 hours

II. Basic Design Familiarity
   A. Safety procedures ..... 10 hours
   B. Understanding and interpretation of specifications…..... 20 hours
   C. Blueprint or Construction Plans Reading ..... 45 hours

III. Applied Techniques of Cable Installation
   A. Safety procedures ..... 10 hours
   B. Care and Maintenance of trade tools and equipment..... 70 hours
   C. Handling and Installation of copper Cables… ..... 100 hours
   D. Handling and Installation of Fiber Cables ..... 200 hours
   E. Figure 8 Techniques and long pulls..... 100 hours
   F. Handling and Installation of Innerduct…..... 100 hours

   Total ..... 720 hours

TRAFFIC SIGNAL/LIGHT POLE WORKER* – CODE 0145

MAXIMUM TRAINING TIME: 104 WEEKS OR 4160 HOURS

- Minimum starting wage: 70% of prevailing wage in area.
- Minimum wage after 26 weeks or 1040 hours: 80% of prevailing wage in area.
- Minimum wage after 52 weeks or 2080 hours: 85% of prevailing wage in area.
- Minimum wage after 78 weeks or 3120 hours: 90% of prevailing wage in area.
- Wages after successful completion of training program: The prevailing wage in area.

* * *

I. Orientation
   A. Safety procedures…10 hours
   B. Basic rules of National Electrical Code 100 hours
   C. Basic tools – their care and uses .100 hours

II. Technical Studies and Review
   A. Safety procedures 10 hours
   B. Advance study of National Electrical Code 100 hours
   C. Construction blueprints, reading and application 200 hours

III. Applied Techniques of Electrical Construction
   A. Safety procedures 10 hours
   B. Care and Maintenance of Trade Tools and Equipment 100 hours
   C. Wire ways – types, uses and methods of installation 900 hours
   D. Circuit wiring 800 hours
   E. Protective equipment – switches, panels, etc. 300 hours
   F. Feeders and services 300 hours
   G. Lighting fixtures and wall outlets 250 hours
   H. Control wiring 150 hours
   I. Testing of completed work 130 hours
   J. Underground conduit and wire 300 hours
   K. Installation of outside lighting, maintenance and repairs 400 hours

Total 4160 hours

FORM BUILDER/SETTER, STRUCTURES – CODE 0151

MAXIMUM TRAINING TIME: 26 WEEKS OR 1040 HOURS

- Minimum starting wage: 70% of prevailing wage in area.
- Minimum wage after 8 weeks or 320 hours: 80% of prevailing wage in area.
- Minimum wage after 13 weeks or 520 hours: 90% of prevailing wage in area.
- Wages after successful completion of training program: The prevailing wage in area.

* * *

I. Orientation and Observation
   A. Safety procedures……10 hours
   B. Materials and tools selection……..15 hours
   C. Placing forms, form stripping and setting of precast concrete…...20 hours

II. Applied techniques
   A. Safety Procedures……..…10 hours
   B. Blueprint or construction plans reading and application……30 hours
   C. Basic form design……...30 hours
   D. Formwork: Pier, pile and cap formwork; decking formwork; endwall formwork; box culverts, inlets and headwall formwork, parapet and hand railing formwork……..225 hours
   E. Stripping and salvage of forms for reuse and cleaning work area……..30 hours

III. Actual Operation of Form Setting
   A. Safe operating procedures……10 hours
   B. Align forms. Drive stakes for braces and erect Scaffolding……..100 hours
   C. Observe and assist in setting precast concrete……..25 hours
   D. Measure space between forms, fit together, line, plumb vertically, set to elevation……250 hours
   E. Check forms while concrete is being poured……285 hours

Total……..1040 hours

FORM SETTER, PAVING AND CURB – CODE 0160

MAXIMUM TRAINING TIME: 18 WEEKS OR 720 HOURS

- Minimum starting wage: 70 percent of prevailing wage in area.
- Minimum wage after 9 weeks or 360 hours: 80% of prevailing wage in area.
- Minimum wage after 13 weeks or 520 hours: 90% of prevailing wage in area.
- Wages after successful completion of training program: The prevailing wage in area.

* * *

I. Orientation and Observation
   A. Safety procedures……10 hours
   B. Observation of setting grade line……..20 hours
   C. Observation of pulling, loading, hauling and placing forms……..30 hours

II. Care and Maintenance
   A. Safety procedures……10 hours
   B. Routine cleaning of forms and care of air and hand tools…….25 hours

III. Actual Operation of Form Setting
   A. Safe operating procedures……10 hours
   B. Set grade line……70 hours
   C. Pull, load, haul and place forms……...100 hours
   D. Set forms to finish grade, drive pins, set and check alignment, and spray forms……...375 hours
   E. Check forms while pouring concrete……70 hours

Total……720 hours

LABOR, UTILITY – CODE 0175

MAXIMUM TRAINING TIME: 13 WEEKS OR 520 HOURS

- Minimum starting wage: 70 percent of prevailing wage in area.
- Minimum wage after 7 weeks or 280 hours: 85% of prevailing wage in area.
- Wages after successful completion of training program: The prevailing wage in area.

* * *

I. Orientation and Observation
- A. Safety procedures……..10 hours
- B. Observation of tools and machines……20 hours

II. Care and Maintenance
- A. Safety procedures……10 hours
- B. Care of power and air tools……..15 hours
- C. Erosion control……20 hours
- D. Dewatering systems……...20 hours

III. Actual operation of equipment
- A. Safe operating procedures……...10 hours
- B. Erect shoring and bracing……..75 hours
- C. Pipe installation……75 hours
- D. Equipment operator assistance: position machines, verify grades, signal operator to dumping positions……...115 hours
- E. Assist in placing and tying reinforcing steel……75 hours
- F. Unload and transport material……...……75 hours

Total……520 hours

MECHANIC – CODE 0187

MAXIMUM TRAINING TIME: 36 WEEKS OR 1440 HOURS

- Minimum starting wage: 70% of prevailing wage in area.
- Minimum wage after 8 weeks or 320 hours: 75% of prevailing wage in area.
- Minimum wage after 13 weeks or 520 hours: 80% of prevailing wage in area.
- Minimum wage after 20 weeks or 800 hours: 85% of prevailing wage in area.
- Minimum wage after 30 weeks or 1200 hours: 90% of prevailing age in area.
- Wages after successful completion of training program: The prevailing wage in area.

* * *

I. Orientation and Observation
   A. Safety procedures ..... 10 hours
   B. Cleaning, disassembling and inspection of engine parts ..... 40 hours
   C. Installation and adjustment of minor parts ..... 50 hours

II. Care and Maintenance
   A. Safety procedures ..... 10 hours
   B. Engine reconditioning ..... 200 hours
   C. Clutch installation ..... 50 hours
   D. Transmission reconditioning ..... 100 hours

III. Actual Repair of Equipment
   A. Safe operating procedures ..... 10 hours
   B. Electrical systems ..... 200 hours
   C. Hydraulic systems ..... 200 hours
   D. Final drive and track assemblies ..... 150 hours
   E. Welding and fabrication ..... 100 hours
   F. General field maintenance ..... 320 hours

   Total ..... 1440 hours

SERVICER – CODE 0194

MAXIMUM TRAINING TIME: 13 WEEKS OR 520 HOURS

- Minimum starting wage: 70% of prevailing wage in area.
- Minimum wage after 7 weeks or 280 hours: 85% of prevailing wage in area.
- Wages after successful completion of training program: The prevailing wage in area.

* * *

I. Orientation and Observation
   A. Safety procedures.....10 hours
   B. Observing fueling, greasing and cleaning filters .....40 hours
   C. Fuel and grease used for different types of equipment.....40 hours

II. Actual Operation
   A. Safe operating procedures.....10 hours
   B. Servicing all types of equipment .....80 hours
   C. Installation and adjustment of minor parts.....80 hours
   D. General field maintenance and operation of service truck..... 260 hours

Total ..... 520 hours

PAINTER, STRUCTURES – CODE 0196

MAXIMUM TRAINING TIME: 26 WEEKS OR 1040 HOURS

- Minimum starting wage: 70% of prevailing wage in area.
- Minimum wage after 8 weeks or 320 hours: 80% of prevailing wage in area.
- Minimum wage after 13 weeks or 520 hours: 90% of prevailing wage in area.
- Wages after successful completion of training program ***and may also require SSPC QP 1 or QP 2 certification***: The prevailing wage in area.

* * *

I. Orientation and Observation
   A. Safety procedures ..... 10 hours
   B. Operate maintain and load equipment ..... 40 hours
   C. Product and work orientation..... ..... 50 hours

II. Care and Maintenance
   A. Safety procedures ..... 10 hours
   B. Equipment maintenance and cleanup… ..... 60 hours

III. Actual Operation of Equipment
   A. Safe operating procedures..... 10 hours
   B. Brushing and rolling. ....100 hours
   C. Material training…..... 50 hours
   D. Hazardous materials…..... 200 hours
   E. Sandblasting…..... 200 hours
   F. Spraying ..... 310 hours

   Total ..... 1040 hours

PILEDRIVER – CODE 0202

MAXIMUM TRAINING TIME: 18 WEEKS OR 720 HOURS

- Minimum starting wage: 70% of prevailing wage in area.
- Minimum wage after 9 weeks or 360 hours: 80% of prevailing wage in area.
- Minimum wage after 13 weeks or 520 hours: 90% of prevailing wage in area.
- Wages after successful completion of training program: The prevailing wage in area.

* * *

I. Orientation and Observation
   A. Safety procedures ..... 10 hours
   B. Observation of machine in operation ..... 50 hours
   C. Starting and manipulating controls for moving equipment and attachments ..... 45 hours

II. Care and Maintenance
   A. Safety procedures ..... 10 hours
   B. Routine fueling, lubricating and servicing ..... 35 hours

III. Actual Operation of Equipment
   A. Safe operating procedures ..... 10 hours
   B. Basic operation of crane or pile driving rig in hoisting and moving ..... 200 hours
   C. Placement of pile in preparation for driving ..... 140 hours
   D. Seating of pile hammer on pile in preparation for driving ..... 120 hours
   E. Driving of pile ..... 100 hours

   Total ..... 720 hours

PIPELAYER - CODE 0205

MAXIMUM TRAINING TIME: 13 WEEKS OR 520 HOURS

- Minimum starting wage: 70% of prevailing wage in area.
- Minimum wage after 7 weeks or 280 hours: 85% of prevailing wage in area.
- Wages after successful completion of training program: The prevailing wage in area.

* * *

I. Orientation and Observation
   A. Safety procedures ..... 10 hours
   B. Observation of spade operation and laying of pipe ..... 20 hours
   C. Study of various types of pipe and related materials ..... 5 hours

II. Care and Maintenance
   A. Safety procedures ..... 10 hours
   B. Ditch preparation, handle materials and tools ..... 20 hours

III. Actual Handling of Pipe and Spade
   A. Safe operating procedures ..... 10 hours
   B. Ditch grading with compressed air driven or hand spade ..... 50 hours
   C. Handle materials, assist in lowering pipe ..... 50 hours
   D. Work with pipe layer in laying all types of pipe and duct. Adjust pipe to elevation insert spigot end of pipe into bell end of last laid pipe ..... 345 hours

Total ..... 520 hours

BLASTER – CODE 0214

MAXIMUM TRAINING TIME: 26 WEEKS OR 1040 HOURS

- Minimum starting wage: 70% of prevailing wage in area.
- Minimum wage after 8 weeks or 320 hours: 80% of prevailing wage in area.
- Minimum wage after 13 weeks or 520 hours: 90% of prevailing wage in area.
- Wages after successful completion of training program: The prevailing wage in area.

* * *

I. Orientation and Observation
   A. Safety procedures ..... 10 hours
   B. Observation of work of Powder man ..... 50 hours
   C. Assist Powder man by carrying explosives, placing in holes, connecting lead wires ..... 45 hours

II. Applied Techniques of Powder man
   A. Safety procedures ..... 15 hours
   B. Storage, transporting, placing and discharging of explosives ..... 330 hours

III. Actual Blasting Operations
   A. Safe operating procedures ..... 25 hours
   B. Use of detonators and explosives ..... 100 hours
   C. Storage, movement and placing of explosives ..... 300 hours
   D. Placing wires, detonators and explosives, tamping and discharging ..... 165 hours

Total ..... 1040 hours

ASPHALT DISTRIBUTOR OPERATOR – CODE 0300

MAXIMUM TRAINING TIME: 26 WEEKS OR 1040 HOURS

- Minimum starting wage: 70% of prevailing wage in area.
- Minimum wage after 8 weeks or 320 hours: 80% of prevailing wage in area.
- Minimum wage after 13 weeks or 520 hours: 90% of prevailing wage in area.
- Wages after successful completion of training program: The prevailing wage in area.

* * *

I. Orientation and Observation
  A. Safety procedures……10 hours
  B. Observation of vehicle in operation……...35 hours
  C. Starting and manipulating valves and controls
     To distribute material and move equipment……30 hours

II. Care and Maintenance
  A. Safety procedures……10 hours
  B. Routine fueling, lubricating and servicing……...35 hours

III. Actual Operation of Equipment
  A. Safe operating procedures……...10 hours
  B. Regulates valves and levers to distribute oil
     Or bituminous liquid for highway surfacing……...115 hours
  C. Operation of equipment……795 hours

Total……...1040 hours

ASPHALT PAVING MACHINE OPERATOR - CODE 0303

MAXIMUM TRAINING TIME: 26 WEEKS OR 1040 HOURS

- Minimum starting wage: 70% of prevailing wage in area.
- Minimum wage after 8 weeks or 320 hours: 80% of prevailing wage in area.
- Minimum wage after 13 weeks or 520 hours: 90% of prevailing wage in area.
- Wages after successful completion of training program: The prevailing wage in area.

* * *

I. Orientation and Observation
   A. Safety procedures ..... 10 hours
   B. Observation of machine in operations ..... 35 hours
   C. Starting and manipulating controls for moving equipment and attachments ..... 30 hours

II. Care and Maintenance
   A. Safety procedures ..... 10 hours
   B. Routine fueling, lubricating and servicing ..... 35 hours

III. Actual Operation of Equipment
   A. Safety operating procedures ..... 10 hours
   B. Observation of machine in operations ..... 120 hours
   C. Operating of machine ..... 790 hours

Total ..... 1040 hours

BROOM OR SWEEPER OPERATOR – CODE 0305

MAXIMUM TRAINING TIME: 8 WEEKS OR 320 HOURS

- Minimum starting wage: 70% of prevailing wage in area.
- Minimum wage after 6 weeks or 240 hours: 85% of prevailing wage in area.
- Wages after successful completion of training program: The prevailing wage in area.

* * *

I. Orientation and Observation
   A. Safety procedures ..... 10 hours
   B. Observation of machine in operation ..... 5 hours
   C. Starting and manipulating controls for moving equipment and attachments ..... 10 hours

II. Care and Maintenance
   A. Safety procedures ..... 10 hours
   B. Routine fueling, lubricating and servicing ..... 35 hours

III. Actual Operation of Equipment
   A. Safe operating procedures ..... 10 hours
   B. Proper start-up, proper engagement and position of broom and proper sweeping technique ..... 15 hours
   C. Removal and replacement of broom wafers ..... 10 hours
   D. Operation of sweeper in cleaning of pavements ..... 215 hours

Total ..... 320 hours

CRAWLER TRACTOR OPERATOR - CODE 0306

MAXIMUM TRAINING TIME: 18 WEEKS OR 720 HOURS

- Minimum starting wage: 70% of prevailing wage in area.
- Minimum wage after 9 weeks or 360 hours: 80% of prevailing wage in area.
- Minimum wage after 13 weeks or 520 hours: 90% of prevailing wage in area.
- Wages after successful completion of training program: The prevailing wage in area.

* * *

I. Orientation and Observation
   A. Safety procedures ..... 10 hours
   B. Observation of machine in operation ..... 35 hours
   C. Starting and manipulating controls for moving equipment and attachments ..... 30 hours

II. Care and Maintenance
   A. Safety procedures ..... 10 hours
   B. Routine fueling, lubricating and servicing ..... 35 hours

III. Actual Operation of Equipment
   A. Safe operating procedures ..... 10 hours
   B. Movement and stockpiling of material ..... 150 hours
   C. Pushing and rough grading ..... 125 hours
   D. Clearing and grubbing ..... 125 hours
   E. Finish grading ..... 160 hours
   F. Special applications ..... 30 hours

Total ..... 720 hours

CONCRETE PAVING CURING, FLOAT, TEXTURING MACHINE OPERATOR – CODE 0315

MAXIMUM TRAINING TIME: 26 WEEKS OR 1040 HOURS

- Minimum starting wage: 70% of prevailing wage in area.
- Minimum wage after 8 weeks or 320 hours: 80% of prevailing wage in area.
- Minimum wage after 13 weeks or 520 hours: 90% of prevailing wage in area.
- Wages after successful completion of training program: The prevailing wage in area.

* * *

I. Orientation and Observation
   A. Safety procedures ..... 10 hours
   B. Observation of machines in operation ..... 35 hours
   C. Starting and manipulating controls for moving equipment and attachments ..... 30 hours

II. Care and Maintenance
   A. Safety procedures ..... 10 hours
   B. Routine fueling, lubricating and servicing ..... 35 hours

III. Actual Operation of Equipment
   A. Safe operating procedures ..... 10 hours
   B. Operation of curing system ..... 120 hours
   C. Operation of machine ..... 790 hours

Total ..... 1040 hours

CONCRETE PAVEMENT FINISHING MACHINE OPERATOR - CODE 0318

MAXIMUM TRAINING TIME: 26 WEEKS OR 1040 HOURS

- Minimum starting wage: 70% of prevailing wage in area.
- Minimum wage after 8 weeks or 320 hours: 80% of prevailing wage in area.
- Minimum wage after 13 weeks or 520 hours: 90% of prevailing wage in area.
- Wages after successful completion of training program: The prevailing wage in area.

* * *

I. Orientation and Observation
   A. Safety procedures ..... 10 hours
   B. Observation of machine in operation ..... 35 hours
   C. Starting and manipulating controls for moving equipment and attachments ..... 30 hours

II. Care and Maintenance
   A. Safety procedures ..... 10 hours
   B. Routine fueling, lubricating and servicing ..... 35 hours

III. Actual Operation of Equipment
   A. Safe operating procedures ..... 10 hours
   B. Screed regulation indoctrination and operation ..... 120 hours
   C. Operation of machine ..... 790 hours

Total ..... 1040 hours

JOINT SEALER – CODE 0329

MAXIMUM TRAINING TIME: 13 WEEKS OR 520 HOURS

- Minimum starting wage: 70% of prevailing wage in area.
- Minimum wage after 7 weeks or 280 hours: 85% of prevailing wage in area.
- Wages after successful completion of training program: The prevailing wage in area.

* * *

I. Orientation and Observation
   A. Safety procedures……10 hours
   B. Observation……...10 hours

II. Care and Maintenance
   A. Safety procedures……10 hours
   B. Routine cleaning and servicing……..……...35 hours

III. Actual Operation
   A. Safe operating procedures……10 hours
   B. Cleaning and sealing joints in concrete paving, sidewalks, driveways and approach slabs……445 hours

Total……520 hours

CONCRETE SAW OPERATOR – CODE 0333

MAXIMUM TRAINING TIME: 13 WEEKS OR 520 HOURS

- Minimum starting wage: 70% of prevailing wage in area.
- Minimum wage after 7 weeks or 280 hours: 85% of prevailing wage in area.
- Wages after successful completion of training program: The prevailing wage in area.

* * *

I. Orientation and Observation
   A. Safety procedures……10 hours
   B. Observation of machine in operation……35 hours

II. Care and Maintenance
   A. Safety procedures……10 hours
   B. Routine oiling, greasing, cleaning and servicing saw……35 hours

III. Actual Operation of Equipment
   A. Safe operating procedures……...10 hours
   B. Operation of saw……420 hours

Total……...520 hours

SUBGRADE TRIMMER – CODE 0339

MAXIMUM TRAINING TIME: 26 WEEKS OR 1040 HOURS

- ♦ Minimum starting wage: 70% of prevailing wage in area.
- ♦ Minimum wage after 8 weeks or 320 hours: 80% of prevailing wage in area.
- ♦ Minimum wage after 13 weeks or 520 hours: 90% of prevailing wage in area.
- ♦ Wages after successful completion of training program: The prevailing wage in area.

* * *

I. Orientation and Observation

A. Safety procedures……10 hours
B. Observation of machine in operation……50 hours
C. Use of paving forms or electronic controls……40 hours
D. Manipulation of hand and foot levers……....40 hours

II. Care and Maintenance

A. Safety procedures……10 hours
B. Routine fueling, lubricating and servicing……35 hours

III. Actual Operation of Equipment

A. Safe operating procedures……10 hours
B. Raising and lowering screed; regulating width of screed……100 hours
C. Operation of machine……..745 hours

Total.....1040 hours

SMALL SLIPFORM MACHINE OPERATOR – CODE 0341

MAXIMUM TRAINING TIME: 18 WEEKS OR 720 HOURS

- Minimum starting wage: 70% of prevailing wage in area.
- Minimum starting wage after 9 weeks or 360 hours: 80% of prevailing wage in area.
- Minimum wage after 13 weeks or 520 hours: 90% of prevailing wage in area.
- Wages after successful completion of training program: The prevailing wage in area.

* * *

I. Orientation and Observation
   A. Safety procedures... .....10 hours
   B. Observation of machine in operation… .....35 hours
   C. Starting and manipulating controls for moving equipment and attachments… .....30 hours

II. Care and Maintenance
   A. Safety procedures .....10 hours
   B. Routine fueling, lubricating and servicing.....35 hours

III. Actual Operation of Equipment
   A. Safe operating procedures.....10 hours
   B. Screed regulation indoctrination and operation..... 120 hours
   C. Operation of machine ..... 470 hours

Total……..720 hours

CRANE OPERATOR, LATTICE BOOM 80 TONS OR LESS - CODE 0342

MAXIMUM TRAINING TIME: 26 WEEKS OR 1040 HOURS

- Minimum starting wage: 70% of prevailing wage in area.
- Minimum wage after 8 weeks or 320 hours: 80% of prevailing wage in area.
- Minimum wage after 13 weeks or 520 hours: 90% of prevailing wage in area.
- Wages after successful completion of training program ***and may also require crane operator certification***: The prevailing wage in area.

* * *

I. Orientation and Observation
   A. Safety procedures….....10 hours
   B. Observation of machine in operation….....50 hours
   C. Starting and manipulating controls for moving equipment and attachments… .....40 hours

II. Care and Maintenance
   A. Safety procedures.....10 hours
   B. Routine fueling, lubricating and servicing… .....35 hours

III. Actual Operation of Equipment
   A. Safe operating procedures… .....50 hours
   B. Loading and unloading materials… ..... 110 hours
   C. Hoisting materials…..... 585 hours
   D. Placement of beams, pipe, girders, piles, rock riprap, etc…..... 150 hours

   Total….....1040 hours

CRANE OPERATOR, LATTICE BOOM OVER 80 TONS* – CODE 0343

MAXIMUM TRAINING TIME: 52 WEEKS OR 2080 HOURS

- Minimum starting wage: 70% of prevailing wage in area.
- Minimum wage after 13 weeks or 520 hours: 80% of prevailing wage in area.
- Minimum wage after 26 weeks or 1040 hours: 85% of prevailing wage in area.
- Minimum wage after 39 weeks or 1560 hours: 90% of prevailing wage in area.
- Wages after successful completion of training program ***and may also require crane operator certification***: The prevailing wage in area.

* * *

I. Orientation and Observation
   A. Safety procedures ..... 10 hours
   B. Observation of machine in operation ..... 50 hours
   C. Starting and manipulating controls for moving equipment and attachments ..... 40 hours

II. Care and Maintenance
   A. Safety procedures ..... 10 hours
   B. Routine fueling, lubricating and servicing ..... 35 hours

III. Actual Operation of Equipment
   A. Safe operating procedures ..... 100 hours
   B. Loading and unloading materials ..... 150 hours
   C. Hoisting materials ..... 800 hours
   D. Placement of beams, pipe, girders, piles, rock riprap, etc. ..... 885 hours

   Total ..... 2080 hours

CRANE OPERATOR, HYDRAULIC 80 TONS OR LESS – CODE 0344

MAXIMUM TRAINING TIME: 26 WEEKS OR 1040 HOURS

- Minimum starting wage: 70% of prevailing wage in area.
- Minimum wage after 8 weeks or 320 hours: 80% of prevailing wage in area.
- Minimum wage after 13 weeks or 520 hours: 90% of prevailing wage in area.
- Wages after successful completion of training program ***and may also require crane operator certification***: The prevailing wage in area.

* * *

I. Orientation and Observation
   A. Safety procedures ..... 10 hours
   B. Observation of machine in operation ..... 50 hours
   C. Starting and manipulating controls for moving equipment and attachments ..... 40 hours

II. Care and Maintenance
   A. Safety procedures ..... 10 hours
   B. Routine fueling, lubricating and servicing ..... 35 hours

III. Actual Operation of Equipment
   A. Safe operating procedures ..... 50 hours
   B. Loading and unloading materials ..... 110 hours
   C. Hoisting materials ..... 280 hours
   D. Placement of beams, pipe, girders, piles, etc ..... 455 hours

   Total ..... 1040 hours

CRANE OPERATOR, HYDRAULIC OVER 80 TONS – CODE 0345

MAXIMUM TRAINING TIME: 26 WEEKS OR 1040 HOURS

- Minimum starting wage: 70% of prevailing wage in area.
- Minimum wage after 8 weeks or 320 hours: 80% of prevailing wage in area.
- Minimum wage after 13 weeks or 520 hours: 90% of prevailing wage in area.
- Wages after successful completion of training program ***and may also require crane operator certification***: The prevailing wage in area.

* * *

I. Orientation and Observation
   A. Safety procedures ..... 10 hours
   B. Observation of machine in operation ..... 50 hours
   C. Starting and manipulating controls for moving equipment and attachments ..... 40 hours

II. Care and Maintenance
   A. Safety procedures ..... 10 hours
   B. Routine fueling, lubricating and servicing ..... 35 hours

III. Actual Operation of Equipment
   A. Safe operating procedures ..... 50 hours
   B. Loading and unloading materials ..... 110 hours
   C. . Hoisting materials ..... 280 hours
   D. Placement of beams, pipe, girders, piles, etc. ..... 455 hours

   Total ..... 1040 hours

LOADER/BACKHOE OPERATOR – CODE 0346

MAXIMUM TRAINING TIME: 26 WEEKS OR 1040 HOURS

- Minimum starting wage: 70% of prevailing wage in area.
- Minimum wage after 8 weeks or 320 hours: 80% of prevailing wage in area.
- Minimum wage after 13 weeks or 520 hours: 90% of prevailing wage in area.
- Wages after successful completion of training program: The prevailing wage in area.

* * *

I. Orientation and Observation
   A. Safety procedures ..... 10 hours
   B. Observation of machine in operation ..... 50 hours
   C. Starting and manipulating controls for moving equipment and attachments ..... 45 hours

II. Care and Maintenance
   A. Safety procedures ..... 10 hours
   B. Routine fueling, lubricating and servicing ..... 35 hours

III. Actual Operation of Equipment
   A. Safe operating procedures ..... 10 hours
   B. Trenching operations (for Pipe laying, etc.) ..... 500 hours
   C. Excavation (for structures, footings, etc.) ..... 380 hours

   Total ..... 1040 hours

EXCAVATOR OPERATOR, 50,000 LBS OR LESS – CODE 0347

MAXIMUM TRAINING TIME: 18 WEEKS OR 720 HOURS

- Minimum starting wage: 70% of prevailing wage in area.
- Minimum wage after 9 weeks or 360 hours: 80% of prevailing wage in area.
- Minimum wage after 13 weeks or 520 hours: 90% of prevailing wage in area.
- Wages after successful completion of training program: The prevailing wage in area.

* * *

I. Orientation and Observation
   A. Safety procedures ..... 10 hours
   B. Observation of machine in operation ..... 25 hours
   C. Starting and manipulating controls for moving equipment and attachments ..... 25 hours

II. Care and Maintenance
   A. Safety procedures ..... 10 hours
   B. Routine fueling, lubricating and servicing ..... 35 hours

III. Actual Operation of Equipment
   A. Safe operating procedures ..... 10 hours
   B. Excavation for footings and removal of unsuitable materials ..... 250 hours
   C. Loading materials ..... 100 hours
   D. Trenching for pipe, etc ..... 165 hours
   E. Placement of pipe, precast concrete structures, etc… ..... 90 hours

Total ..... 720 hours

EXCAVATOR OPERATOR, OVER 50,000 LBS – CODE 0348

MAXIMUM TRAINING TIME: 26 WEEKS OR 1040 HOURS

- Minimum starting wage: 70% of prevailing wage in area.
- Minimum wage after 8 weeks or 320 hours: 80% of prevailing wage in area.
- Minimum wage after 13 weeks or 520 hours: 90% of prevailing wage in area.
- Wages after successful completion of training program: The prevailing wage in area.

* * *

I. Orientation and Observation
   A. Safety procedures ..... 10 hours
   B. Observation of machine in operation ..... 50 hours
   C. Starting and manipulating controls for moving equipment and attachments ..... 40 hours

II. Care and Maintenance
   A. Safety procedures ..... 10 hours
   B. Routine fueling, lubricating and servicing ..... 35 hours

III. Actual Operation of Equipment
   A. Safe operating procedures ..... 10 hours
   B. Excavation for footings and removal of unsuitable materials ..... 250 hours
   C. Loading materials ..... 190 hours
   D. Trenching for pipe, etc. ..... 255 hours
   E. Placement of pipe, precast concrete structures, etc. …..... 190 hours

   Total ..... 1040 hours

CRUSHER OR SCREEN PLANT OPERATOR – CODE 0351

MAXIMUM TRAINING TIME: 26 WEEKS OR 1040 HOURS

- Minimum starting wage: 70% of prevailing wage in area.
- Minimum wage after 8 weeks or 320 hours: 80% of prevailing wage in area.
- Minimum wage after 13 weeks or 520 hours: 90% of prevailing wage in area.
- Wages after successful completion of training program: The prevailing wage in area.

* * *

I. Orientation and Observation
   A. Safety procedures ..... 10 hours
   B. Observation of machine in operation ..... 35 hours
   C. Starting of crusher operating conveyors ..... 30 hours

II. Care and Maintenance
   A. Safety procedures ..... 10 hours
   B. Routine fueling, lubricating and servicing ..... 35 hours

III. Actual Operation of Equipment
   A. Safe operating procedures ..... 10 hours
   B. Operation of conveyors and crusher operations ..... 120 hours
   C. Operation of crusher ..... 790 hours

   Total ..... 1040 hours

FOUNDATION DRILL OPERATOR, CRAWLER MOUNTED – CODE 0360

MAXIMUM TRAINING TIME: 26 WEEKS OR 1040 HOURS

- Minimum starting wage: 70% of prevailing wage in area.
- Minimum wage after 8 weeks or 320 hours: 80% of prevailing wage in area.
- Minimum wage after 13 weeks or 520 hours: 90% of prevailing wage in area.
- Wages after successful completion of training program: The prevailing wage in area.

* * *

I. Orientation and Observation
   A. Safety Procudures ..... 10 hours
   B. Observation of machine in operation ..... 35 hours
   C. Starting and manipulating controls for moving equipment and attachments ..... 30 hours

II. Care and Maintenance
   A. Safety procedures ..... 10 hours
   B. Routine fueling, lubricating and servicing ..... 35 hours

III. Actual Operation of Equipment
   A. Safe operating procedures ..... 10 hours
   B. Small hole drilling ..... 300 hours
   C. Large hole drilling ..... 300 hours
   D. Casing operation ..... 110 hours
   E. General operating ..... 200 hours

Total ..... 1040 hours

FOUNDATION DRILL OPERATOR, TRUCK MOUNTED – CODE 0363

MAXIMUM TRAINING TIME: 26 WEEKS OR 1040 HOURS

- Minimum starting wage: 70% of prevailing wage in area.
- Minimum wage after 8 weeks or 320 hours: 80% of prevailing wage in area.
- Minimum wage after 13 weeks or 520 hours: 90% of prevailing wage in area.
- Wages after successful completion of training program: The prevailing wage in area.

* * *

I. Orientation and Observation
   A. Safety Procedures.....10 hours
   B. Observation of machine in operation.....35 hours
   C. Starting and manipulating controls for moving equipment and attachments.....30 hours

II. Care and Maintenance
   A. Safety procedures.....10 hours
   B. Routine fueling, lubricating and servicing.....35 hours

III. Actual Operation of Equipment
   A. Safe operating procedures.....10 hours
   B. Small hole drilling.....300 hours
   C. Large hole drilling.....300 hours
   D. Casing operation.....110 hours
   E. General operating.....200 hours

Total.....1040 hours

FRONT END LOADER, 3 C.Y. OR LESS – CODE 0369

MAXIMUM TRAINING TIME: 13 WEEKS OR 520 HOURS

- Minimum starting wage: 70% of prevailing wage in area.
- Minimum wage after 7 weeks or 280 hours: 85% of prevailing wage in area.
- Wages after successful completion of training program: The prevailing wage in area.

* * *

I. Orientation and Observation
   A. Safety procedures ..... 10 hours
   B. Observation of machine in operation ..... 20 hours
   C. Starting and manipulating controls for moving equipment and attachments ..... 15 hours

II. Care and Maintenance
   A. Safety procedures ..... 10 hours
   B. Routine fueling, lubricating and servicing ..... 35 hours

III. Actual Operation of Equipment
   A. Safe operating procedures ..... 10 hours
   B. Loading materials ..... 235 hours
   C. Excavation ..... 150 hours
   D. Special applications ..... 35 hours

   Total ..... 520 hours

FRONT END LOADER, OVER 3 C.Y. – CODE 0372

MAXIMUM TRAINING TIME: 26 WEEKS OR 1040 HOURS

- Minimum starting wage: 70% of prevailing wage in area.
- Minimum wage after 8 weeks or 320 hours: 80% of prevailing wage in area.
- Minimum wage after 13 weeks or 520 hours: 90% of prevailing wage in area.
- Wages after successful completion of training program: The prevailing wage in area.

* * *

I. Orientation and Observation
   A. Safety procedures ..... 10 hours
   B. Observation of machine in operation ..... 20 hours
   C. Starting and manipulating controls for moving equipment and attachments ..... 15 hours

II. Care and Maintenance
   A. Safety procedures ..... 10 hours
   B. Routine fueling, lubricating and servicing ..... 35 hours

III. Actual Operation of Equipment
   A. Safe operating procedures ..... 10 hours
   B. Loading materials ..... 400 hours
   C. Excavation ..... 250 hours
   D. Charge hoppers with materials on asphalt and concrete plants ..... 270 hours
   E. Special applications ..... 20 hours

Total ..... 1040 hours

MILLING MACHINE OPERATOR – CODE 0380

MAXIMUM TRAINING TIME: 26 WEEKS OR 1040 HOURS

- Minimum starting wage: 70% of prevailing wage in area.
- Minimum wage after 8 weeks or 320 hours: 80% of prevailing wage in area.
- Minimum wage after 13 weeks or 520 hours: 90% of prevailing wage in area.
- Wages after successful completion of training program: The prevailing wage in area.

* * *

I. Orientation and Observation
   A. Safety procedures.....10 hours
   B. Observation of machine in operation……....35 hours

II. Care and Maintenance
   A. Safety procedures……10 hours
   B. Routine fueling, lubricating and servicing……35 hours

III. Actual Operation of Equipment
   A. Safe operating procedures……10 hours
   B. Planing roadbed……...700 hours
   C. Discharging material into hauling unit……...240 hours

   Total……1040 hours

RECLAIMER/PULVERIZER OPERATOR – CODE 0384

MAXIMUM TRAINING TIME: 18 WEEKS OR 720 HOURS

- Minimum starting wage: 70% of prevailing wage in area.
- Minimum wage after 9 weeks or 360 hours: 80% of prevailing wage in area.
- Minimum wage after 13 weeks or 520 hours: 90% of prevailing wage in area.
- Wages after successful completion of training program: The prevailing wage in area.

* * *

I. Orientation and Observation
   A. Safety procedures……10 hours
   B. Observation of machine in operation……35 hours

II. Care and Maintenance
   A. Safety procedures……10 hours
   B. Routine fueling, lubricating and servicing……...35 hours

III. Actual Operation of Machine
   A. Safe operating procedures……10 hours
   B. Pulverizing road bed……520 hours
   C. Mixing materials……...100 hours

   Total……...720 hours

MOTOR GRADER OPERATOR, FINE GRADE* – CODE 0390

MAXIMUM TRAINING TIME: 52 WEEKS OR 2080 HOURS

- Minimum starting wage: 70% of prevailing wage in area.
- Minimum wage after 13 weeks or 520 hours: 80% of prevailing wage in area.
- Minimum wage after 26 weeks or 1040 hours: 90% of prevailing wage in area.
- Wages after successful completion of training program: The prevailing wage in area.

* * *

I. Orientation and Observation
   A. Safety procedures ..... 10 hours
   B. Observation of machine in operation ..... 100 hours
   C. Starting and manipulating controls for moving equipment and attachments ..... 95 hours

II. Care and Maintenance
   A. Safety procedures ..... 10 hours
   B. Routine fueling, lubricating and servicing ..... 35 hours

III. Actual Operation of Equipment
   A. Safe operating procedures ..... 10 hours
   B. Scraping and leveling dirt on roadway ..... 305 hours
   C. Spreading and mixing materials on roadway ..... 295 hours
   D. Shaping and blading subgrades ..... 275 hours
   E. Balancing and rough shaping base course materials ..... 275 hours
   F. Fine grading and dressing of shoulders and slopes ..... 670 hours

Total ..... 2080 hours

MOTOR GRADER OPERATOR, ROUGH – CODE 0393

MAXIMUM TRAINING TIME: 26 WEEKS OR 1040 HOURS

- Minimum starting wage: 70% of prevailing wage in area.
- Minimum wage after 8 weeks or 320 hours: 80% of prevailing wage in area.
- Minimum wage after 13 weeks or 520 hours: 90% of prevailing wage in area.
- Wages after successful completion of training program: The prevailing wage in area.

* * *

I. Orientation and Observation
   A. Safety procedures ..... 10 hours
   B. Observation of machine in operation ..... 100 hours
   C. Starting and manipulating controls for moving equipment and attachments ..... 95 hours

II. Care and Maintenance
   A. Safety procedures ..... 10 hours
   B. Routine fueling, lubricating and servicing ..... 35 hours

III. Actual Operation of Equipment
   A. Safe operating procedures ..... 10 hours
   B. Scraping and leveling dirt on roadway ..... 220 hours
   C. Spreading and mixing materials on roadway ..... 200 hours
   D. Shaping and blading subgrades ..... 180 hours
   E. Balancing and rough shaping base course materials ..... 180 hours

Total ..... 1040 hours

PAVEMENT MARKING MACHINE OPERATOR – CODE 0396

MAXIMUM TRAINING TIME: 18 WEEKS OR 720 HOURS

- Minimum starting wage: 70% of prevailing wage in area.
- Minimum wage after 9 weeks or 360 hours: 80% of prevailing wage in area.
- Minimum wage after 13 weeks or 520 hours: 90% of prevailing wage in area.
- Wages after successful completion of training program: The prevailing wage in area.

* * *

I. Orientation and Observation
   A. Safety procedures……10 hours
   B. Observation of machine in operation……35 hours

II. Care and Maintenance
   A. Safety procedures……10 hours
   B. Routine fueling, lubricating and servicing……..35 hours

III. Actual Operation of Machine
   A. Safe operating procedures……..10 hours
   B. Laying stripes and markers……520 hours
   C. Loading machine with appropriate materials……100 hours

   Total……720 hours

CONCRETE/GUNITE PUMP OPERATOR – CODE 0399

MAXIMUM TRAINING TIME: 18 WEEKS OR 720 HOURS

- Minimum starting wage: 70% of prevailing wage in area.
- Minimum wage after 9 weeks or 360 hours: 80% of prevailing wage in area.
- Minimum wage after 13 weeks or 520 hours: 90% of prevailing wage in area.
- Wages after successful completion of training program: The prevailing wage in area.

* * *

I. Orientation and Observation
   A. Safety procedures.....10 hours
   B. Observation of machine in operation……35 hours
   C. Introduction to pumping fresh concrete, gunite and grout……...100 hours

II. Care and Maintenance
   A. Safety procedures……10 hours
   B. Routine fueling, lubricating and servicing……...35 hours

III. Actual Operation of Machine
   A. Safe operating procedures……...10 hours
   B. Operation of pumping machine……...520 hours

Total…….720 hours

ROLLER OPERATOR, ASPHALT - CODE 0402

MAXIMUM TRAINING TIME: 26 WEEKS OR 1040 HOURS

- Minimum starting wage: 70% of prevailing wage in area.
- Minimum wage after 8 weeks or 320 hours: 80% of prevailing wage in area.
- Minimum wage after 13 weeks or 520 hours: 90% of prevailing wage in area.
- Wages after successful completion of training program: The prevailing wage in area.

* * *

I. Orientation and Observation
   A. Safety procedures ..... 10 hours
   B. Observation of machine in operation ..... 35 hours

II. Care and Maintenance
   A. Safety procedures ..... 10 hours
   B. Routine fueling, lubricating and servicing ..... 35 hours

III. Actual Operation of Equipment
   A. Safe operating procedures ..... 10 hours
   B. Roll base course to desired compaction ..... 440 hours
   C. Roll asphalt surfaces to desired compaction and smoothness and assure proper sealing of joints ..... 500 hours

Total ..... 1040 hours

ROLLER OPERATOR, OTHER – CODE 0405

MAXIMUM TRAINING TIME: 13 WEEKS OR 520 HOURS

- Minimum starting wage: 70% of prevailing wage in area.
- Minimum wage after 7 weeks or 280 hours: 85% of prevailing wage in area.
- Wages after successful completion of training program: The prevailing wage in area.

* * *

I. Orientation and Observation
   A. Safety procedures ..... 10 hours
   B. Observation of machine in operation ..... 35 hours

II. Care and Maintenance
   A. Safety procedures ..... 10 hours
   B. Routine fueling, lubricating and servicing ..... 35 hours

III. Actual Operation of Equipment
   A. Safe operating procedures ..... 10 hours
   B. Roll base course to desired compaction ..... 210 hours
   C. Roll embankment to desired compaction ..... 210 hours

   Total ..... 520 hours

SCRAPER OPERATOR – CODE 0411

MAXIMUM TRAINING TIME: 13 WEEKS OR 520 HOURS

- Minimum starting wage: 70% of prevailing wage in area.
- Minimum wage after 7 weeks or 280 hours: 85% of prevailing wage in area.
- Wages after successful completion of training program: The prevailing wage in area.

* * *

I. Orientation and Observation
   A. Safety procedures ..... 10 hours
   B. Observation of machine in operation ..... 20 hours
   C. Starting and manipulating controls for moving equipment and attachments ..... 15 hours

II. Care and Maintenance
   A. Safety procedures ..... 10 hours
   B. Routine fueling, lubricating and servicing ..... 35 hours

III. Actual Operation of Equipment
   A. Safe operating procedures ..... 10 hours
   B. Loading and transporting materials ..... 150 hours
   C. Spreading material ..... 150 hours
   D. Rough roadway grading ..... 70 hours
   E. Compaction of embankment ..... 50 hours

Total ..... 520 hours

OFF ROAD HAULER – CODE 0413

MAXIMUM TRAINING TIME: 13 WEEKS OR 520 HOURS

- Minimum starting wage: 70% of prevailing wage in area.
- Minimum wage after 7 weeks or 280 hours: 85% of prevailing wage in area.
- Wages after successful completion of training program: The prevailing wage in area.

* * *

I. Orientation and Observation
A. Safety procedures ..... 10 hours
B. Observation of machine in operation ..... 35 hours

II. Care and Maintenance
A. Safety procedures ..... 10 hours
B. Routine fueling, lubricating and servicing ..... 35 hours

III. Actual Operation of Equipment
A. Safe operating procedures ..... 10 hours
B. Loading and transporting materials ..... 350 hours
C. Operation of off-road water tanker ..... 70 hours

Total ..... 520 hours

SELF-PROPELLED HAMMER OPERATOR – CODE 0417

MAXIMUM TRAINING TIME: 13 WEEKS OR 520 HOURS

- Minimum starting wage: 70% of prevailing wage in area.
- Minimum wage after 7 weeks or 280 hours: 85% of prevailing wage in area.
- Wages after successful completion of training program: The prevailing wage in area.

* * *

I. Orientation and Observation
A. Safety procedures ..... 10 hours
B. Observation of machine in operation ..... 35 hours

II. Care and Maintenance
A. Safety procedures ..... 10 hours
B. Routine fueling, lubricating and servicing ..... 35 hours

III. Actual Operation of Equipment
A. Safe operating procedures ..... 10 hours
B. Breaking concrete, asphalt and other materials ..... 350 hours
C. Other related tasks ..... 70 hours

Total ..... 520 hours

AGRICULTURAL TRACTOR OPERATOR – CODE 0428

MAXIMUM TRAINING TIME: 13 WEEKS OR 520 HOURS

- Minimum starting wage: 70% of prevailing wage in area.
- Minimum wage after 7 weeks or 280 hours: 85% of prevailing wage in area.
- Wages after successful completion of training program: The prevailing wage in area.

* * *

I. Orientation and Observation
   A. Safety procedures ..... 10 hours
   B. Observation of machine in operation ..... 30 hours
   C. Starting and manipulating controls for moving equipment and attachments ..... 25 hours

II. Care and Maintenance
   A. Safety procedures ..... 10 hours
   B. Routine fueling, lubricating and servicing ..... 35 hours

III. Actual Operation of Equipment
   A. Safe operating procedures ..... 10 hours
   B. Pulling compaction implements ..... 200 hours
   C. Pull graders for dressing operations ..... 200 hours

Total ..... 520 hours

TRENCHING MACHINE OPERATOR, LIGHT – CODE 0437

MAXIMUM TRAINING TIME: 13 WEEKS OR 520 HOURS

- Minimum starting wage: 70% of prevailing wage in area.
- Minimum wage after 7 weeks or 280 hours: 85% of prevailing wage in area.
- Wages after successful completion of training program: The prevailing wage in area.

* * *

I. Orientation and Observation
   A. Safety procedures ..... 10 hours
   B. Observation of machine in operation ..... 30 hours
   C. Starting and manipulating controls for moving equipment and attachments ..... 25 hours

II. Care and Maintenance
   A. Safety procedures ..... 10 hours
   B. Routine fueling, lubricating and servicing ..... 35 hours

III. Actual Operation of Equipment
   A. Safe operating procedures ..... 10 hours
   B. Excavation for footing and removal of unsuitable materials ..... 100 hours
   C. Trenching for pipe, etc ..... 300 hours

Total ..... 520 hours

TRENCHING MACHINE OPERATOR, HEAVY – CODE 0440

MAXIMUM TRAINING TIME: 26 WEEKS OR 1040 HOURS

- Minimum starting wage: 70% of prevailing wage in area.
- Minimum wage after 8 weeks or 320 hours: 80% of prevailing wage in area.
- Minimum wage after 13 weeks or 520 hours; 90% of prevailing wage in area.
- Wages after successful completion of training program: The prevailing wage in area.

* * *

I. Orientation and Observation
   A. Safety procedures ..... 10 hours
   B. Observation of machine in operation ..... 30 hours
   C. Starting and manipulating controls for moving equipment and attachments ..... 25 hours

II. Care and Maintenance
   A. Safety procedures ..... 10 hours
   B. Routine fueling, lubricating and servicing ..... 35 hours

III. Actual Operation of Equipment
   A. Safe operating procedures ..... 10 hours
   B. Excavation for footing and removal of unsuitable materials ..... 320 hours
   C. Trenching for pipe, etc ..... 600 hours

   Total ..... 1040 hours

TUNNELING MACHINE OPERATOR, HEAVY – CODE 0441

MAXIMUM TRAINING TIME: 39 WEEKS OR 1560 HOURS

- Minimum starting wage: 70% of prevailing wage in area.
- Minimum wage after 13 weeks or 520 hours: 80% of prevailing wage in area.
- Minimum wage after 18 weeks or 720 hours: 85% of prevailing wage in area.
- Minimum wage after 26 weeks or 1040 hours: 90% of prevailing wage in area.
- Wages after successful completion of training program: The prevailing wage in area.

* * *

I. Orientation and Observation
   A. Safety procedures ..... 10 hours
   B. Elementary surveying of tunnel alignment and grade..... 60 hours
   C. General tunneling procedures and operation ..... 200 hours

II. Care and Maintenance
   A. Safety procedures ..... 10 hours
   B. Routine lubricating and servicing ..... 35 hours
   C. Electrical connections, motors, and switches… ..... 40 hours
   D. Hydraulic components, use and maintenance… ..... 40 hours
   E. Spoil haulage equipment and track installation, use and maintenance ..... 40 hours

III. Actual Operation of Equipment
   A. Safe operating procedures ..... 10 hours
   B. Soft Ground tunneling ..... 225 hours
   C. Ground Stabilization ..... 150 Hours
   D. Rock tunneling ..... 240 hours
   E. Direct Pipe Jacking ..... 240 hours
   F. Two pass tunneling ..... 240 hours
   G. Grouting ..... 20 hours

Total ..... 1560 hours

TUNNELING MACHINE OPERATOR, LIGHT – CODE 0442

MAXIMUM TRAINING TIME: 18 WEEKS OR 720 HOURS

- Minimum starting wage: 70% of prevailing wage in area.
- Minimum wage after 9 weeks or 360 hours: 80% of prevailing wage in area.
- Minimum wage after 13 weeks or 520 hours: 90% of prevailing wage in area.
- Wages after successful completion of training program: The prevailing wage in area.

* * *

I. Orientation and Observation
   A. Safety procedures ..... 10 hours
   B. Elementary surveying of tunnel alignment and grade ..... 40 hours
   C. General boring procedures and operation ..... 150 hours

II. Care and Maintenance
   A. Safety procedures ..... 10 hours
   B. Routine lubricating and servicing ..... 35 hours
   C. Hydraulic components, use and maintenance ..... 40 hours

III. Actual Operation of Equipment
   A. Safe operating procedures ..... 10 hours
   B. Soft Ground tunneling ..... 225 hours
   C. Rock tunneling ..... 200 hours

   Total ..... 720 hours

PERCUSSION OR ROTARY DRILL OPERATOR – CODE 0443

MAXIMUM TRAINING TIME: 13 WEEKS OR 520 HOURS

- Minimum starting wage: 70% of prevailing wage in area.
- Minimum wage after 7 weeks or 280 hours: 85% of prevailing wage in area.
- Wages after successful completion of training program: The prevailing wage in area.

* * *

I. Orientation and Observation
   A. Safety Procedures ..... 10 hours
   B. General drilling procedures and operation ..... 65 hours

II. Care and Maintenance
   A. Safety procedures ..... 10 hours
   B. Routine fueling, lubricating and servicing ..... 35 hours

III. Actual Operation of Equipment
   A. Safe operating procedures ..... 10 hours
   B. Small hole drilling ..... 195 hours
   C. Large hole drilling ..... 195 hours

   Total ..... 520 hours

BORING MACHINE OPERATOR – CODE 0444

MAXIMUM TRAINING TIME: 18 WEEKS OR 720 HOURS

- Minimum starting wage: 70% of prevailing wage in area.
- Minimum wage after 9 weeks or 360 hours: 80% of prevailing wage in area.
- Minimum wage after 13 weeks or 520 hours: 90% of prevailing wage in area.
- Wages after successful completion of training program: The prevailing wage in area.

* * *

I. Orientation and Observation
   A. Safety Procedures ..... 10 hours
   B. Elementary surveying of tunnel alignment and grade ..... 40 hours
   C. General boring procedures and operation ..... 150 hours

II. Care and Maintenance
   A. Safety procedures ..... 10 hours
   B. Routine lubricating and servicing ..... 35 hours
   C. Hydraulic components, use and maintenance ..... 40 hours

III. Actual Operation of Equipment
   A. Safe operating procedures ..... 10 hours
   B. Soft Ground tunneling ..... 225 hours
   C. Rock tunneling ..... 200 hours

   Total ..... 720 hours

DIRECTIONAL DRILLING OPERATOR – CODE 0445

MAXIMUM TRAINING TIME: 26 WEEKS OR 1040 HOURS

- Minimum starting wage: 70% of prevailing wage in area.
- Minimum wage after 9 weeks or 360 hours: 80% of prevailing wage in area.
- Minimum wage after 13 weeks or 520 hours: 90% of prevailing wage in area.
- Wages after successful completion of training program: The prevailing wage in area.

* * *

I. Orientation and Observation
   A. Safety procedures ..... 10 hours
   B. General drilling procedures and operation ..... 65 hours
   C. Identification of steering head tools ..... 65 hours
   D. Controlling drill speed and direction ..... 65 hours
   E. Pullback of pipe ..... 65 hours

II. Care and Maintenance
   A. Safety procedures ..... 10 hours
   B. Drilling fluid characteristics ..... 65 hours
   C. Routine fueling, lubricating and servicing ..... 35 hours

III. Actual Operation of Equipment
   A. Safe operating procedures ..... 10 hours
   D. B. Operation of directional drilling machine ..... 650 hours

   Total ..... 1040 hours

DIRECTIONAL DRILLING LOCATOR – CODE 0446

MAXIMUM TRAINING TIME: 18 WEEKS OR 720 HOURS

- Minimum starting wage: 70% of prevailing wage in area.
- Minimum wage after 9 weeks or 360 hours: 80% of prevailing wage in area.
- Minimum wage after 13 weeks or 520 hours: 90% of prevailing wage in area.
- Wages after successful completion of training program: The prevailing wage in area.

* * *

I. Orientation and Observation
   A. Safety Procedures ..... 10 hours
   B. General locating equipment operation ..... 55 hours

II. Care and Maintenance
   A. Safety procedures ..... 10 hours
   B. Routine fueling, lubricating and servicing ..... 35 hours

III. Actual Operation of Equipment
   A. Safe operating procedures ..... 10 hours
   B. Machine Setup ..... 200 hours
   C. Operation of Locating Equipment ..... 400 hours

Total ..... 720 hours

REINFORCING STEEL WORKER – CODE 0500

MAXIMUM TRAINING TIME: 18 WEEKS OR 720 HOURS

- Minimum starting wage: 70% of prevailing wage in area.
- Minimum wage after 9 weeks or 360 hours: 80% of prevailing wage in area.
- Minimum wage after 13 weeks or 520 hours: 90% of prevailing wage in area.
- Wages after successful completion of training program: The prevailing wage in area.

* * *

I. Orientation and Observation
   A. Safety procedures ..... 10 hours
   B. Observation of steel being set and welding of rods ..... 15 hours

II. Care and Maintenance
   A. Safety procedures ..... 10 hours
   B. Steel bar placement ..... 50 hours

III. Actual Steel Setting
   A. Safety procedures ..... 10 hours
   B. Rod placement and fastening ..... 300 hours
   C. Rod cutting and welding ..... 175 hours
   D. Fabrication of reinforcement assembly ..... 150 hours

   Total ..... 720 hours

STRUCTURAL STEEL WORKER – CODE 0509

MAXIMUM TRAINING TIME: 26 WEEKS OR 1040 HOURS

- Minimum starting wage: 70% of prevailing wage in area.
- Minimum wage after 8 weeks or 320 hours: 80% of prevailing wage in area.
- Minimum wage after 13 weeks or 520 hours: 90% of prevailing wage in area.
- Wages after successful completion of training program: The prevailing wage in area.

* * *

I. Orientation and Observation
   A. Safety procedures ..... 10 hours
   B. Observation of steel worker ..... 20 hours

II. Care and Maintenance
   A. Safety procedures ..... 10 hours
   B. Tool review ..... 10 hours

III. Operating with Steel Workers
   A. Safety procedures ..... 10 hours
   B. Raise and place fabricated structural steel ..... 150 hours
   C. Emphasis on girders, plates and columns ..... 100 hours
   D. Fasten steel members together by welding or bolting ..... 400 hours
   E. Signal erection crane, rig equipment ..... 330 hours

   Total ..... 1040 hours

SIGN ERECTOR – CODE 0513

MAXIMUM TRAINING TIME: 26 WEEKS OR 1040 HOURS

- Minimum starting wage: 70% of prevailing wage in area.
- Minimum wage after 8 weeks or 320 hours: 80% of prevailing wage in area.
- Minimum wage after 13 weeks or 520 hours: 90% of prevailing wage in area.
- Wages after successful completion of training program: The prevailing wage in area.

* * *

I. Orientation and Safe Use of Tools and Equipment
   A. Safety procedures ..... 10 hours
   B. Power and hand tools ..... 20 hours
   C. Special fittings and hardware ..... 10 hours
   D. Specifications or design for concrete mixer ..... 20 hours

II. Basic Design Familiarity
   A. Blueprint or Construction Plans Reading ..... 50 hours

III. Applied Techniques of Sign Erection
   A. Safety procedures ..... 10 hours
   B. Preparation of layout for signs ..... 30 hours
   C. Cuts, ties and sets reinforcing steel for footings ..... 25 hours
   D. Sets forms for, places concrete and sets anchor bolts ..... 300 hours
   E. Erects wood or metal structures ..... 250 hours
   F. Places clamps, brackets or other required hardware on structures ..... 250 hours
   G. Stripping and Salvage of Forms for Re-use ..... 65 hours

Total ..... 1040 hours

SPREADER BOX OPERATOR – CODE 0515

MAXIMUM TRAINING TIME: 13 WEEKS OR 520 HOURS

- Minimum starting wage: 70% of prevailing wage in area.
- Minimum wage after 7 weeks or 280 hours: 85% of prevailing wage in area.
- Wages after successful completion of training program: The prevailing wage in area.

* * *

I. Orientation and Observation
   A. Safety procedures ..... 10 hours
   B. Observation of machine in operation ..... 25 hours
   C. Starting, stopping and manipulating controls for moving equipment and attachments ..... 20 hours

II. Care and Maintenance
   A. Safety procedures ..... 10 hours
   B. Routine fueling, lubricating and servicing ..... 35 hours

III. Actual Operation of Equipment
   A. Safety procedures ..... 10 hours
   B. Selection and loading of materials ..... 40 hours
   C. Spreading of stone or other granular materials ..... 370 hours

Total ..... 520 hours

WORK ZONE BARRICADE SERVICER – CODE 0520

MAXIMUM TRAINING TIME: 18 WEEKS OR 720 HOURS

- Minimum starting wage: 70% of prevailing wage in area.
- Minimum wage after 9 weeks or 360 hours: 80% of prevailing wage in area.
- Minimum wage after 13 weeks or 520 hours: 90% of prevailing wage in area.
- Wages after successful completion of training program: The prevailing wage in area.

* * *

I. Orientation and Observation
   A. Safety procedures ..... 10 hours
   B. Operation of traffic control truck ..... 15 hours
   C. Traffic control device orientation ..... 25 hours

II. Care and Maintenance
   A. Safety procedures ..... 10 hours
   B. Care and storage of equipment and materials ..... 35 hours

III. Traffic Control Operation
   A. Safety procedures ..... 10 hours
   B. Fabrication of traffic control devices ..... 140 hours
   C. Erection and Maintenance of traffic control devices ..... 395 hours
   D. Operation of traffic control truck ..... 80 hours

   Total ..... 720 hours

TRUCK DRIVER, SINGLE AXLE – CODE 0600

MAXIMUM TRAINING TIME: 13 WEEKS OR 520 HOURS

- Minimum starting wage: 70% of prevailing wage in area.
- Minimum wage after 7 weeks or 280 hours: 85% of prevailing wage in area.
- Wages after successful completion of training program ***and may require CDL license for driving on highway***: The prevailing wage in area.

* * *

I. Orientation and Observation
   A. Safety procedures ..... 10 hours
   B. Observation (as a passenger) of vehicle in operation ..... 50 hours
   C. Starting and manipulating vehicle ..... 40 hours

II. Care and Maintenance
   A. Safety procedures ..... 10 hours
   B. Routine fueling, lubricating and servicing 35hours

III. Actual Operation of Equipment
   A. Safe operating procedures ..... 10 hours
   B. Loading and unloading materials and operation of vehicle ..... 365 hours

   Total ..... 520 hours

TRUCK DRIVER, SINGLE OR TANDEM AXLE DUMP TRUCK – CODE 0606

MAXIMUM TRAINING TIME: 18 WEEKS OR 720 HOURS

- Minimum starting wage: 70% of prevailing wage in area.
- Minimum wage after 9 weeks or 360 hours: 80% of prevailing wage in area.
- Minimum wage after 13 weeks or 520 hours: 90% of prevailing wage in area.
- Wages after successful completion of training program ***and may require CDL license for driving on highway***: The prevailing wage in area.

* * *

I. Orientation and Observation
   A. Safety procedures ..... 10 hours
   B. Observation (as a passenger) of vehicle in operation ..... 50 hours
   C. Starting and manipulating vehicle ..... 40 hours

II. Care and Maintenance
   A. Safety procedures ..... 10 hours
   B. Routine fueling, lubricating and servicing ..... 35 hours

III. Actual Operation of Equipment
   A. Safe operating procedures ..... 10 hours
   B. Loading and unloading materials and operation of vehicle ..... 565 hours

Total ..... 720 hours

TRUCK DRIVER, TANDEM AXLE TRACTOR WITH SEMI TRAILER – CODE 0607

MAXIMUM TRAINING TIME: 26 WEEKS OR 1040 HOURS

- Minimum starting wage: 70% of prevailing wage in area.
- Minimum wage after 8 weeks or 320 hours: 80% of prevailing wage in area.
- Minimum wage after 13 weeks or 520 hours: 90% of prevailing wage in area.
- Wages after successful completion of training program ***and may require CDL license for driving on highway***: The prevailing wage in area.

* * *

I. Orientation and Observation
   A. Safety procedures ..... 10 hours
   B. Observation (as a passenger) of vehicle in operation ..... 50 hours
   C. Starting and manipulating vehicle ..... 40 hours

II. Care and Maintenance
   A. Safety procedures ..... 10 hours
   B. Routine fueling, lubricating and servicing ..... 35 hours

III. Actual Operation of Equipment
   A. Safe operating procedures ..... 10 hours
   B. Loading and unloading materials and operation of vehicle ..... 885 hours

   Total ..... 1040 hours

TRUCK DRIVER LOWBOY- FLOAT – CODE 0609

MAXIMUM TRAINING TIME: 26 WEEKS OR 1040 HOURS

- Minimum starting wage: 70% of prevailing wage in area.
- Minimum wage after 8 weeks or 320 hours: 80% of prevailing wage in area.
- Minimum wage after 13 weeks or 520 hours: 90% of prevailing wage in area.
- Wages after successful completion of training program ***and may require CDL license for on-highway use***: The prevailing wage in area.

* * *

I. Orientation and Observation
   A. Safety procedures ..... 10 hours
   B. Observation (as a passenger) of vehicle in operation ..... 50 hours
   C. Starting and manipulating vehicle ..... 40 hours

II. Care and Maintenance
   A. Safety procedures ..... 10 hours
   B. Routine fueling, lubricating and servicing ..... 35 hours

III. Actual Operation of Equipment
   A. Safe operating procedures ..... 10 hours
   B. Loading and unloading materials and operation of vehicle ..... 500 hours
   C. Loading and unloading equipment… ..... 385 hours

   Total ..... 1040 hours

TRUCK DRIVER TRANSIT-MIX – CODE 0612

MAXIMUM TRAINING TIME: 26 WEEKS OR 1040 HOURS

- Minimum starting wage: 70% of prevailing wage in area.
- Minimum wage after 8 weeks or 320 hours: 80% of prevailing wage in area.
- Minimum wage after 13 weeks or 520 hours: 90% of prevailing wage in area.
- Wages after successful completion of training program ***and may require CDL license for on-highway use***: The prevailing wage in area.

* * *

I. Orientation and Observation
   A. Safety procedures ..... 10 hours
   B. Observation (as a passenger) of vehicle in operation ..... 50 hours
   C. Starting and manipulating vehicle ..... 40 hours

II. Care and Maintenance
   A. Safety procedures ..... 10 hours
   B. Routine fueling, lubricating and servicing ..... 35 hours

III. Actual Operation of Equipment
   A. Safe operating procedures ..... 10 hours
   B. Mixing materials ..... 20 hours
   C. Loading materials at plant ..... 115 hours
   D. Operation of vehicle… ..... 600 hours
   E. Discharging materials… ..... 150 hours

   Total ..... 1040 hours

BOOM TRUCK OPERATOR – CODE 0615

MAXIMUM TRAINING TIME: 26 WEEKS OR 1040 HOURS

- Minimum starting wage: 70% of prevailing wage in area.
- Minimum wage after 8 weeks or 320 hours: 80% of prevailing wage in area.
- Minimum wage after 13 weeks or 520 hours: 90% of prevailing wage in area.
- Wages after successful completion of training program ***and may require CDL license for on-highway use***: The prevailing wage in area.

* * *

I. Orientation and Observation
   A. Safety procedures ..... 10 hours
   B. Observation (as a passenger) of vehicle in operation ..... 50 hours
   C. Starting and manipulating vehicle ..... 40 hours

II. Care and Maintenance
   A. Safety procedures ..... 10 hours
   B. Routine fueling, lubricating and servicing ..... 35 hours

III. Actual Operation of Equipment
   A. Safe operating procedures ..... 10 hours
   B. Loading and unloading materials ..... 410 hours
   C. Hoisting materials ..... 475 hours

   Total ..... 1040 hours

STRUCTURAL STEEL WELDER* – CODE 0705

MAXIMUM TRAINING TIME: 52 WEEKS OR 2080 HOURS

- Minimum starting wage: 70% of prevailing wage in area.
- Minimum wage after 13 weeks or 520 hours: 80% of prevailing wage in area.
- Minimum wage after 26 weeks or 1040 hours: 85% of prevailing wage in area.
- Minimum wage after 39 weeks or 1560 hours: 90% of prevailing wage in area.
- Wages after successful completion of training program ***and certification by the American Welding Society***: The prevailing wage in area.

* * *

I. Orientation and Observation
   A. Safety procedures ..... 10 hours
   B. Welding equipment ..... 20 hours
   C. Materials selection ..... 20 hours
   D. Observation of welder ..... 20 hours
   E. Observation of welding of permanent metal deck forms ..... 40 hours

II. Applied Techniques of Welding
   A. Safety procedures ..... 10 hours
   B. Acetylene-cutting, brazing and welding ..... 300 hours
   C. Electric-cutting and welding ..... 300 hours

III. Actual Welding Operations
   A. Safety procedures ..... 10 hours
   B. Cut, lay out, fit and weld ..... 700 hours
   C. Structural steel welding ..... 650 hours

Total ..... 2080 hours

WELDER – CODE 0706

MAXIMUM TRAINING TIME: 26 WEEKS OR 1040 HOURS

- Minimum starting wage: 70% of prevailing wage in area.
- Minimum wage after 8 weeks or 320 hours: 80% of prevailing wage in area.
- Minimum wage after 13 weeks or 520 hours: 90% of prevailing wage in area.
- Wages after successful completion of training program: The prevailing wage in area.

* * *

I. Orientation and Observation
   A. Safety procedures ..... 10 hours
   B. Welding equipment ..... 20 hours
   C. Materials selection ..... 20 hours
   D. Observation of welder ..... 20 hours

II. Applied Techniques of Welding
   A. Safety procedures ..... 10 hours
   B. Acetylene-cutting, brazing and welding ..... 300 hours
   C. Electric-cutting and welding ..... 300 hours

III. Actual Welding Operations
   A. Safety procedures ..... 10 hours
   B. Cut, lay out, fit and weld sheet metal, cast iron and other metal parts ..... 350 hours

Total ..... 1040 hours

SLURRY SEAL OR MICRO-SURFACING MACHINE OPERATOR – CODE 0708

MAXIMUM TRAINING TIME: 26 WEEKS OR 1040 HOURS

- Minimum starting wage: 70% of prevailing wage in area.
- Minimum wage after 8 weeks or 320 hours: 80% of prevailing wage in area.
- Minimum wage after 13 weeks or 520 hours: 90% of prevailing wage in area.
- Wages after successful completion of training program: The prevailing wage in area.

* * *

I. Orientation and Observation
   A. Safety procedures ..... 10 hours
   B. Observation of machine in operation ..... 35 hours
   C. Starting and manipulating controls for moving equipment and attachments ..... 30 hours

II. Care and Maintenance
   A. Safety procedures ..... 10 hours
   B. Routine fueling, lubricating and servicing ..... 35 hours

III. Actual Operation of Equipment
   A. Safe operating procedures ..... 10 hours
   B. Screed regulation indoctrination and operation ..... 120 hours
   C. Operation of machine and leveling of materials ..... 790 hours

Total ..... 1040 hours

APPENDIX C

REPORTING FORMS

Texas Department of Transportation
Contractor On-the-Job Training Plan

The training and upgrading of minorities and women toward journeyworker status is the primary objective of the training provision. Accordingly, the contractor shall make every effort to enroll minority and women trainees to the extent that such persons are available within a reasonable area of recruitment. This training commitment is not intended, and shall not be used, to discriminate against any applicant for training, whether members of a minority group or not.

For questions, contact the Texas Department of Transportation's (TxDOT) Office of Civil Rights at (512) 416-4750. Forward a signed copy to OCR_TxDOT-OJT-Program@txdot.gov.

I. CONTRACTOR INFORMATION

Contractor:		Goal Assigned:
Address:	City, State Zip:	
Contractor Representative:	E-mail Address:	Phone Number:

Type of goal assigned:

☐ Annual Goal — If annual goal, year goal was assigned: _____

☐ Project-Specific Goal — If project-specific goal, project name: _____

Project CCSJ:

II. TRAINING INFORMATION

Training Classification	Number of Trainees	Approximate Start Date	Approximate End Date

III. CONTRACTOR ACKNOWLEDGEMENT STATEMENT

I understand and will comply fully with the plans and specifications under which this training is being performed.

Signature _____ Date _____

IV. TxDOT USE ONLY

Print Name _____ Title _____

Signature _____ Date _____

Approved ☐	Disapproved ☐
Comments:	

AGC OF TEXAS
FEDERAL ON-THE-JOB TRAINING PROGRAM
ENROLLMENT FORM

Enrollment for (select one): ☐ Annual Goal ☐ Project-Specific Goal

TRAINEE INFORMATION			
Last name:	First name:	MI:	SSN (last 4 digits):
Address:	City, State Zip		Phone:
Gender:	Race/Ethnicity: _____ If other, please specify:		
New Hire/Upgrade:	If upgrade, current job classification:		Current wage:
The candidate expressed interest in the OJT Program by responding to: If upgrade: If new hire: If other, please specify:			
How did the candidate demonstrate the commitment and capability to complete the program?			

TRAINING INFORMATION		
Proposed trainee job classification:	Training start wage:	Training start date:
If annual goal, training will begin on the Federal-aid project identified here: Project CSJ: _____ Area Engineer: _____ District: _____ County: _____ Enrolled for goal year: _____		
If project-specific goal, training will only occur on the DB/CDA project identified here: Project name: _____ Project CCSJ: _____ Project Manager: _____ District: _____ SPO: _____		

CONTRACTOR INFORMATION	
Contractor:	
Contact person:	Phone:
E-mail:	

Trainee Signature _____ Contractor Representative Signature _____

Print Name _____ Print Name _____

Submit this form within 7 days to AGC at ojt@agctx.org. In addition, a hard copy signed by both the trainee and the contractor representative must be mailed to P.O. Box 2185, Austin, TX 78768. Upon approval, AGC will furnish an enrollment confirmation letter to the contractor and the appropriate TxDOT office(s).

THIS IS AN EQUAL OPPORTUNITY PROGRAM

AGC OF TEXAS
FEDERAL ON-THE-JOB TRAINING PROGRAM MONTHLY REPORTING FORM

Enrollment for (select one): ☐ Annual Goal ☐ Project-Specific Goal

TRAINEE INFORMATION		
Last name:	First name:	SSN (last 4 digits):
Training job classification:	Maximum hours:	Hourly wage rate:
Contractor:		

TRAINING INFORMATION	
Reporting month:	Total training hours prior to this month:

If project-specific goal, training will only occur on the DB/CDA project listed here:
Project name: _____
Project CCSJ: District: SPO:

Payroll period (weekly)	CSJ where trained (for annual goal)	District	Area Office/SPO	Training hours for payroll period
			Total training hours for the reporting month:	
			Total training hours (current and previous months):	
			Percentage of training completed:	**0.00** %

Contractor representative _____ Contact phone _____ E-mail _____

TRAINEE STATUS	
Date of graduation:	Date of termination/resignation:
Reason for trainee leaving program or additional comments:	
☐ Check box if reimbursement is requested. When training is complete, reimbursement will be made under the active Federal-aid contract identified here. District: CSJ:	

TEXAS DEPARTMENT OF TRANSPORTATION USE ONLY
Date checked against payroll:
Reviewer name:
Title:
Comments:

Submit by the 10th of each month to the Area Office(s) or the Strategic Projects Office where training occurred, reporting on the preceding month. Also forward a copy to AGC at ojt@agctx.org and TxDOT's Office of Civil Rights at OCR_TxDOT-OJT-Program@txdot.gov.

THIS IS AN EQUAL OPPORTUNITY PROGRAM

LABOR STANDARDS REVIEW

Form 2220
(Rev. 10/11)
Page 1 of 2

Texas Department of Transportation

Project CSJ: _____ County: _____ Date: _____

Employer: _____

Employee Interview

Employee Name: _____

Job Classification: _____ Wage Rate: _____

Describe your work duties and tools used:

_____

_____

Work being performed (observed): _____

*Do you work over 40 hours per week? ☐Yes ☐No

Overtime Wage Rate: _____

How paid? (cash or check) _____

*Work on all projects (private, municipal, state or county) is counted for overtime.

Is any money deducted from your pay besides income and social security taxes?
☐Yes ☐No If yes, explain:

_____

_____

Has employee seen posting of minimum wage rates? ☐Yes ☐No

Are you paid weekly? ☐Yes ☐No

If not, how often? _____

Are you currently enrolled in an apprenticeship or training program? ☐Yes ☐No
If so, has copy of training program been provided? ☐Yes ☐No

Interviewed by: _____

On-the-Job Training (if applicable)

When did you begin working for this company? Approximate Month/Year: _____

Job classification at hire: _____

List previous job classification/craft with this company or other companies:

_____

_____

In which classification/craft training are you enrolled? _____

What is the name and title of your trainer? _____

LABOR STANDARDS REVIEW

On-the-Job Training (continued)

Please explain the training you are receiving:

_____

_____

Have you received a copy of the *Contractor OJT Enrollment Request Form* that you signed?
☐Yes ☐No

Have you received a copy of the *OJT Program* curriculum? ☐Yes ☐No

_____ _____
Interviewer (Signature and Title) Date

Payroll Review

Payroll Period: _____ Classification: _____

Minimum Hourly Rate: _____ Rate Paid: _____

*OJT Current Training Period (if applicable):

☐ First Half @ min. 60% ☐ Third Quarter @ min. 75% ☐ Last Quarter @ min. 90%

*Trainee's current training quarter. Minimum percentage of prevailing wage rate to be paid for the corresponding quarter.

If employee interview or payroll review indicates non-compliance, describe actions taken:

_____

_____

Supplemental Payrolls Submitted? ☐Yes ☐No

_____ _____
Reviewer (Signature and Title) Date

Texas Department of Transportation
Federal OJT Program Annual Report Form

Reporting Period: ____
Number of contractors selected for OJT: ____
Number of contractors providing OJT: ____
OJT trainee goal for the year: ____
Number of OJT participants: ____

Enrollments			
Race/Ethnicity	Male	Female	Total
White			
Black			
Hispanic			
Asian or Pacific Islander			
American Indian			
Other			
Totals:			

Active			
Race/Ethnicity	Male	Female	Total
White			
Black			
Hispanic			
Asian or Pacific Islander			
American Indian			
Other			
Totals:			

Graduations			
Race/Ethnicity	Male	Female	Total
White			
Black			
Hispanic			
Asian or Pacific Islander			
American Indian			
Other			
Totals:			

Terminations			
Race/Ethnicity	Male	Female	Total
White			
Black			
Hispanic			
Asian or Pacific Islander			
American Indian			
Other			
Totals:			

APPENDIX D

FEDERAL REGULATION 23CFR PART 230

§ 230.111 Implementation of special requirements for the provision of on-the-job training.

(a) The State highway agency shall determine which Federal-aid highway construction contracts shall include the "Training Special Provisions" (appendix B) and the minimum number of trainees to be specified therein after giving appropriate consideration to the guidelines set forth in § 230.111(c). The "Training Special Provisions" shall supersede section 7(b) of the Special Provisions (appendix A) entitled "Specific Equal Employment Opportunity Responsibilities." Minor wording revisions will be required to the "Training Special Provisions" in areas having "Hometown" or "Imposed Plan" requirements.

(b) The Washington Headquarters shall establish and publish annually suggested minimum training goals. These goals will be based on the Federal-aid apportioned amounts and the minority population. A State will have achieved its goal if the total number of training slots on selected federally aided highway construction contracts which have been awarded during each 12-month period equals or exceeds the State's suggested minimum annual goal. In the event a State highway agency does not attain its goal during a calendar year, the State highway agency at the end of the calendar year shall inform the Administrator of the reasons for its inability to meet the suggested minimum number of training slots and the steps to be taken to achieve the goal during the next calendar year. The information is to be submitted not later than 30 days from the end of the calendar year and should be factual, and should not only indicate the situations occurring during the year but show the project conditions at least through the coming year. The final determination will be made on what training goals are considered to be realistic based on the information submitted by a State.

(c) The following guidelines shall be utilized by the State highway agency in selecting projects and determining the number of trainees to be provided training therein:

(1) Availability of minorities, women, and disadvantaged for training.

(2) The potential for effective training.

(3) Duration of the contract.

(4) Dollar value of the contract.

(5) Total normal work force that the average bidder could be expected to use.

(6) Geographic location.

(7) Type of work.

(8) The need for additional journeymen in the area.

(9) Recognition of the suggested minimum goal for the State.

(10) A satisfactory ratio of trainees to journeymen expected to be on the contractor's work force during normal operations (considered to fall between 1:10 and 1:4).

(d) Training programs which are established shall be approved only if they meet the standards set forth in appendix B with regard to:

(1) The primary objectives of training and upgrading minority group workers, women and disadvantaged persons.

(2) The development of full journeymen.

(3) The minimum length and type of training.

(4) The minimum wages of trainees.

(5) Trainees certifications.

(6) Keeping records and furnishing reports.

(e)(1) Training programs considered by a State highway agency to meet the standards under this directive shall be submitted to the FHWA division Administrator with a recommendation for approval.

(2) Employment pursuant to training programs approved by the FHWA division Administrator will be exempt from the minimum wage rate provisions of section 113 of title 23 U.S.C. Approval, however, shall not be given to training programs which provide for employment of trainees at wages less than those required by the Special Training Provisions. (Appendix B.)

(f)(1) Apprenticeship programs approved by the U.S. Department of Labor as of the date of proposed use by a Federal-aid highway contractor or subcontractor need not be formally approved by the State highway agency or the FHWA division Administrator. Such programs, including their minimum wage provisions, are acceptable for use, provided they are administered

in a manner reasonably calculated to meet the equal employment opportunity obligations of the contractor.

(2) Other training programs approved by the U.S. Department of Labor as of the date of proposed use by a Federal-aid highway contractor or subcontractor are also acceptable for use without the formal approval of the State highway agency or the division Administrator provided:

(i) The U.S. Department of Labor has clearly approved the program aspects relating to equal employment opportunity and the payment of trainee wage rates in lieu of prevailing wage rates.

(ii) They are reasonably calculated to qualify the average trainees for journeyman status in the classification concerned by the end of the training period.

(iii) They are administered in a manner calculated to meet the equal employment obligations of the contractors.

(g) The State highway agencies have the option of permitting Federal-aid highway construction contractors to bid on training to be given under this directive. The following procedures are to be utilized by those State highway agencies that elect to provide a bid item for training:

(1) The number of training positions shall continue to be specified in the Special Training Provisions. Furthermore, this number should be converted into an estimated number of hours of training which is to be used in arriving at the total bid price for the training item. Increases and decreases from the estimated amounts would be handled as overruns or underruns;

(2) A section concerning the method of payment should be included in the Special Training Provisions. Some offsite training is permissible as long as the training is an integral part of an approved training program and does not comprise 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 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;

(3) A State highway agency may modify the special provisions to specify the numbers to be trained in specific job classifications;

(4) A State highway agency can specify training standards provided any prospective bidder can use them, the training standards are made known in the advertised specifications, and such standards are found acceptable by FHWA.

[40 FR 28053, July 3, 1975; 40 FR 57358, Dec. 9, 1975, as amended at 41 FR 3080, Jan. 21, 1976]

§ 230.113 Implementation of supportive services.

(a) The State highway agency shall establish procedures, subject to the availability of funds under 23 U.S.C. 140(b), for the provision of supportive services in support of training programs approved under this directive. Funds made available to implement this paragraph shall not be used to finance the training of State highway agency employees or to provide services in support of such training. State highway agencies are not required to match funds allocated to them under this section.

(b) In determining the types of supportive services to be provided which will increase the effectiveness of approved training programs. State highway agencies shall give preference to the following types of services in the order listed:

(1) Services related to recruiting, counseling, transportation, physical examinations, remedial training, with special emphasis upon increasing training opportunities for members of minority groups and women;

(2) Services in connection with the administration of on-the-job training programs being sponsored by individual or groups of contractors and/or minority groups and women's groups;

(3) Services designed to develop the capabilities of prospective trainees for undertaking on-the-job training;

(4) Services in connection with providing a continuation of training during periods of seasonal shutdown;

(5) Followup services to ascertain outcome of training being provided.

(c) State highway agencies which desire to provide or obtain supportive services other than those listed above shall submit their proposals to the Federal Highway Administration for approval. The proposal, together with recommendations of the division and regional offices shall be submitted to the Administrator for appropriate action.

(d) When the State highway agency provides supportive services by contract, formal advertising is not required by the FHWA, however, the State highway agency shall solicit proposals from such qualified sources as will assure the competitive nature of the procurement. The evaluation of proposals by the State highway agency must include consideration of the proposer's ability to effect a productive relationship with contractors, unions (if appropriate), minority and women groups, minority and women trainees, and other persons or organizations whose cooperation and assistance will contribute to the successful performance of the contract work.

(e) In the selection of contractors to provide supportive services, State highway agencies shall make conscientious efforts to search out and utilize the services of qualified minority or women organizations, or minority or women business enterprises.

(f) As a minimum, State highway agency contracts to obtain supportive services shall include the following provisions:

(1) A statement that a primary purpose of the supportive services is to increase the effectiveness of approved on-the-job training programs, particularly their effectiveness in providing meaningful training opportunities for minorities, women, and the disadvantaged on Federal-aid highway projects;

(2) A clear and complete statement of the services to be provided under the contract, such as services to construction contractors, subcontractors, and trainees, for recruiting, counseling, remedial educational training, assistance in the acquisition of tools, special equipment and transportation, followup procedures, etc.;

(3) The nondiscrimination provisions required by Title VI of the Civil Rights Act of 1964 as set forth in FHWA Form PR–1273, and a statement of nondiscrimination in employment because of race, color, religion, national origin or sex;

(4) The establishment of a definite perriod of contract performance together with, if appropriate, a schedule stating when specific supportive services are to be provided;

(5) Reporting requirements pursuant to which the State highway agency will receive monthly or quarterly reports containing sufficient statistical data and narrative content to enable evaluation of both progress and problems;

(6) A requirement that the contractor keep track of trainees receiving training on Federal-aid highway construction projects for up to 6 months during periods when their training is interrupted. Such contracts shall also require the contractor to conduct a 6 month followup review of the employment status of each graduate who completes an on-the-job training program on a Federal-aid highway construction project subsequent to the effective date of the contract for supportive services.

(7) The basis of payment;

(8) An estimated schedule for expenditures;

(9) The right of access to contractor and subcontractor records and the right to audit shall be granted to authorize State highway agency and FHWA officials;

(10) Noncollusion certification;

(11) A requirement that the contractor provide all information necessary to support progress payments if such are provided for in the contract;

(12) A termination clause.

(g) The State highway agency is to furnish copies of the reports received under paragraph (b)(5) of this section, to the division office.

[40 FR 28053, July 3, 1975, as amended at 41 FR 3080, Jan. 21, 1976]

§ 230.115 Special contract requirements for "Hometown" or "Imposed" Plan areas.

Direct Federal and Federal-aid contracts to be performed in "Hometown"

or "Imposed" Plan areas will incorporate the special provision set forth in appendix G.

§ 230.117 Reimbursement procedures (Federal-aid highway construction projects only).

(a) *On-the-job special training provisions.* State highway agencies will be reimbursed on the same pro-rata basis as the construction costs of the Federal-aid project.

(b) *Supportive services.* (1) The State highway agency must keep a separate account of supportive services funds since they cannot be interchanged with regular Federal-aid funds. In addition, these funds may not be expended in a manner that would provide for duplicate payment of Federal or Federal-aid funds for the same service.

(2) Where a State highway agency does not obligate all its funds within the time specified in the particular year's allocation directive, the funds shall revert to the FHWA Headquarters Office to be made available for use by other State highway agencies, taking into consideration each State's need for and ability to use such funds.

§ 230.119 Monitoring of supportive services.

Supportive services procured by a State highway agency shall be monitored by both the State highway agency and the division office.

§ 230.121 Reports.

(a) Employment reports on Federal-aid highway construction contracts not subject to "Hometown" or "Imposed" plan requirements.

(1) Paragraph 10c of the special provisions (appendix A) sets forth specific reporting requirements. FHWA Form PR–1391, Federal-Aid Highway Construction Contractors Annual EEO Report, (appendix C) and FHWA Form PR 1392, Federal-Aid Highway Construction Summary of Employment Data (including minority breakdown) for all Federal-Aid Highway Projects for month ending July 31st, 19—, (appendix D) are to be used to fulfill these reporting requirements.

(2) Form PR 1391 is to be completed by each contractor and each subcontractor subject to this part for every month of July during which work is performed, and submitted to the State highway agency. A separate report is to be completed for each covered contract or subcontract. The employment data entered should reflect the work force on board during all or any part of the last payroll period preceding the end of the month. The State highway agency is to forward a single copy of each report to the FHWA division office.

(3) Form PR 1392 is to be completed by the State highway agencies, summarizing the reports on PR 1391 for the month of July received from all active contractors and subcontractors. Three (3) copies of completed Forms PR 1392 are to be forwarded to the division office.

(b) Employment reports on direct Federal highway construction contracts not subject to "Hometown" or "Imposed" plan requirements. Forms PR 1391 (appendix C) and PR 1392 (appendix D) shall be used for reporting purposes as prescribed in § 230.121(a).

(c) Employment reports on direct Federal and Federal-aid highway construction contracts subject to "Hometown" or "Imposed" plan requirements.

(1) Reporting requirements for direct Federal and Federal-aid highway construction projects located in areas where "Hometown" or "Imposed" plans are in effect shall be in accordance with those issued by the U.S. Department of Labor, Office of Federal Contract Compliance.

(2) In order that we may comply with the U.S. Senate Committee on Public Works' request that the Federal Highway Administration submit a report annually on the status of the equal employment opportunity program, Form PR 1391 is to be completed annually by each contractor and each subcontractor holding contracts or subcontracts exceeding $10,000 except as otherwise provided for under 23 U.S.C. 117. The employment data entered should reflect the work force on board during all or any part of the last payroll period preceding the end of the month of July.

(d) [Reserved]

(e) Reports on supportive services contracts. The State highway agency is

to furnish copies of the reports received from supportive services contractors to the FHWA division office which will furnish a copy to the regional office.

[40 FR 28053, July 3, 1975, as amended at 43 FR 19386, May 5, 1978; 61 FR 14616, Apr. 3, 1996]

APPENDIX A TO SUBPART A OF PART 230—SPECIAL PROVISIONS

SPECIFIC EQUAL EMPLOYMENT OPPORTUNITY RESPONSIBILITIES

1. *General.* a. Equal employment opportunity requirements not to discriminate and to take affirmative action to assure equal employment opportunity as required by Executive Order 11246 and Executive Order 11375 are set forth in Required Contract, Provisions (Form PR–1273 or 1316, as appropriate) and these Special Provisions which are imposed pursuant to section 140 of title 23 U.S.C., as established by section 22 of the Federal-Aid Highway Act of 1968. The requirements set forth in these Special Provisions shall constitute the specific affirmative action requirements for project activities under this contract and supplement the equal employment opportunity requirements set forth in the Required Contract Provisions.

b. The contractor will work with the State highway agencies and the Federal Government in carrying out equal employment opportunity obligations and in their review of his/her activities under the contract.

c. The contractor and all his/her subcontractors holding subcontracts not including material suppliers, of $10,000 or more, will comply with the following minimum specific requirement activities of equal employment opportunity: (The equal employment opportunity requirements of Executive Order 11246, as set forth in volume 6, chapter 4, section 1, subsection 1 of the Federal-Aid Highway Program Manual, are applicable to material suppliers as well as contractors and subcontractors.) The contractor will include these requirements in every subcontract of $10,000 or more with such modification of language as is necessary to make them binding on the subcontractor.

2. *Equal Employment Opportunity Policy.* The contractor will accept as his operating policy the following statement which is designed to further the provision of equal employment opportunity to all persons without regard to their race, color, religion, sex, or national origin, and to promote the full realization of equal employment opportunity through a positive continuing program:

It is the policy of this Company to assure that applicants are employed, and that employees are treated during employment, without regard to their race, religion, sex, color, or national origin. Such action shall include: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship, preapprenticeship, and/or on-the-job training.

3. *Equal Employment Opportunity Officer.* The contractor will designate and make known to the State highway agency contracting officers and equal employment opportunity officer (hereinafter referred to as the EEO Officer) who will have the responsibility for and must be capable of effectively administering and promoting an active contractor program of equal employment opportunity and who must be assigned adequate authority and responsibility to do so.

4. *Dissemination of Policy.* a. All members of the contractor's staff who are authorized to hire, supervise, promote, and discharge employees, or who recommend such action, or who are substantially involved in such action, will be made fully cognizant of, and will implement, the contractor's equal employment opportunity policy and contractual responsibilities to provide equal employment opportunity in each grade and classification of employment. To ensure that the above agreement will be met, the following actions will be taken as a minimum:

(1) Periodic meetings of supervisory and personnel office employees will be conducted before the start of work and then not less often than once every six months, at which time the contractor's equal employment opportunity policy and its implementation will be reviewed and explained. The meetings will be conducted by the EEO Officer or other knowledgeable company official.

(2) All new supervisory or personnel office employees will be given a thorough indoctrination by the EEO Officer or other knowledgeable company official, covering all major aspects of the contractor's equal employment opportunity obligations within thirty days following their reporting for duty with the contractor.

(3) All personnel who are engaged in direct recruitment for the project will be instructed by the EEO Officer or appropriate company official in the contractor's procedures for locating and hiring minority group employees.

b. In order to make the contractor's equal employment opportunity policy known to all employees, prospective employees and potential sources of employees, *i.e.*, schools, employment agencies, labor unions (where appropriate), college placement officers, etc., the contractor will take the following actions:

(1) Notices and posters setting forth the contractor's equal employment opportunity

policy will be placed in areas readily accessible to employees, applicants for employment and potential employees.

(2) The contractor's equal employment opportunity policy and the procedures to implement such policy will be brought to the attention of employees by means of meetings, employee handbooks, or other appropriate means.

5. Recruitment. a. When advertising for employees, the contractor will include in all advertisements for employees the notation: "An Equal Opportunity Employer." All such advertisements will be published in newspapers or other publications having a large circulation among minority groups in the area from which the project work force would normally be derived.

b. The contractor will, unless precluded by a valid bargaining agreement, conduct systematic and direct recruitment through public and private employee referral sources likely to yield qualified minority group applicants, including, but not limited to, State employment agencies, schools, colleges and minority group organizations. To meet this requirement, the contractor will, through his EEO Officer, identify sources of potential minority group employees, and establish with such identified sources procedures whereby minority group applicants may be referred to the contractor for employment consideration.

In the event the contractor has a valid bargaining agreement providing for exclusive hiring hall referrals, he is expected to observe the provisions of that agreement to the extent that the system permits the contractor's compliance with equal employment opportunity contract provisions. (The U.S. Department of Labor has held that where implementation of such agreements have the effect of discriminating against minorities or women, or obligates the contractor to do the same, such implementation violates Executive Order 11246, as amended.)

c. The contractor will encourage his present employees to refer minority group applicants for employment by posting appropriate notices or bulletins in areas accessible to all such employees. In addition, information and procedures with regard to referring minority group applicants will be discussed with employees.

6. *Personnel Actions.* Wages, working conditions, and employee benefits shall be established and administered, and personnel actions of every type, including hiring, upgrading, promotion, transfer, demotion, layoff, and termination, shall be taken without regard to race, color, religion, sex, or national origin. The following procedures shall be followed:

a. The contractor will conduct periodic inspections of project sites to insure that working conditions and employee facilities do not indicate discriminatory treatment of project site personnel.

b. The contractor will periodically evaluate the spread of wages paid within each classification to determine any evidence of discriminatory wage practices.

c. The contractor will periodically review selected personnel actions in depth to determine whether there is evidence of discrimination. Where evidence is found, the contractor will promptly take corrective action. If the review indicates that the discrimination may extend beyond the actions reviewed, such corrective action shall include all affected persons.

d. The contractor will promptly investigate all complaints of alleged discrimination made to the contractor in connection with his obligations under this contract, will attempt to resolve such complaints, and will take appropriate corrective action within a reasonable time. If the investigation indicates that the discrimination may affect persons other than the complainant, such corrective action shall include such other persons. Upon completion of each investigation, the contractor will inform every complainant of all of his avenues of appeal.

7. *Training and Promotion.* a. The contractor will assist in locating, qualifying, and increasing the skills of minority group and women employees, and applicants for employment.

b. Consistent with the contractor's work force requirements and as permissible under Federal and State regulations, the contractor shall make full use of training programs, *i.e.*, apprenticeship, and on-the-job training programs for the geographical area of contract performance. Where feasible, 25 percent of apprentices or trainees in each occupation shall be in their first year of apprenticeship or training. In the event the Training Special Provision is provided under this contract, this subparagraph will be superseded as indicated in Attachment 2.

c. The contractor will advise employees and applicants for employment of available training programs and entrance requirements for each.

d. The contractor will periodically review the training and promotion potential of minority group and women employees and will encourage eligible employees to apply for such training and promotion.

8. *Unions.* If the contractor relies in whole or in part upon unions as a source of employees, the contractor will use his/her best efforts to obtain the cooperation of such unions to increase opportunities for minority groups and women within the unions, and to effect referrals by such unions of minority and female employees. Actions by the contractor either directly or through a contractor's association acting as agent will include the procedures set forth below:

a. The contractor will use best efforts to develop, in cooperation with the unions, joint training programs aimed toward qualifying more minority group members and women for membership in the unions and increasing the skills of minority group employees and women so that they may qualify for higher paying employment.

b. The contractor will use best efforts to incorporate an equal employment opportunity clause into each union agreement to the end that such union will be contractually bound to refer applicants without regard to their race, color, religion, sex, or national origin.

c. The contractor is to obtain information as to the referral practices and policies of the labor union except that to the extent such information is within the exclusive possession of the labor union and such labor union refuses to furnish such information to the contractor, the contractor shall so certify to the State highway department and shall set forth what efforts have been made to obtain such information.

d. In the event the union is unable to provide the contractor with a reasonable flow of minority and women referrals within the time limit set forth in the collective bargaining agreement, the contractor will, through independent recruitment efforts, fill the employment vacancies without regard to race, color, religion, sex, or national origin; making full efforts to obtain qualified and/or qualifiable minority group persons and women. (The U.S. Department of Labor has held that it shall be no excuse that the union with which the contractor has a collective bargaining agreement providing for exclusive referral failed to refer minority employees.) In the event the union referral practice prevents the contractor from meeting the obligations pursuant to Executive Order 11246, as amended, and these special provisions, such contractor shall immediately notify the State highway agency.

9. *Subcontracting*. a. The contractor will use his best efforts to solicit bids from and to utilize minority group subcontractors or subcontractors with meaningful minority group and female representation among their employees. Contractors shall obtain lists of minority-owned construction firms from State highway agency personnel.

b. The contractor will use his best efforts to ensure subcontractor compliance with their equal employment opportunity obligations.

10. *Records and Reports*. a. The contractor will keep such records as are necessary to determine compliance with the contractor's equal employment opportunity obligations. The records kept by the contractor will be designed to indicate:

(1) The number of minority and nonminority group members and women employed in each work classification on the project.

(2) The progress and efforts being made in cooperation with unions to increase employment opportunities for minorities and women (applicable only to contractors who rely in whole or in part on unions as a source of their work force),

(3) The progress and efforts being made in locating, hiring, training, qualifying, and upgrading minority and female employees, and

(4) The progress and efforts being made in securing the services of minority group subcontractors or subcontractors with meaningful minority and female representation among their employees.

b. All such records must be retained for a period of three years following completion of the contract work and shall be available at reasonable times and places for inspection by authorized representatives of the State highway agency and the Federal Highway Administration.

c. The contractors will submit an annual report to the State highway agency each July for the duration of the project, indicating the number of minority, women, and non-minority group employees currently engaged in each work classification required by the contract work. This information is to be reported on Form PR 1391. If on-the-job training is being required by "Training Special Provision", the contractor will be required to furnish Form FHWA 1409.

[40 FR 28053, July 3, 1975, as amended at 43 FR 19386, May 5, 1978. Correctly redesignated at 46 FR 21156, Apr. 9, 1981]

APPENDIX B TO SUBPART A OF PART 230—TRAINING SPECIAL PROVISIONS

This Training Special Provision supersedes subparagraph 7b of the Special Provision entitled "Specific Equal Employment Opportunity Responsibilities," (Attachment 1), and is in implementation of 23 U.S.C. 140(a).

As part of the contractor's equal employment opportunity affirmative action program training shall be provided as follows:

The contractor shall provide on-the-job training aimed at developing full journeymen in the type of trade or job classification involved.

The number of trainees to be trained under the special provisions will be _____ (amount to be filled in by State highway department).

In the event that a contractor subcontracts a portion of the contract work, he shall determine how many, if any, of the trainees are to be trained by the subcontractor, provided, however, that the contractor shall retain the primary responsibility for meeting the training requirements imposed by this special provision. The contractor shall also insure that this training

special provision is made applicable to such subcontract. Where feasible, 25 percent of apprentices or trainees in each occupation shall be in their first year of apprenticeship or training.

The number of trainees shall be distributed among the work classifications on the basis of the contractor's needs and the availability of journeymen in the various classifications within a reasonable area of recruitment. Prior to commencing construction, the contractor shall submit to the State highway agency for approval the number of trainees to be trained in each selected classification and training program to be used. Furthermore, the contractor shall specify the starting time for training in each of the classifications. The contractor will be credited for each trainee employed by him on the contract work who is currently enrolled or becomes enrolled in an approved program and will be reimbursed for such trainees as provided hereinafter.

Training and upgrading of minorities and women toward journeymen status is a primary objective of this Training Special Provision. Accordingly, the contractor shall make every effort to enroll minority trainees and women (e.g., by conducting systematic and direct recruitment through public and private sources likely to yield minority and women trainees) to the extent that such persons are available within a reasonable area of recruitment. The contractor will be responsible for demonstrating the steps that he has taken in pursuance thereof, prior to a determination as to whether the contractor is in compliance with this Training Special Provision. This training commitment is not intended, and shall not be used, to discriminate against any applicant for training, whether a member of a minority group or not.

No employee shall be employed as a trainee in any classification in which he has successfully completed a training course leading to journeyman status or in which he has been employed as a journeyman. The contractor should satisfy this requirement by including appropriate questions in the employee application or by other suitable means. Regardless of the method used the contractor's records should document the findings in each case.

The minimum length and type of training for each classification will be as established in the training program selected by the contractor and approved by the State highway agency and the Federal Highway Administration. The State highway agency and the Federal Highway Administration shall approve a program if it is reasonably calculated to meet the equal employment opportunity obligations of the contractor and to qualify the average trainee for journeyman status in the classification concerned by the end of the training period. Furthermore, apprenticeship programs registered with the U.S. Department of Labor, Bureau of Apprenticeship and Training, or with a State apprenticeship agency recognized by the Bureau and training programs approved but not necessarily sponsored by the U.S. Department of Labor, Manpower Administration, Bureau of Apprenticeship and Training shall also be considered acceptable provided it is being administered in a manner consistent with the equal employment obligations of Federal-aid highway construction contracts. Approval or acceptance of a training program shall be obtained from the State prior to commencing work on the classification covered by the program. It is the intention of these provisions that training is to be provided in the construction crafts rather than clerk-typists or secretarial-type positions. Training is permissible in lower level management positions such as office engineers, estimators, timekeepers, etc., where the training is oriented toward construction applications. Training in the laborer classification may be permitted provided that significant and meaningful training is provided and approved by the division office. Some offsite training is permissible as long as the training is an integral part of an approved training program and does not comprise a significant part of the overall training.

Except as otherwise noted below, the contractor will be reimbursed 80 cents per hour of training given an employee on this contract in accordance with an approved training program. As approved by the engineer, reimbursement will be made for training persons in excess of the number specified herein. This reimbursement will be made even though the contractor receives additional training program funds from other sources, provided such other does not specifically prohibit the contractor from receiving other reimbursement. Reimbursement for offsite training indicated above may only be made to the contractor where he does one or more of the following and the trainees are concurrently employed on a Federal-aid project; contributes to the cost of the training, provides the instruction to the trainee or pays the trainee's wages during the offsite training period.

No payment shall be made to the contractor if either the failure to provide the required training, or the failure to hire the trainee as a journeyman, is caused by the contractor and evidences a lack of good faith on the part of the contractor in meeting the requirements of this Training Special Provision. It is normally expected that a trainee will begin his training on the project as soon as feasible after start of work utilizing the skill involved and remain on the project as long as training opportunities exist in his work classification or until he has completed his training program. It is not required that all trainees be on board for the entire length

of the contract. A contractor will have fulfilled his responsibilities under this Training Special Provision if he has provided acceptable training to the number of trainees specified. The number trained shall be determined on the basis of the total number enrolled on the contract for a significant period.

Trainees will be paid at least 60 percent of the appropriate minimum journeyman's rate specified in the contract for the first half of the training period, 75 percent for the third quarter of the training period, and 90 percent for the last quarter of the training period, unless apprentices or trainees in an approved existing program are enrolled as trainees on this project. In that case, the appropriate rates approved by the Departments of Labor or Transportation in connection with the existing program shall apply to all trainees being trained for the same classification who are covered by this Training Special Provision.

The contractor shall furnish the trainee a copy of the program he will follow in providing the training. The contractor shall provide each trainee with a certification showing the type and length of training satisfactorily completed.

The contractor will provide for the maintenance of records and furnish periodic reports documenting his performance under this Training Special Provision.

[40 FR 28053, July 3, 1975. Correctly redesignated at 46 FR 21156, Apr. 9, 1981]

CONTACT INFORMATION

Send all Reporting Forms to:

ojt@agctx.org and the Area Office of any project reported

To Find an Area Engineer by CSJ:

http://www.dot.state.tx.us/search/businesssearch.htm

To Find District Information:

http://www.txdot.gov/inside-txdot/district.html

Forms or Goal Status Concerns:

Danielle Kraus at dkraus@agctx.org

Policy Matters:

Kristen Ogden at kogden@agctx.org

TxDOT Civil Rights Contract Compliance Division:

512.416.4750, or OCR_TxDOT-OJT-Program@dot.state.tx.us

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