

On-the-Job Training Program Update

March 2016



The purpose of the On-the-Job Training (OJT) Program is to provide training in the highway construction industry for minority, female, and economically disadvantaged individuals, hereafter known as the target group. Pursuant to 23 Code of Federal Regulations Part 230, Subpart A, Appendix B – Training Special Provisions, this program provides for on-the-job training aimed at developing full journeyworkers in the type of trade or job classification involved.

Mission Statement

- Current program was out-of-date
- Made it difficult for trainees to graduate
- Hard to move trainees where needed
- Lacked guidance for trainers

Why Update?

- More flexibility in training (programs combined)
- Guidance for trainers
- Adjusting the required hours to graduate
- Streamlining transfer process
- Simplifying paperwork for trainees on concurrent project
- Credit for training courses
- Increased awareness of OJT program
- Bid Item now 500 hours per slot

Overview of Changes

- FHWA approval – March 14, 2016
- New OJT Special Provision – April 20, 2016 Letting
- CCO new special provision -- for projects let prior with unfilled slots
- Unfilled trainee slots moved to new OJT program (by CCO)
- Trainees in suspension -- may request to continue in prior OJT program or move to new program

Implementation

- OJT Program Manuals
 - Mailed out with OJT Letters
 - Mailed to Contractors – Prior Lettings
 - Posted on SDDOT OJT website
- New OJT Forms
 - Mailed out with OJT letters
 - Mailed to Contractors – Prior Lettings
 - Posted on SDDOT OJT website

Distributing new materials



SOUTH DAKOTA
DEPARTMENT OF TRANSPORTATION

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On-the-Job Training Manual

2016 Edition

The South Dakota Department of Transportation provides services without regard to race, color, gender, religion, national origin, age or disability, according to the provisions contained in SDCL 20-13, Title VI of the Civil Rights Act of 1964, the Rehabilitation Act of 1973, as amended, the Americans With Disabilities Act of 1990 and Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations, 1994. Any person who has questions concerning this policy or who believes he or she has been discriminated against should contact the Department's Civil Rights Office at 605-773-3540.

New OJT Training Manual

New Manual Contains:

1. Mission Statement & Purposes
2. Definitions
3. Program Policies & Procedures
4. Funding & Wage Rates
5. Methodology
6. Selecting Projects for Trainee Slots
7. Administrative Responsibilities
8. Online Form Information

OJT Registration Form

South Dakota Department of Transportation
Civil Rights Program
On-the-Job Training Program

(Please print or type all information. See additional instructions on back of form.)

THIS PORTION IS TO BE COMPLETED BY CONTRACTOR.

Trainee Name _____

Contractor Prime () Sub ()

Street Address; Route/Box; Box Number _____

Project Number, PCN Number _____

City, State, Zip _____

Prior Hours Start Date Starting Wage

Trainer _____

Training Program _____

Trainee Signature _____

Contractor Signature _____

Gender: Male Female

Ethnic Group: Native Hawaiian/Other Pacific Islander

Trainee Employment:

American Indian Two or More Races

New Hire Current Employee Upgrade

African American/Black Hispanic/Latino

Trainee will be working on multiple concurrent projects Economically Disadvantaged Asian White

If multiple projects checked, please list projects: _____

COMPLETE ABOVE AND MAIL FORM TO CIVIL RIGHTS PROGRAM AT ADDRESS BELOW

THIS PORTION IS TO BE COMPLETED BY CIVIL RIGHTS PROGRAM.

Received Date _____

Classification _____

Training Program _____ Program Hours _____

Minimum Starting Wage (not less than General Laborer's Rate) 60% of journeyman wage _____

Minimum Wage after ¼ = _____ hours 70% of journeyman wage _____

Minimum Wage after ½ = _____ hours 80% of journeyman wage _____

Minimum Wage after ¾ = _____ hours 90% of journeyman wage _____

MAKE TRAINEE WAGE ADJUSTEMENTS AS NECESSARY DURING COURSE OF PROGRAM

Two copies of this registration will be returned to the contractor following approval and calculation of wage levels- one for contractor and one for trainee.

On this registration form, it is important to fill out all of the information asked for. Reading the instructions to this form can help with understanding how to properly fill this registration out. For example, when filling out Classification Title use "Self-Propelled Roller (except Hot Mix)" instead of "G02" or "Self-Propelled Roller." Some things like the roller have multiple types.

OJT Registration Form

Key Changes:

1. Trainer Should be Listed
2. Concurrent Projects listed on one form
3. No Social Security Number
4. Check boxes for gender & ethnic group
5. Referral Information deleted
6. Original form still required to be mailed

New Monthly Status Report

Monthly Status Report

SOUTH DAKOTA DEPARTMENT OF TRANSPORTATION
Civil Rights Program
Monthly Trainee Status Report
THIS PORTION IS TO BE COMPLETED BY CONTRACTOR

Report for Period Ending _____, 20____

Trainee Name _____ Job Title _____

Contractor _____ Project Number(s)/PCN(s) of Trainee Registration _____

PROJECT/ LOCATION	PAYROLL	WEEK ENDING	HOURLY WAGE	HOURS WORKED	NON- TRAINING HOURS	TOTAL ACCRUED HOURS
Total hours from Last Report						

Complete these items as appropriate:

A. Is the trainee working multiple projects concurrently? (check one) Yes No
If "Yes", please separate hours by project in the table above.

B. Has trainee been transferred/laid off/quit/fired? (check one) Yes No
If "Yes", date? _____
Reason _____

C. Has trainee graduated? (check one) Yes No
If "Yes", date? _____
Is the graduate now employed with your firm at journey level? (check one) Yes No

This company certifies that it has provided supervised training as reported above in accordance with the Training Special Provision and the Approved Training Program.

Signature of Person Preparing Report _____ Date _____

On this Monthly Status Report form, it is important to fill out all of the information asked for. Reading the instructions to this form can help with understanding how to properly fill this report out. For example, when filling out the Projection/ Location you can either put the PCN Number or you may write the county in. All of A., B., and C. on the form need to be filled out as well as the date and reason. This helps us to know whether or not payment should be made.

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Minor Updates:

1. Added Column to record non-training hours
2. Questions "A" now deals with concurrent projects
3. Question "B" combines the various personnel actions
4. Important when working on concurrent projects to complete project/location column
5. May be submitted electronically (email, fax, etc.)

Transfer Registration

**South Dakota Department of Transportation
Civil Rights Program
Transfer Registration**

(Please print or type all information. See additional instructions on back of form.)

Trainee Name _____	Contractor _____
Current Project Number, PCN Number _____	New Project Number, PCN Number _____
Training Program _____	Effective Date of Transfer _____
Trainer _____	Prior Hours _____

COMPLETE ABOVE AND MAIL FORM TO CIVIL RIGHTS PROGRAM AT ADDRESS BELOW

THIS PART TO BE COMPLETED BY CIVIL RIGHTS PROGRAM

Classification _____	Program Hours _____
Training Program _____	
Minimum Starting Wage (not less than General Laborer's Rate) _____	60% of journeyman wage _____
Minimum Wage after ¼ = _____	70% of journeyman wage _____
Minimum Wage after ½ = _____	80% of journeyman wage _____
Minimum Wage after ¾ = _____	90% of journeyman wage _____
Minimum Wage upon completion _____	100% of journeyman wage _____

On this transfer registration form, it is important to fill out all of the information asked for. Reading the instructions to this form can help with understanding how to properly fill this registration out. For example, when filling out Training Program use "Self-Propelled Roller (except Hot Mix)" instead of "G02" or "Self-Propelled Roller." Some things like the roller have multiple types.

New Transfer Registration

- New Form – Simply Transfer
- May complete form or send written notice (email, etc.)
- Transfer trainee from one project to another
- Not to be used when trainee is working concurrently on projects
- May be submitted electronically

Trainer Responsibilities

The job of the Trainer is to make sure that the Trainee is receiving the proper training to achieve full journeyworker status. A Trainer has certain responsibilities to help the Trainee achieve the goals to graduate from the training program. The following are a few things that the Trainer can do:

As their Mentor:

- Let them know they can trust you.
- Don't expect them to be great at the beginning. Not everyone will have the experience you have had.

As their Supervisor:

- Encourage them to continue exceeding at work. Nothing is better than knowing you are exceeding at a new task.
- Instead of yelling at them for everything they do wrong, tell them what the problem is and show them how to fix it.

As their Supporter:

- Show them that they can go to you with anything. They need to know that they have someone that will take care of situations out of their control.
- Praise them! Again, telling someone how good they are doing makes them want to continue to do a great job.
- Encourage them to do their best every day.

As their Trainer:

- Encourage them to try new equipment. This could help the project and allow them to get more experience.
- Be their Trainer! They need someone there who can show them "the ropes" during the first few days. Every job is different so don't expect them to know how you want it done.
- Make sure they get the proper training. As long as they are on the job you should be training them and they should be learning from you. Don't just think they will be fine after a few days and leave them to figure it out on their own. They need someone they can ask questions.

Please print a copy and give to your Trainers. This will help them with what should be expected of them.

New Trainer Responsibilities Handout

- General Guidance for Trainers
- Copies will be sent out with OJT letters
- May copy from OJT Manual

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<http://www.sddot.com/services/civil/ojt.aspx>

OJT Web Address

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Contact Information