



SOUTH DAKOTA
DEPARTMENT OF TRANSPORTATION

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On-the-Job Training Manual

2016 Edition

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South Dakota Department of Transportation

ON-THE-JOB TRAINING PROGRAM

MISSION STATEMENT AND PURPOSE

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.

INTRODUCTION

- A. A signature from a bidder on the proposal sheet indicates that the bidder agrees to take part in the On-the-Job Training Program and to follow the OJT Program Special Provision. Contractors that fail to follow the special provision will be subject to sanctions up to and including revocation of bidding privileges.
- B. In order for the OJT Program to be successful, contractors must follow basic and uniform procedures in training such as, keeping monthly records of trainee progress towards journeyworker status and reporting trainee’s successful completion/termination from the OJT Program.
- C. With the OJT Program, contractors can register trainees as required or non-required trainees. A required trainee is one in which the contractor, through the OJT Program, has been awarded a slot which should be filled by someone in the target group. If unable to fill the required training slot from the target group, other individuals are not prohibited from eligibility. A registration form must be submitted to DOT within 2 weeks of the trainee being hired. If the contractor fills the required slots on a project, the contractor has the option to register additional trainees if the contractor has training needs.
- D. South Dakota Department of Transportation (SDDOT) may withhold approval of any trainee who is not a member of the targeted group unless the Contractor can demonstrate a good faith effort to recruit and select a minority,

female, or economically disadvantaged person and was unsuccessful in recruiting from the target group.

- E. A non-required trainee is when there is no training requirement in the contract. The contractor should still consider filling non-required trainees from the target group, but it is not prohibited from filling with individuals outside the target group. The contractor must follow the same procedures as if it was a required trainee slot.
- F. The OJT Program was developed with the cooperative efforts of the Federal Highway Administration (FHWA), the South Dakota Department of Transportation with input from the highway construction industry, and Associated General Contractors, Heavy-Highway Chapter.
- G. OJT is a strategy that has a proven track record of helping unemployed workers gain new skills to find and retain employment in the construction industry.

DEFINITIONS

Carryover Position: Unfulfilled trainee position carried forward from a prior program year.

Journeyworker: A worker employed in a trade or craft who has attained a level of skill, abilities, and competencies recognized within the industry.

Minority Referral Sources: Referral source that can be used to solicit minorities, which can be used for required or non-required trainees, for certain projects or to work for the company as a whole.

Non-Required Trainee: A trainee that is registered to work on a project that the contractor was not awarded a trainee slot.

Required Trainee: A trainee that is used to fill a slot that a contractor was awarded after winning the bid on a project.

Trainee: A person who receives On-the-Job training, whether through an U.S. Department of Labor apprenticeship program or other program approved or accepted by Federal Highway Administration (FHWA).

Trainer/Supervisor: Prime contractor employee assigned to mentor, train, supervise, and support an assigned OJT program trainee.

Transfer Trainee: Trainee scheduled to continue required training hours under an approved training program from a prior program year.

PROGRAM POLICIES AND PROCEDURES

General

1. Any contractor or subcontractors working construction/ maintenance on a South Dakota highway is eligible to enroll a trainee into an OJT Program. Contractors enroll a trainee into their required trainee slot by submitting a registration form. A contractor may also enroll their trainees into a non-required slot by filling out the same registration form.
2. Employees that have previously enrolled in, but did not complete a training classification under the Program, whether for their current or past employer, will be credited with the number of hours trained in that classification under the Program.
3. Upon enrolling an employee in the Program, the contractor agrees to comply with each and every Program provision, including each element outlined in the curriculum for the training classification in which the employee is registered.
4. All trainee registrations must be received within two weeks of the trainee beginning the program. The registration form submitted must be the original version with original signatures. Electronic versions or copies will not be accepted.
5. For the purposes of bidding required trainee slots each trainee is assigned a bid quantity of 500 hours. For example if there is 1000 hours in the bidding documents, that is requiring 2 trainees. The contractor has the option to register multiple trainees to fulfill the training requirement. For example if there is a 1000 hour bid quantity, which equals 2 required trainees, the contractor could have three or more trainees registered in the program as long as there enough work for additional trainees to successfully complete the curriculum and not exceed the allowable ratio of trainees to journeyworkers (generally considered to fall between 1:10 or 1:4)
6. Please note that 500 hours for each training slot is for bidding purposes only. If a contractor does not achieve the bid quantity on a project, there is no penalty as long as a good faith effort was made to fulfill the training requirement. Also the contractor is not limited to just the bid quantity for reimbursement. If the total hours achieved on a project is higher than the bid quantity, the contractor will be reimbursed for all hours worked. For example if the bid quantity is 1000 hours and the total hours of the trainees are 1450 hours, the contractor will receive reimbursement for 1450 hours.
7. A contractor can hire a trainee to fill a slot on multiple projects concurrently. If the trainee is going to be working on multiple projects throughout the summer and not

simply completing one project and moving to the next, then the trainee should be registered on all the projects and the hours documented by project on the monthly status report. The trainee may move back and forth between projects, but must indicate this on Monthly Status Reports and on their Registration Form.

8. If the trainee works hours that are not used for training purposes, that must also be indicated on their Monthly Status Report.
9. Monthly status reports must be submitted monthly within 30 days following the end of the month. Reports may be submitted electronically, by fax, or US Mail. If submitting a copy or electronically, the original must be kept on file for three years.
10. If a trainee is registered in another approved U.S. Department of Labor apprenticeship program or FHWA training program, the SDDOT will accept that training upon receipt of copies of the approved program; copy of approved program registration; and notification of hours towards graduation from the program.
11. Contractors must register trainees in the approved training programs included in this manual. If there is a new training program or one that is not included, the contractor must submit the program to the SDDOT for approval by SDDOT and FHWA prior to registering the trainee in an alternate training program. The training program outline must include the curriculum and hours to complete the program. SDDOT does not allow any training programs in the Common Laborers (GL 1) Davis-Bacon wage rate classification.
12. Trainees may receive credit for hours worked on various pieces of equipment while being registered on another. The pieces of equipment, however, must be in the same training program level as the one they are currently registered in. For example, if a trainee is being trained on an asphalt distributor and are assigned to operate a material spreader those hours would count towards graduation. But if the asphalt distributor trainee was assigned to be a concrete finisher, those hours as a concrete finisher would not count towards graduation due to the level differences.
13. A trainee may be transferred from one project to another in order to complete the OJT Program. If transfers are made, the Civil Rights Compliance Officer must be notified either by filling out the transfer registration form or via writing (e-mail, US mail, etc.) which provides the trainee's name, effective date of transfer, and project that the trainee shall be transferred to. These training hours will count towards overall OJT Program completion.
14. Trainees that have successfully completed a training program may be enrolled in a new training program. The trainee may not start at the same classification level they just completed, but rather must start at a higher level. So if a trainee was currently

enrolled in a G01 classification, the trainee would have to be enrolled in a higher level such as a G02. Also, since training carries over between levels, the trainee will start with 200 hours towards graduation.

15. If a trainee hasn't completed a training program and is changing training programs, that program must be at the same level or higher and the trainee will start the new training program with 25% of hours accrued to that point.
16. Trainees who complete Heavy Equipment Training from a vocational training institution will be credited 200 hours towards graduation from the training program. Please submit verification of completion of program with trainee registration and trainee will start program with 200 previous hours towards graduation.
17. If a trainee has participated in a short-course or other training program, the actual hours in the training course/program will be credited on the first monthly status report. This includes classroom time as well as any field training.
18. Waivers may be given on required training slots for the following conditions: multiple slots or some slots that are not able to be filled, a trainee was hired and then laid off or terminated, contractor has tried repeatedly to fill a trainee position but was unsuccessful, or the scope of the project has changed. If one of these conditions applies to a trainee slot then the contractor must contact the Civil Rights Compliance Officer and explain the situation.
19. Liquidated damages may occur if a contractor fails to make a good faith effort to enroll the proper number of trainees necessary to meet the requirement of the Special Provision. For each trainee slot left unfilled, damages will be assessed at the rate of 100% of the bid amount for the training item times the minimum number hours specified in the item quantity. If the department determines that meaningful training was not provided; there is evidence of a lack of good faith to fulfill the training requirements or there was falsification of training documentation, damages will be assessed at the rate of 100% of the bid amount for the training item times the minimum number of hours specified in the item quantity.
20. There will be times when a trainee may be asked to perform other job duties outside of the training program requirements. The contractor may count those hours towards fulfillment of the training program requirements as long as it's not more than 25% of the normal work week.
21. DOT reserves the right to conduct EEO or OJT reviews of the contractor, at any time without prior notice, to ensure that trainees are getting the proper instruction from their trainer/supervisor.

22. Upon approval of the current OJT program plan/manual, any trainees currently enrolled in the previous approved OJT program are eligible to transfer to this program and graduate under the requirements contained in the current OJT program plan/manual.

Recruitment and Selection of Trainees

1. To be qualified for enrollment in the OJT program, trainees must possess basic physical abilities for the work to be performed, dependability, willingness to learn, ability to follow instructions, and an aptitude to maintain a safe work environment.
2. A trainee on the project can be selected from the contractors existing workforce or they can be a new hire on the project. In addition, the trainee may be recruited from another job referral source with special emphasis on Minority Referral Sources.
3. Projects on or near Indian reservations, the primary referral sources for trainees should be the Tribal TERO/TECRO office. The TERO/TECRO compliance plans and special provisions indicate that placement of trainees is a priority.
4. 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.

Enrollment and Previous Experience

1. To enroll an employee, the participating contractor will register the employee by submitting to SDDOT a properly executed OJT registration form, within two weeks of the date of enrollment.
2. Subsequent to registration, the participating contractor will provide to SDDOT a properly executed monthly status report describing the progress of every employed trainee.

FUNDING AND WAGE RATES

While engaged in related training, employees will receive no less than the graduated wage corresponding to the total number of completed training hours set out in the job classification curriculum in which they are enrolled. The wage standards shall be annually adopted by the South Dakota Transportation Commission.

At no time, however, shall a trainee receive less than the prevailing wage or the contract wage rate for Common Laborers (GL 1). Duties performed outside the training regimen will be paid a wage corresponding to the prevailing wage or the contract wage rate for the job classification or work the employee actually performs at the corresponding project.

The contractor is eligible for reimbursement for off-site training hours up to 100 hours as long as the hours are accrued within South Dakota.

Contractors may use trainees on work performed out of state. The training hours will count toward overall OJT program completion, but no program reimbursement will be made for those hours.

There may be a deduction in payment for late registrations or late monthly status reports. Also, any hours worked out of state will be deducted from payment but counted towards graduation.

METHODOLOGY FOR ON-THE-JOB TRAINING ANNUAL GOAL

SDDOT establishes OJT requirements on certain projects each year to achieve the overall goal. This process is commonly referred to as selecting trainee slots. For the purpose of bid letting, each trainee slot is given a 500-hour requirement. There may be anywhere from 1 to 4 slots required on a project. The projects are selected based on the following criteria:

- A. **Scope of Work:** Typically only select projects that are primarily grading, surfacing/resurfacing, or major structure.
- B. **Length of Project:** Will the project provide enough time on the project for meaningful training? Typically projects must be at least one construction season or longer.
- C. **Location of the Project:** If there are projects of similar scope and length, projects in areas lacking training opportunities will typically be selected to balance the training opportunities throughout the state. Also, if the project is on or near an Indian Reservation and may not have length or scope but would still provide meaningful training opportunity.
- D. **State routes:** Typically do not select City or County projects but may select a larger scope project with training opportunities if let and administered by SDDOT.
- E. **Estimated Costs of Project:** Review cost estimates for projects and typically do not select any asphalt surfacing or resurfacing project below \$3.0 million unless the project is on or near and Indian Reservation.
- F. **Limit Number of Required Trainee Slots on Asphalt Concrete Surfacing/Resurfacing Trainees:** There are fewer opportunities for meaningful training on asphalt projects. Asphalt contractors struggle to fill training requirements. Preference is given to grading, concrete resurfacing and major structure project where there are more opportunities for training.

SELECTING PROJECTS FOR TRAINEE SLOTS

The tentative STIP by county is reviewed on a county-by-county basis. Projects are reviewed for the upcoming Federal fiscal year and one year beyond. Priority is for the projects in the upcoming Federal fiscal year and significant projects for the following fiscal year should be included on the list. Each project is reviewed based on the previously stated criteria. Projects selected are highlighted and compiled. The number of slots is determined based on the following:

A. Scope of Work and Estimated Costs

B. Asphalt Surfacing or Resurfacing Projects:

- Less than \$5M 1 trainee slot
- \$5.1M to \$10M 2 trainee slots
- \$10.1M+ 3 trainee slots

C. Grading, Major Structure or Concrete Surfacing:

- Less than \$3M 1 trainee slot
- \$3.1M to \$7.5M 2 trainee slots
- \$7.6M to \$12M 3 trainee slots
- \$12.1M+ 4 trainee slots

After the list is compiled, the projects that are carryovers from the previous year(s) are highlighted. The final list is separated by regions. The list is comprised of total trainee slots per region and total trainee goals, which when added, gives the subtotals for each region.

The list of projects is reviewed by the Bid Letting Engineer to assess if there is concurrence that the project selected would provide meaningful training opportunities and the number of slots selected is adequate. Following the review and concurrence by the Bid letting Engineer, the final list is compiled and submitted to the FHWA division office for approval of the OJT slots and overall goal.

ADMINISTRATIVE RESPONSIBILITIES

RESPONSIBILITIES OF THE CONTRACTOR

- A. The contractor is to assign the trainee to a skilled craftsman, foreman, supervisor or mentor who will be responsible for the day-to-day training and mentoring of the trainee and who will share the appropriate skills associated with the classification for which the trainee is enrolled. The contractor attests to providing verification, if requested, that the trainee is being trained and is gaining knowledge to achieve full journeyman status by a supervisor/trainer.
- B. The contractor shall only count, for credit, hours spent training within the classification for which the trainee is enrolled. If such classification is not necessary for a period of time or a particular project, the contractor should attempt to continue to employ the trainee by assigning him/her other duties. A percentage of hours worked on other pieces of equipment are required to be counted in the total hours worked. Approximately 25% of other duties can be counted towards graduation.
- C. The contractor shall count all hours worked in a training program regardless of whether the work was in South Dakota or outside the state. For trainees in required training slots, the contractor will only be reimbursed for eligible hours for work performed in South Dakota.
- D. The contractor shall provide a program orientation to the training foreman, superintendent, and OJT trainee. This orientation shall include at a minimum, a review of individual responsibilities during the training program and copies of the training syllabus for the job classification.
- E. The contractor shall instruct the trainee in safe and healthful work practices and shall ensure that the trainee is trained in facilities and other environments that are in compliance with all applicable safety and health laws and regulations of the United States and the State of South Dakota.
- F. The contractor must provide the trainee a copy of the training program to be used. The contractor must also designate the employee as a “trainee” on weekly certified payrolls. The contractor is responsible for ensuring that proper training is taking place on the job by meeting with the supervisor/foreman of the project that the trainee is working.
- G. In the event that a contractor may be unable to fill the required trainee slot during the current construction season, the Civil Rights Compliance Officer must be notified and contacted by December 1 of the current construction season. Proper documentation must be provided as to why the trainee position was not filled, such as project carry-over until next year.

- H. The contractor must assign someone as the designated trainer and must be able to prove that person is in fact the trainer.
- I. The contractor must certify the hours and be able to show that the trainee is receiving the proper training for their classification. Failure to do so may result in project sanction.
- J. The contractor is expected to begin training trainees on a project as soon as feasible after the start of work utilizing the job classification involved. After training has started the contractor should strive to provide monitoring efforts to retain and successfully train employees.

RESPONSIBILITIES OF THE TRAINEE

- A. The trainee shall diligently perform work assigned by the employer.
- B. The trainee shall learn all duties as outlined in the classification enrolled.
- C. The trainee shall immediately notify his/her employer should anything happen that would adversely affect the company or employment status.
- D. The trainee shall be aware of the on-going progress toward completing the OJT Program and notify a supervisor of circumstances for which the progress is halted or delayed. This may involve notifying someone above an immediate supervisor.
- E. The trainee shall be aware of their employer's rules and regulations and what steps to take should any issue arise while enrolled in the OJT Program.

ONLINE DOCUMENTS, FORMS, AND BROCHURES

SDDOT – OJT Training Manual

- <https://dot.sd.gov/media/documents/OJTTrainingManual.pdf>

On-the-Job Training Registration Form and Instructions

- <https://dot.sd.gov/media/documents/OJTRegistrationForm.pdf>

On-the-Job Training Monthly Status Report Form and Instructions

- <https://dot.sd.gov/media/documents/OJTMonthlyStatus.pdf>

General Instructions for the OJT Program

- <https://dot.sd.gov/media/documents/GeneralInstructionsRequiredSlots.pdf>

TRAINEE PROGRAM CLASSIFICATION

<p>LABORERS:</p> <p><i>Group GL3</i></p> <p>Asphalt Plant Tender, Form Setter, Oiler/Greaser, Pile Driver Leadsman</p> <p><i>Group GL5</i></p> <p>Carpenter/Form Builder</p> <p><i>Group GL6</i></p> <p>Concrete Finisher, Painter, Grade Checker</p> <p>POWER EQUIPMENT OPERATORS:</p> <p><i>Group G01</i></p> <p>Concrete Paving Cure Machine, Concrete Paving Joint Sealer, Tractor (farm type with attachments), Self-Propelled Broom, Conveyor, Concrete Routing Machine, Paver Feeder, Pugmill, Skid Steer</p> <p><i>Group G02</i></p> <p>Bull Dozer 80 HP or less, Front End Loader (1.25 CY or less), Self-Propelled Roller (except Hot Mix), Sheepsfoot/50Ton Pneumatic Roller, Pneumatic Tired Tractor or Crawler (includes Water Wagon and Power Spray Units), Wagon Drill, Air Trac, Truck Type Auger, Concrete Paving Saw</p> <p><i>Group G03</i></p> <p>Asphalt Distributor, Bull Dozer over 80 HP, Concrete Paving Finishing Machine, Backhoes/Excavators 20 tons or less, Crusher (may include internal screening plant), Front End Loader over 1.25 CY, Rough Motor Grader, Self-Propelled Hot Mix Roller, Push Tractor, Euclid or Dumpster, Material Spreader, Rumble Strip Machine</p>	<p><i>Group G04</i></p> <p>Asphalt Paving Machine Screed, Asphalt Paving Machine, Cranes/Derricks/Draglines/pile Drivers/Shovels 30 to 50 tons, Backhoes/Excavators 21 to 40 tons, Maintenance Mechanic, Scrapers, Concrete Pump Truck</p> <p><i>Group G05</i></p> <p>Asphalt Plant, Concrete Batch Plant, Backhoes/Excavators over 40 Tons, Cranes/Derricks/Draglines/Pile Drivers/Shovels over 50 tons, Heavy Duty Mechanic, Finish Motor Grader, Automatic Fine Grader, Milling Machine, Bridge Welder</p> <p>TRUCK DRIVERS:</p> <p><i>Group GT1</i></p> <p>Tandem Truck without Trailer or Pup, Single Axle Truck over 26,000 GVW with Trailer</p> <p><i>Group GT2</i></p> <p>Semi-Tractor with Trailer, Tandem Truck with Pup</p> <p>**Bodied classifications have a separate Training Curriculum from their group**</p>
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TRAINING CURRICULUM

Classification: Laborers GL3

Training Program: Asphalt Plant Tender; Form Setter; Oiler/Greaser; Pile Driver Leadsman

	<u>HOURS</u>
1. Orientation	
A. Observation of the company's general construction operations and policies.....	11
B. Company safety program and safety practices.....	33
C. Equipment orientation (starting and learning the controls).....	22
D. Staking and construction sequence.....	22
2. Care and Maintenance	
A. Routine fueling, lubrication and equipment servicing.....	110
3. Operation of Equipment	
A. Special function of the unit.....	66
B. Equipment operation.....	<u>286</u>
TOTAL	550

The minimum wage rate under this program shall be:

- 60% of the journeyworker rate for the first quarter of training (0 - 137 hours)
- 70% of the journeyworker rate for the second quarter of training (138 - 274 hours)
- 80% of the journeyworker rate for the third quarter of training (275 - 412 hours)
- 90% of the journeyworker rate for the fourth quarter of training (413 - 550 hours)

The actual training will vary, in most instances, from this approximate breakdown because of the type of construction the contractor has under contract, the stage of construction when the trainee is taking this basic course, and other similar circumstances. However, the basic intent of the training, as described in the criteria for the program, will be followed during the training of each trainee.

Actual minimum training wage is percentage based and calculated on the prevailing minimum SD: DOT Standard Job Classification (SD: Job) wage and rate. The Training rate is the greater of: Period percentage applied to the prevailing applicable SD: Job rate; or the prevailing Common Laborer rate. Trainees shall be paid an increasing wage, based on the schedule for completed training hours.

TRAINING CURRICULUM
Classification: Laborers GL5
Training Program: Carpenter; Form Builder

	<u>HOURS</u>
1. Orientation	
A. Observation of the company’s general construction operations and policies.....	11
B. Company safety program and safety practices.....	33
C. Equipment orientation (starting and learning the controls).....	22
D. Staking and construction sequence.....	22
2. Care and Maintenance	
A. Routine fueling, lubrication and equipment servicing.....	110
3. Operation of Equipment	
A. Special function of the unit.....	66
B. Equipment operation.....	<u>486</u>
TOTAL	750

The minimum wage rate under this program shall be:

- 60% of the journeyworker rate for the first quarter of training (0 - 187 hours)
- 70% of the journeyworker rate for the second quarter of training (188 - 374 hours)
- 80% of the journeyworker rate for the third quarter of training (375 – 562 hours)
- 90% of the journeyworker rate for the fourth quarter of training (563 - 750 hours)

The actual training will vary, in most instances, from this approximate breakdown because of the type of construction the contractor has under contract, the stage of construction when the trainee is taking this basic course, and other similar circumstances. However, the basic intent of the training, as described in the criteria for the program, will be followed during the training of each trainee.

Actual minimum training wage is percentage based and calculated on the prevailing minimum SD: DOT Standard Job Classification (SD: Job) wage and rate. The Training rate is the greater of: Period percentage applied to the prevailing applicable SD: Job rate; or the prevailing Common Laborer rate. Trainees shall be paid an increasing wage, based on the schedule for completed training hours.

TRAINING CURRICULUM

Classification: Laborers GL6 Training Program: Concrete Finisher; Painter

	<u>HOURS</u>
1. Orientation	
A. Observation of the company's general construction operations and policies.....	11
B. Company safety program and safety practices.....	33
C. Equipment orientation (starting and learning the controls).....	22
D. Staking and construction sequence.....	22
2. Care and Maintenance	
A. Routine fueling, lubrication and equipment servicing.....	110
3. Operation of Equipment	
A. Special function of the unit.....	66
B. Equipment operation.....	<u>536</u>
TOTAL	800

The minimum wage rate under this program shall be:

- 60% of the journeyworker rate for the first quarter of training (0 - 199 hours)
- 70% of the journeyworker rate for the second quarter of training (200 - 399 hours)
- 80% of the journeyworker rate for the third quarter of training (400 – 599 hours)
- 90% of the journeyworker rate for the fourth quarter of training (600 - 800 hours)

The actual training will vary, in most instances, from this approximate breakdown because of the type of construction the contractor has under contract, the stage of construction when the trainee is taking this basic course, and other similar circumstances. However, the basic intent of the training, as described in the criteria for the program, will be followed during the training of each trainee.

Actual minimum training wage is percentage based and calculated on the prevailing minimum SD: DOT Standard Job Classification (SD: Job) wage and rate. The Training rate is the greater of: Period percentage applied to the prevailing applicable SD: Job rate; or the prevailing Common Laborer rate. Trainees shall be paid an increasing wage, based on the schedule for completed training hours.

TRAINING CURRICULUM

Classification: Laborer GL6 Training Program: Grade Checker

	<u>HOURS</u>
1. Orientation	
A. Observation of the company's general construction operations and policies.....	5
B. Company safety program and safety practices.....	5
C. Observation of placing grade pins and lines.....	10
D. Observation of checking and setting grade.....	15
2. Care and Maintenance	
A. Helping set grade pins and lines.....	25
3. Operation of Equipment	
A. Setting and driving pins and braces into place.....	25
B. Observe and assist in setting grade.....	75
C. Check grade and lines before and after grading operations.....	<u>40</u>
TOTAL	200

The minimum wage rate under this program shall be:

- 60% of the journeyworker rate for the first quarter of training (0 - 49 hours)
- 70% of the journeyworker rate for the second quarter of training (50 - 99 hours)
- 80% of the journeyworker rate for the third quarter of training (100 - 149 hours)
- 90% of the journeyworker rate for the fourth quarter of training (150 - 200 hours)

The actual training will vary, in most instances, from this approximate breakdown because of the type of construction the contractor has under contract, the stage of construction when the trainee is taking this basic course, and other similar circumstances. However, the basic intent of the training, as described in the criteria for the program, will be followed during the training of each trainee.

Actual minimum training wage is percentage based and calculated on the prevailing minimum SD: DOT Standard Job Classification (SD: Job) wage and rate. The Training rate is the greater of: Period percentage applied to the prevailing applicable SD: Job rate; or the prevailing Common Laborer rate. Trainees shall be paid an increasing wage, based on the schedule for completed training hours.

TRAINING CURRICULUM

Classification: Equipment Operators G01 (Concrete)
Training Program: Concrete Paving Cure Machine; Concrete Paving Joint Sealer;
Concrete Routing Machine

	<u>HOURS</u>
1. Orientation	
A. Observation of the company's general construction operations and policies.....	11
B. Company safety program and safety practices.....	33
C. Equipment orientation (starting and learning the controls).....	22
D. Staking and construction sequence.....	22
2. Care and Maintenance	
A. Routine fueling, lubrication and equipment servicing.....	50
3. Operation of Equipment	
A. Special function of the unit.....	66
B. Equipment operation.....	<u>246</u>
TOTAL	450

The minimum wage rate under this program shall be:

- 60% of the journeyworker rate for the first quarter of training (0 – 112 hours)
- 70% of the journeyworker rate for the second quarter of training (113 - 224 hours)
- 80% of the journeyworker rate for the third quarter of training (225 – 337 hours)
- 90% of the journeyworker rate for the fourth quarter of training (338 - 450 hours)

The actual training will vary, in most instances, from this approximate breakdown because of the type of construction the contractor has under contract, the stage of construction when the trainee is taking this basic course, and other similar circumstances. However, the basic intent of the training, as described in the criteria for the program, will be followed during the training of each trainee.

Actual minimum training wage is percentage based and calculated on the prevailing minimum SD: DOT Standard Job Classification (SD: Job) wage and rate. The Training rate is the greater of: Period percentage applied to the prevailing applicable SD: Job rate; or the prevailing Common Laborer rate. Trainees shall be paid an increasing wage, based on the schedule for completed training hours.

TRAINING CURRICULUM

Classification: Equipment Operators G01 (Miscellaneous)
Training Program: Tractor (farm type with attachments); Self Propelled Broom;
Conveyor; Paver Feeder; Pugmill; Skid Steer

	<u>HOURS</u>
1. Orientation	
A. Observation of the company's general construction operations and policies.....	11
B. Company safety program and safety practices.....	33
C. Equipment orientation (starting and learning the controls).....	22
D. Staking and construction sequence.....	22
2. Care and Maintenance	
A. Routine fueling, lubrication and equipment servicing.....	50
3. Operation of Equipment	
A. Special function of the unit.....	66
B. Equipment operation.....	<u>246</u>
TOTAL	450

The minimum wage rate under this program shall be:

- 60% of the journeyworker rate for the first quarter of training (0 – 112 hours)
- 70% of the journeyworker rate for the second quarter of training (113 - 224 hours)
- 80% of the journeyworker rate for the third quarter of training (225 – 337 hours)
- 90% of the journeyworker rate for the fourth quarter of training (338 - 450 hours)

The actual training will vary, in most instances, from this approximate breakdown because of the type of construction the contractor has under contract, the stage of construction when the trainee is taking this basic course, and other similar circumstances. However, the basic intent of the training, as described in the criteria for the program, will be followed during the training of each trainee.

Actual minimum training wage is percentage based and calculated on the prevailing minimum SD: DOT Standard Job Classification (SD: Job) wage and rate. The Training rate is the greater of: Period percentage applied to the prevailing applicable SD: Job rate; or the prevailing Common Laborer rate. Trainees shall be paid an increasing wage, based on the schedule for completed training hours.

TRAINING CURRICULUM

Classification: Equipment Operators G02 (Miscellaneous)
Training Program: Bull Dozer 80 HP or less; Front End Loader 1.25 CY or less;
Self Propelled Roller (except Hot Mix); Sheepsfoot/50Ton Pneumatic Roller;
Pneumatic Tired Tractor or Crawler (include Water Wagon and Power Spray
Units); Wagon Drill; Air Trac; Truck Type Auger

	<u>HOURS</u>
1. Orientation	
A. Observation of the company's general construction operations and policies.....	11
B. Company safety program and safety practices.....	33
C. Equipment orientation (starting and learning the controls).....	22
D. Staking and construction sequence.....	22
2. Care and Maintenance	
A. Routine fueling, lubrication and equipment servicing.....	50
3. Operation of Equipment	
A. Special function of the unit.....	66
B. Equipment operation.....	<u>296</u>
TOTAL	500

The minimum wage rate under this program shall be:

- 60% of the journeyworker rate for the first quarter of training (0 - 124 hours)
- 70% of the journeyworker rate for the second quarter of training (125 - 249 hours)
- 80% of the journeyworker rate for the third quarter of training (250 - 374 hours)
- 90% of the journeyworker rate for the fourth quarter of training (375 - 500 hours)

The actual training will vary, in most instances, from this approximate breakdown because of the type of construction the contractor has under contract, the stage of construction when the trainee is taking this basic course, and other similar circumstances. However, the basic intent of the training, as described in the criteria for the program, will be followed during the training of each trainee.

Actual minimum training wage is percentage based and calculated on the prevailing minimum SD: DOT Standard Job Classification (SD: Job) wage and rate. The Training rate is the greater of: Period percentage applied to the prevailing applicable SD: Job rate; or the prevailing Common Laborer rate. Trainees shall be paid an increasing wage, based on the schedule for completed training hours.

TRAINING CURRICULUM

Classification: Equipment Operators G02 (Concrete) Training Program: Concrete Paving Saw

	<u>HOURS</u>
1. Orientation	
A. Observation of the company's general construction operations and policies.....	11
B. Company safety program and safety practices.....	33
C. Equipment orientation (starting and learning the controls).....	22
D. Staking and construction sequence.....	22
2. Care and Maintenance	
A. Routine fueling, lubrication and equipment servicing.....	50
3. Operation of Equipment	
A. Special function of the unit.....	66
B. Equipment operation.....	<u>296</u>
TOTAL	500

The minimum wage rate under this program shall be:

- 60% of the journeyworker rate for the first quarter of training (0 - 124 hours)
- 70% of the journeyworker rate for the second quarter of training (125 - 249 hours)
- 80% of the journeyworker rate for the third quarter of training (250 - 374 hours)
- 90% of the journeyworker rate for the fourth quarter of training (375 - 500 hours)

The actual training will vary, in most instances, from this approximate breakdown because of the type of construction the contractor has under contract, the stage of construction when the trainee is taking this basic course, and other similar circumstances. However, the basic intent of the training, as described in the criteria for the program, will be followed during the training of each trainee.

Actual minimum training wage is percentage based and calculated on the prevailing minimum SD: DOT Standard Job Classification (SD: Job) wage and rate. The Training rate is the greater of: Period percentage applied to the prevailing applicable SD: Job rate; or the prevailing Common Laborer rate. Trainees shall be paid an increasing wage, based on the schedule for completed training hours.

TRAINING CURRICULUM

Classification: Equipment Operators G03 (Miscellaneous)
Training Program: Bull Dozer over 80 HP; Backhoes/Excavators 20 tons or less;
Crusher (may include internal screening plant); Front End Loader over 1.25 CY;
Push Tractor; Material Spreader; Rumble Strip Machine

	<u>HOURS</u>
1. Orientation	
A. Observation of the company's general construction operations and policies.....	11
B. Company safety program and safety practices.....	33
C. Equipment orientation (starting and learning the controls).....	22
D. Staking and construction sequence.....	22
2. Care and Maintenance	
A. Routine fueling, lubrication and equipment servicing.....	50
3. Operation of Equipment	
A. Special function of the unit.....	66
B. Equipment operation.....	<u>346</u>
TOTAL	550

The minimum wage rate under this program shall be:

- 60% of the journeyworker rate for the first quarter of training (0 - 137 hours)
- 70% of the journeyworker rate for the second quarter of training (138 - 274 hours)
- 80% of the journeyworker rate for the third quarter of training (275 - 412 hours)
- 90% of the journeyworker rate for the fourth quarter of training (413 - 550 hours)

The actual training will vary, in most instances, from this approximate breakdown because of the type of construction the contractor has under contract, the stage of construction when the trainee is taking this basic course, and other similar circumstances. However, the basic intent of the training, as described in the criteria for the program, will be followed during the training of each trainee.

Actual minimum training wage is percentage based and calculated on the prevailing minimum SD: DOT Standard Job Classification (SD: Job) wage and rate. The Training rate is the greater of: Period percentage applied to the prevailing applicable SD: Job rate; or the prevailing Common Laborer rate. Trainees shall be paid an increasing wage, based on the schedule for completed training hours.

TRAINING CURRICULUM

Classification: Equipment Operators G03 (Asphalt)
Training Program: Asphalt Distributor; Self Propelled Hot Mix Roller

	<u>HOURS</u>
1. Orientation	
A. Observation of the company's general construction operations and policies.....	11
B. Company safety program and safety practices.....	33
C. Equipment orientation (starting and learning the controls).....	22
D. Staking and construction sequence.....	22
2. Care and Maintenance	
A. Routine fueling, lubrication and equipment servicing.....	50
3. Operation of Equipment	
A. Special function of the unit.....	66
B. Equipment operation.....	<u>346</u>
TOTAL	550

The minimum wage rate under this program shall be:

- 60% of the journeyworker rate for the first quarter of training (0 - 137 hours)
- 70% of the journeyworker rate for the second quarter of training (138 - 274 hours)
- 80% of the journeyworker rate for the third quarter of training (275 - 412 hours)
- 90% of the journeyworker rate for the fourth quarter of training (413 - 550 hours)

The actual training will vary, in most instances, from this approximate breakdown because of the type of construction the contractor has under contract, the stage of construction when the trainee is taking this basic course, and other similar circumstances. However, the basic intent of the training, as described in the criteria for the program, will be followed during the training of each trainee.

Actual minimum training wage is percentage based and calculated on the prevailing minimum SD: DOT Standard Job Classification (SD: Job) wage and rate. The Training rate is the greater of: Period percentage applied to the prevailing applicable SD: Job rate; or the prevailing Common Laborer rate. Trainees shall be paid an increasing wage, based on the schedule for completed training hours.

TRAINING CURRICULUM

Classification: Equipment Operators G03 (Concrete) Training Program: Concrete Paving Finishing Machine

	<u>HOURS</u>
1. Orientation	
A. Observation of the company's general construction operations and policies.....	11
B. Company safety program and safety practices.....	33
C. Equipment orientation (starting and learning the controls).....	22
D. Staking and construction sequence.....	22
2. Care and Maintenance	
A. Routine fueling, lubrication and equipment servicing.....	50
3. Operation of Equipment	
A. Special function of the unit.....	66
B. Equipment operation.....	<u>346</u>
TOTAL	550

The minimum wage rate under this program shall be:

- 60% of the journeyworker rate for the first quarter of training (0 - 137 hours)
- 70% of the journeyworker rate for the second quarter of training (138 - 274 hours)
- 80% of the journeyworker rate for the third quarter of training (275 - 412 hours)
- 90% of the journeyworker rate for the fourth quarter of training (413 - 550 hours)

The actual training will vary, in most instances, from this approximate breakdown because of the type of construction the contractor has under contract, the stage of construction when the trainee is taking this basic course, and other similar circumstances. However, the basic intent of the training, as described in the criteria for the program, will be followed during the training of each trainee.

Actual minimum training wage is percentage based and calculated on the prevailing minimum SD: DOT Standard Job Classification (SD: Job) wage and rate. The Training rate is the greater of: Period percentage applied to the prevailing applicable SD: Job rate; or the prevailing Common Laborer rate. Trainees shall be paid an increasing wage, based on the schedule for completed training hours.

TRAINING CURRICULUM

Classification: Equipment Operator G03
Training Program: Euclid/Dumpster

	<u>HOURS</u>
1. Orientation	
A. Observation of the company's general construction operations and policies.....	10
B. Company safety program and safety practices.....	25
C. Observe (as a passenger) a truck in operation.....	10
D. Learn laws and regulations and restrictions.....	20
2. Care and Maintenance	
A. Routine fueling, lubrication and equipment servicing.....	50
3. Operation of Equipment	
A. Special function of the unit.....	25
B. Equipment operation.....	<u>210</u>
TOTAL	350

The minimum wage rate under this program shall be:

- 60% of the journeyworker rate for the first quarter of training (0 - 87 hours)
- 70% of the journeyworker rate for the second quarter of training (88 – 174 hours)
- 80% of the journeyworker rate for the third quarter of training (175 - 262 hours)
- 90% of the journeyworker rate for the fourth quarter of training (263 - 350 hours)

The actual training will vary, in most instances, from this approximate breakdown because of the type of construction the contractor has under contract, the stage of construction when the trainee is taking this basic course, and other similar circumstances. However, the basic intent of the training, as described in the criteria for the program, will be followed during the training of each trainee.

Actual minimum training wage is percentage based and calculated on the prevailing minimum SD: DOT Standard Job Classification (SD: Job) wage and rate. The Training rate is the greater of: Period percentage applied to the prevailing applicable SD: Job rate; or the prevailing Common Laborer rate. Trainees shall be paid an increasing wage, based on the schedule for completed training hours.

TRAINING CURRICULUM

Classification: Equipment Operator G03 Training Program: Rough Motor Grader

	<u>HOURS</u>
1. Orientation	
A. Observation of the company's general construction operations and policies.....	10
B. Company safety program and safety practices.....	10
C. Equipment orientation (starting and learning the controls).....	35
D. Starting and manipulating levers.....	35
2. Care and Maintenance	
A. Routine fueling, lubrication and equipment servicing.....	110
3. Operation of Equipment	
A. Special function of the unit.....	50
B. Equipment operation.....	<u>550</u>
TOTAL	800

The minimum wage rate under this program shall be:

- 60% of the journeyworker rate for the first quarter of training (0 - 199 hours)
- 70% of the journeyworker rate for the second quarter of training (200 – 399 hours)
- 80% of the journeyworker rate for the third quarter of training (400 - 599 hours)
- 90% of the journeyworker rate for the fourth quarter of training (600 - 800 hours)

The actual training will vary, in most instances, from this approximate breakdown because of the type of construction the contractor has under contract, the stage of construction when the trainee is taking this basic course, and other similar circumstances. However, the basic intent of the training, as described in the criteria for the program, will be followed during the training of each trainee.

Actual minimum training wage is percentage based and calculated on the prevailing minimum SD: DOT Standard Job Classification (SD: Job) wage and rate. The Training rate is the greater of: Period percentage applied to the prevailing applicable SD: Job rate; or the prevailing Common Laborer rate. Trainees shall be paid an increasing wage, based on the schedule for completed training hours.

TRAINING CURRICULUM

Classification: Equipment Operators G04 (Miscellaneous)
Training Program: Cranes/Derricks/Draglines/Pile Drivers/Shovels 30 to 50 tons;
Backhoes/Excavators 21 to 40 tons; Scrapers; Concrete Pump Truck

	<u>HOURS</u>
1. Orientation	
A. Observation of the company's general construction operations and policies.....	11
B. Company safety program and safety practices.....	33
C. Equipment orientation (starting and learning the controls).....	22
D. Staking and construction sequence.....	22
2. Care and Maintenance	
A. Routine fueling, lubrication and equipment servicing.....	50
3. Operation of Equipment	
A. Special function of the unit.....	66
B. Equipment operation.....	<u>396</u>
TOTAL	600

The minimum wage rate under this program shall be:

- 60% of the journeyworker rate for the first quarter of training (0 - 149 hours)
- 70% of the journeyworker rate for the second quarter of training (150 - 299 hours)
- 80% of the journeyworker rate for the third quarter of training (300 - 449 hours)
- 90% of the journeyworker rate for the fourth quarter of training (450 - 600 hours)

The actual training will vary, in most instances, from this approximate breakdown because of the type of construction the contractor has under contract, the stage of construction when the trainee is taking this basic course, and other similar circumstances. However, the basic intent of the training, as described in the criteria for the program, will be followed during the training of each trainee.

Actual minimum training wage is percentage based and calculated on the prevailing minimum SD: DOT Standard Job Classification (SD: Job) wage and rate. The Training rate is the greater of: Period percentage applied to the prevailing applicable SD: Job rate; or the prevailing Common Laborer rate. Trainees shall be paid an increasing wage, based on the schedule for completed training hours.

TRAINING CURRICULUM

Classification: Equipment Operators G04 (Asphalt)	
Training Program: Asphalt Paving Machine Screed; Asphalt Paving Machine	
	<u>HOURS</u>
1. Orientation	
A. Observation of the company's general construction operations and policies.....	11
B. Company safety program and safety practices.....	33
C. Equipment orientation (starting and learning the controls).....	22
D. Staking and construction sequence.....	22
2. Care and Maintenance	
A. Routine fueling, lubrication and equipment servicing.....	50
3. Operation of Equipment	
A. Special function of the unit.....	66
B. Equipment operation.....	<u>396</u>
	TOTAL 600

The minimum wage rate under this program shall be:

- 60% of the journeyworker rate for the first quarter of training (0 - 149 hours)
- 70% of the journeyworker rate for the second quarter of training (150 - 299 hours)
- 80% of the journeyworker rate for the third quarter of training (300 - 449 hours)
- 90% of the journeyworker rate for the fourth quarter of training (450 - 600 hours)

The actual training will vary, in most instances, from this approximate breakdown because of the type of construction the contractor has under contract, the stage of construction when the trainee is taking this basic course, and other similar circumstances. However, the basic intent of the training, as described in the criteria for the program, will be followed during the training of each trainee.

Actual minimum training wage is percentage based and calculated on the prevailing minimum SD: DOT Standard Job Classification (SD: Job) wage and rate. The Training rate is the greater of: Period percentage applied to the prevailing applicable SD: Job rate; or the prevailing Common Laborer rate. Trainees shall be paid an increasing wage, based on the schedule for completed training hour.

TRAINING CURRICULUM

Classification: Equipment Operator G04 Training Program: Maintenance Mechanics

	<u>HOURS</u>
1. Orientation	
A. Observation of the company's general construction operations and policies.....	20
B. Company safety program and safety practices.....	35
C. Basic use of hand tools, jacks and hoists.....	25
D. Observation of the job to be performed.....	25
2. Care and Maintenance	
A. Cleaning tools and proper handling of materials.....	100
B. Knowledge of torque requirements and procedures.....	150
3. Operation of Equipment	
A. Experience various routines and preventative maintenance.....	200
B. Maintain operating status of various equipment and machinery.....	<u>245</u>
TOTAL	800

The minimum wage rate under this program shall be:

- 60% of the journeyworker rate for the first quarter of training (0 - 199 hours)
- 70% of the journeyworker rate for the second quarter of training (200 - 399 hours)
- 80% of the journeyworker rate for the third quarter of training (400 - 599 hours)
- 90% of the journeyworker rate for the fourth quarter of training (600 - 800 hours)

The actual training will vary, in most instances, from this approximate breakdown because of the type of construction the contractor has under contract, the stage of construction when the trainee is taking this basic course, and other similar circumstances. However, the basic intent of the training, as described in the criteria for the program, will be followed during the training of each trainee.

Actual minimum training wage is percentage based and calculated on the prevailing minimum SD: DOT Standard Job Classification (SD: Job) wage and rate. The Training rate is the greater of: Period percentage applied to the prevailing applicable SD: Job rate; or the prevailing Common Laborer rate. Trainees shall be paid an increasing wage, based on the schedule for completed training hours.

TRAINING CURRICULUM

**Classification: Equipment Operators G05 (Miscellaneous)
 Training Program: Asphalt Plant; Backhoes/Excavators over 40 Tons;
 Cranes/Derricks/Draglines/Pile Drivers/Shovels over 50 Tons; Automatic Fine
 Grader; Milling Machine**

	<u>HOURS</u>
1. Orientation	
A. Observation of the company's general construction operations and policies.....	11
B. Company safety program and safety practices.....	33
C. Equipment orientation (starting and learning the controls).....	22
D. Staking and construction sequence.....	22
2. Care and Maintenance	
A. Routine fueling, lubrication and equipment servicing.....	50
3. Operation of Equipment	
A. Special function of the unit.....	66
B. Equipment operation.....	<u>446</u>
TOTAL	650

The minimum wage rate under this program shall be:

- 60% of the journeyworker rate for the first quarter of training (0 - 162 hours)
- 70% of the journeyworker rate for the second quarter of training (163 - 324 hours)
- 80% of the journeyworker rate for the third quarter of training (325 - 487 hours)
- 90% of the journeyworker rate for the fourth quarter of training (488 – 650 hours)

The actual training will vary, in most instances, from this approximate breakdown because of the type of construction the contractor has under contract, the stage of construction when the trainee is taking this basic course, and other similar circumstances. However, the basic intent of the training, as described in the criteria for the program, will be followed during the training of each trainee.

Actual minimum training wage is percentage based and calculated on the prevailing minimum SD: DOT Standard Job Classification (SD: Job) wage and rate. The Training rate is the greater of: Period percentage applied to the prevailing applicable SD: Job rate; or the prevailing Common Laborer rate. Trainees shall be paid an increasing wage, based on the schedule for completed training hours.

TRAINING CURRICULUM

Classification: Equipment Operator G05 Training Program: Heavy Duty Mechanic

	<u>HOURS</u>
1. Orientation	
A. Observation of the company's general construction operations and policies.....	10
B. Company safety program and safety practices.....	10
C. Equipment orientation (starting and learning the controls).....	25
D. Adjustment of scales, operation of controls and weighing.....	25
2. Care and Maintenance	
A. Routine fueling, lubrication and equipment servicing.....	35
3. Operation of Equipment	
A. Special function of the unit.....	25
B. Equipment operation.....	<u>170</u>
TOTAL	300

The minimum wage rate under this program shall be:

60% of the journeyworker rate for the first quarter of training (0 - 74 hours)

70% of the journeyworker rate for the second quarter of training (75 - 149 hours)

80% of the journeyworker rate for the third quarter of training (150 - 174 hours)

90% of the journeyworker rate for the fourth quarter of training (175 – 300 hours)

The actual training will vary, in most instances, from this approximate breakdown because of the type of construction the contractor has under contract, the stage of construction when the trainee is taking this basic course, and other similar circumstances. However, the basic intent of the training, as described in the criteria for the program, will be followed during the training of each trainee.

Actual minimum training wage is percentage based and calculated on the prevailing minimum SD: DOT Standard Job Classification (SD: Job) wage and rate. The Training rate is the greater of: Period percentage applied to the prevailing applicable SD: Job rate; or the prevailing Common Laborer rate. Trainees shall be paid an increasing wage, based on the schedule for completed training hours.

TRAINING CURRICULUM

Classification: Equipment Operator G05 (Concrete) Training Program: Concrete Batch Plant

	<u>HOURS</u>
1. Orientation	
A. Observation of the company's general construction operations and policies.....	10
B. Company safety program and safety practices.....	10
C. Equipment orientation (starting and learning the controls).....	25
D. Adjustment of scales, operation of controls and weighing.....	25
2. Care and Maintenance	
A. Routine fueling, lubrication and equipment servicing.....	35
3. Operation of Equipment	
A. Special function of the unit.....	25
B. Equipment operation.....	<u>170</u>
TOTAL	300

The minimum wage rate under this program shall be:

60% of the journeyworker rate for the first quarter of training (0 - 74 hours)

70% of the journeyworker rate for the second quarter of training (75 - 149 hours)

80% of the journeyworker rate for the third quarter of training (150 - 174 hours)

90% of the journeyworker rate for the fourth quarter of training (175 – 300 hours)

The actual training will vary, in most instances, from this approximate breakdown because of the type of construction the contractor has under contract, the stage of construction when the trainee is taking this basic course, and other similar circumstances. However, the basic intent of the training, as described in the criteria for the program, will be followed during the training of each trainee.

Actual minimum training wage is percentage based and calculated on the prevailing minimum SD: DOT Standard Job Classification (SD: Job) wage and rate. The Training rate is the greater of: Period percentage applied to the prevailing applicable SD: Job rate; or the prevailing Common Laborer rate. Trainees shall be paid an increasing wage, based on the schedule for completed training hours.

TRAINING CURRICULUM

Classification: Equipment Operator G05 Training Program: Bridge Welder

	<u>HOURS</u>
1. Orientation	
A. Observation of the company's general construction operations and policies.....	10
B. Company safety program and safety practices.....	10
C. Equipment orientation (starting and learning the controls).....	25
D. Adjustment of scales, operation of controls and weighing.....	25
2. Care and Maintenance	
A. Routine fueling, lubrication and equipment servicing.....	35
3. Operation of Equipment	
A. Special function of the unit.....	25
B. Equipment operation.....	<u>170</u>
TOTAL	300

The minimum wage rate under this program shall be:

60% of the journeyworker rate for the first quarter of training (0 - 74 hours)

70% of the journeyworker rate for the second quarter of training (75 - 149 hours)

80% of the journeyworker rate for the third quarter of training (150 - 174 hours)

90% of the journeyworker rate for the fourth quarter of training (175 – 300 hours)

The actual training will vary, in most instances, from this approximate breakdown because of the type of construction the contractor has under contract, the stage of construction when the trainee is taking this basic course, and other similar circumstances. However, the basic intent of the training, as described in the criteria for the program, will be followed during the training of each trainee.

Actual minimum training wage is percentage based and calculated on the prevailing minimum SD: DOT Standard Job Classification (SD: Job) wage and rate. The Training rate is the greater of: Period percentage applied to the prevailing applicable SD: Job rate; or the prevailing Common Laborer rate. Trainees shall be paid an increasing wage, based on the schedule for completed training hours.

TRAINING CURRICULUM

Classification: Equipment Operator G05
Training Program: Finish Motor Grader

	<u>HOURS</u>
1. Orientation	
A. Observation of the company's general construction operations and policies.....	10
B. Company safety program and safety practices.....	10
C. Equipment orientation (starting and learning the controls).....	35
D. Starting and manipulating levers.....	35
2. Care and Maintenance	
A. Routine fueling, lubrication and equipment servicing.....	110
3. Operation of Equipment	
A. Special function of the unit.....	50
B. Equipment operation.....	<u>650</u>
	TOTAL 900

The minimum wage rate under this program shall be:

- 60% of the journeyworker rate for the first quarter of training (0 - 224 hours)
- 70% of the journeyworker rate for the second quarter of training (225 - 449 hours)
- 80% of the journeyworker rate for the third quarter of training (450 - 674 hours)
- 90% of the journeyworker rate for the fourth quarter of training (675 - 900 hours)

The actual training will vary, in most instances, from this approximate breakdown because of the type of construction the contractor has under contract, the stage of construction when the trainee is taking this basic course, and other similar circumstances. However, the basic intent of the training, as described in the criteria for the program, will be followed during the training of each trainee.

Actual minimum training wage is percentage based and calculated on the prevailing minimum SD: DOT Standard Job Classification (SD: Job) wage and rate. The Training rate is the greater of: Period percentage applied to the prevailing applicable SD: Job rate; or the prevailing Common Laborer rate. Trainees shall be paid an increasing wage, based on the schedule for completed training hours.

TRAINING CURRICULUM

Classification: Truck Drivers GT1

Training Program: Tandem Truck without Trailer or Pup; Single Axle Truck over 26,000 GVW with Trailer

	<u>HOURS</u>
1. Orientation	
A. Observation of the company's general construction operations and policies.....	10
B. Company safety program and safety practices.....	20
C. Equipment orientation (starting and learning the controls).....	10
D. Study of highway driving laws.....	10
E. Pre-trip inspection.....	20
2. Care and Maintenance	
A. Routine fueling, lubrication and equipment servicing.....	50
3. Operation of Equipment	
A. Advance moving of equipment.....	30
B. Equipment operation.....	<u>250</u>
TOTAL	400

The minimum wage rate under this program shall be:

- 60% of the journeyworker rate for the first quarter of training (0 - 99 hours)
- 70% of the journeyworker rate for the second quarter of training (100 - 199 hours)
- 80% of the journeyworker rate for the third quarter of training (200 - 299 hours)
- 90% of the journeyworker rate for the fourth quarter of training (300 - 400 hours)

The actual training will vary, in most instances, from this approximate breakdown because of the type of construction the contractor has under contract, the stage of construction when the trainee is taking this basic course, and other similar circumstances. However, the basic intent of the training, as described in the criteria for the program, will be followed during the training of each trainee.

Actual minimum training wage is percentage based and calculated on the prevailing minimum SD: DOT Standard Job Classification (SD: Job) wage and rate. The Training rate is the greater of: Period percentage applied to the prevailing applicable SD: Job rate; or the prevailing Common Laborer rate. Trainees shall be paid an increasing wage, based on the schedule for completed training hours.

TRAINING CURRICULUM

Classification: Truck Drivers GT2

Training Program: Semi-Tractor and Trailer; Tandem Truck with Pup

HOURS

1. Orientation	
A. Observation of the company's general construction operations and policies.....	10
B. Company safety program and safety practices.....	20
C. Equipment orientation (starting and learning the controls).....	10
D. Study of highway driving laws.....	10
E. Pre-trip inspection.....	20
2. Care and Maintenance	
A. Routine fueling, lubrication and equipment servicing.....	50
3. Operation of Equipment	
A. Advance movement of equipment.....	30
B. Equipment operation.....	<u>350</u>
	TOTAL
	500

The minimum wage rate under this program shall be:

- 60% of the journeyworker rate for the first quarter of training (0 - 124 hours)
- 70% of the journeyworker rate for the second quarter of training (125 - 249 hours)
- 80% of the journeyworker rate for the third quarter of training (250 - 374 hours)
- 90% of the journeyworker rate for the fourth quarter of training (375 - 500 hours)

The actual training will vary, in most instances, from this approximate breakdown because of the type of construction the contractor has under contract, the stage of construction when the trainee is taking this basic course, and other similar circumstances. However, the basic intent of the training, as described in the criteria for the program, will be followed during the training of each trainee.

Actual minimum training wage is percentage based and calculated on the prevailing minimum SD: DOT Standard Job Classification (SD: Job) wage and rate. The Training rate is the greater of: Period percentage applied to the prevailing applicable SD: Job rate; or the prevailing Common Laborer rate. Trainees shall be paid an increasing wage, based on the schedule for completed training hours.

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.

OJT Registration Form

EXAMPLE ONLY – DO NOT COPY & USE AS REGISTRATION FORM – DOWNLOAD UP-TO-DATE FORM FROM WEBSITE

**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.

Transfer Registration

EXAMPLE ONLY – DO NOT COPY & USE AS TRANSFER FORM – DOWNLOAD UP-TO-DATE FORM FROM WEBSITE

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 _____

Training Program _____ Program Hours _____ □

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

Minimum Wage after $\frac{1}{4}$ = _____ 70% of journeyman wage _____

Minimum Wage after $\frac{1}{2}$ = _____ 80% of journeyman wage _____

Minimum Wage after $\frac{3}{4}$ = _____ 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.

Monthly Status Report

EXAMPLE ONLY – DO NOT COPY & USE THIS EXAMPLE – DOWNLOAD UP-TO-DATE FORM FROM WEBSITE

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.