

CHAPTER 5

ON-THE-JOB TRAINING PROGRAM

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Section 5.1

THE FDOT ON THE JOB TRAINING PROGRAM

5.1.1 Purpose of On-the-Job Training Program

As part of the Contractor's Equal Employment Opportunity affirmative action program, training shall be provided. The Contractor shall provide on-the-job training aimed at developing full journeymen/women in the type(s) of trade or job classification(s) involved in the work. Contractors are encouraged to utilize the On-the-Job Training Program to achieve diversity. The On the Job Training Special Provisions contained in all FDOT construction contracts, direct the requirements of this program.

5.1.2 Estimating On-the-Job Training Requirements

The initial number of trainees is estimated based on the number of original calendar days of the contract, the dollar value. The actual trainee requirement is finalized at a Post-Preconstruction Conference Training Evaluation Meeting. Training requirements are to be distributed among the work classifications based on the following criteria:

- (a) No trainees will be required for contracts with an original contract time allowance of *less than* 225 calendar days.
- (b) If the original contract time allowance is 225 calendar days or more, the number of trainees is established in accordance with the estimated Contract Amount

Table 5.1.2, Estimate of Trainees Based on Contract Amount, identifies the estimated number of trainees for various contract award amounts.

5.1.3 Approved Training Classifications

Training curriculums have been designated for typical construction craft positions. Each training curriculum is recorded on a "Monthly Time Report" which details the training topics and minimum and maximum hours per topic. Approved Training classifications are shown in Table 5.1.3, Approved Training Classifications which lists the approved Training Classifications, the monthly time report form number, and the overall minimum and maximum hours.

If the contractor wishes to use a training program other than the FDOT Training program, complete details must be submitted for approval by the Department and the Federal Highway Administration prior to commencing construction.

Table 5.1.2 Estimate of Trainees Based on Contract Amount

Estimated Contract Amount	Estimated Trainees Required
Under \$1,000,000	0
Over \$1,000,000 to \$3,000,000	2
Over \$3,000,000 to \$5,000,000	3
Over \$5,000,000 to \$10,000,000	5
Over \$10,000,000 to \$15,000,000	7
Over \$15,000,000 to \$20,000,000	9
Over \$20,000,000 to \$25,000,000	12
Over \$25,000,000 to \$30,000,000	13
Over \$30,000,000 to \$35,000,000	14
Over \$40,000,000 to \$45,000,000	16
Over \$45,000,999 to \$50,000,000	17
Over \$50,000,000 to \$55,000,000	18
Over \$55,000,000 to \$60,000,000	19
Over \$60,000,00, to \$65,000,000	20
Over \$65,000,000 to \$70,000,000	21
Over \$70,000,000 to \$75,000,000	22
Over \$75,000,000to \$80,000,000	23
Over \$80,000,000 to \$85,000,000	24
Over \$85,000,000 to \$90,000,000	25
Over \$90,000,000 to \$95,000,000	26
Over \$95,000,000 to \$100,000,000	27
*One additional trainee per \$5,000,000 of estimated construction contract amounts over \$100,000,000.	

Table 5.1.3 Approved Training Classifications

Training Classification	Monthly Time Report FDOT Form No.	Minimum Total hours	Maximum Total hours
Air Compressor Operator	275-020-36	200	400
Asphalt/Bridge Deck Screed Operator	275-020-26	200	400
Asphalt Distributor	275-020-37	250	500
Asphalt Lute man Raker	275-020-04	200	400
Asphalt Paving Machine Operator	275-020-38	200	400
Asphalt Plant Drier Operator	275-020-39	250	500
Backhoe Operator	275-020-31	250	500
Bulldozer Operator	275-020-93	350	500
Carpenter-Highway or Bridge	275-020-29	350	700
Concrete Curb/Sidewalk Machine	275-020-09	350	500
Concrete Finisher (Highway)	275-020-27	350	700
Concrete Paving Finishing Machine	275-020-47	350	700
Concrete Paving Machine/Spreader	275-020-48	350	700
Concrete Paving Sub Grade Operator	275-020-89	350	700
Crane, Clamshell, Backhoe, Derrick, Deckhand	275-020-88	500	850
Equipment Maintenance Technician	275-020-44	360	700
Earth Wall Erector	275-020-17	300	500
Erosion Control Specialist	275-020-xx	250	350
Form/Curb and Gutter Builder	275-020-24	300	500
Front End Loader Operator	275-020-20	250	500
Grade Checker	275-020-25	250	400
Guardrail Erector	275-020-81	200	400
Ironworker, Reinforcing -Hwy/bridge	275-020-22	300	600
Ironworker, Structural –Hwy/ Bridge	275-020-80	300	600
Installer/Tester –Antenna/Transmission	275-020-18	150	300
Instrument Person	275-020-79	250	400
Landscape Worker	275-020-77	200	300

continued on next page

Table 5.1.3 Approved Training Classifications- (continued)

Training Classification	Monthly Time Report FDOT Form No.	Minimum Total hours	Maximum Total hours
Mason	275-020-75	500	700
Mechanic	275-020-51	360	700
Milling Machine Operator	275-020-46	200	350
Mixer Operator	275-020-71	250	500
Motor Grader Operator	275-020-45	400	750
Painter, Highway or Bridge	275-020-35	200	400
Pile driver	275-020-67	500	700
Pile driver Leadsman	275-020-70	250	400
Pipe layer	275-020-30	250	400
Roller Operator MTR	275-020-19	250	400
Scraper/ Pan Operator	275-020-23	250	400
Sign Erector	275-020-65	250	350
Stone and Aggregate Spreader	275-020-64	150	300
Tractor Operator	275-020-60	250	350
Traffic Control Specialist	275-020-98	250	400
Traffic Signalization Installer/Mechanic	275-020-94	300	500
Trenching Machine Operator	275-020-02	250	500
Truck Driver	275-020-58	250	350

5.1.4 Requesting Approval for Additional Training Classifications

A contract's work and/or the equipment to be used, provides the opportunity to train in classifications other than those standard approved ones.

Additional training classifications may be approved for use on a contract under the following conditions:

- a. The Department's Project Administrator concurs that the work of the contract is sufficient and meaningful enough to support training in the additional classification.
- b. A journeyman is available to instruct the trainee

- c. The Contractor has developed a Monthly Time Report detailing the training curriculum and minimum and maximum hours and proficiency standards have been developed.
- d. A Wage Determination has been received for the pay rate of the proposed classification at journeyman/woman level.

The Project Request for New OJT Classification, FDOT Form **xxx-xxx-xx**, is provided for the prime contractor's use in summarizing information required for approval of an additional classification. The completed form is forwarded to the DCCM for submission to the Equal Opportunity office for review and approval. Additional classifications may not be listed on a contract's On-The-Job Training Schedule until such time the Equal Opportunity Office issues approval.

If use of the classification is approved for the project, then the may submit the Proficiency Record of On the Job Training (form 275-021-01) and the Trainee Enrollment and Notice of Personnel Action (form 275-020-08).

Additional Classifications are approved on a contract specific basis. If the classification proves to be a meaningful addition in the development of the construction industry workforce, the classification may be added to the list of approved classifications.

5.1.5 Directions for Completing Project Request for New OJT Classification (Form No. **275-020-96)**

General:

This form is completed by the prime contractor who wishes to fulfill project OJT requirements by training in a classification that is not on the Department's Approved Training Classification. All data required for approval is organized on this form and the approval decision is recorded thereon. If use of the Classification is approved, then the form also serves as the Trainee's Monthly Time Report.

Requesting New Training classification

The Following Sections are completed by the Prime contractor and Submitted to the District Contract Compliance Manager for submission to the Equal Opportunity Office

1. **Name of Company** – Name of prime and name of company who will do the training (if other than the prime).
2. **County** – County or counties project work is being performed in
3. **F.A.P. No.** – The Federal Aid Project Number assigned to federally funded projects
4. **Financial Project Number** – The Florida Department of Transportation's Financial Project Number
5. **Name of Proposed Training Classification**-Job classification for training
6. **Classification Wage Decision**- Indicate the hourly rate shown on the project's Wage Decision and indicate the Wage Decision number (e.g. \$8.95; FL 37). If an additional

Wage Decision is needed, attach a copy of 'Additional Classification –Request Form (number 700-010-07) and the Wage Decision received.

7. **Job Classification**-Indicate under which Job Category the Training Classification will be recorded.

8. **Instructor's Name and Classification**- Full name of instructor and their job classification.

9. **Proficiency Standards**- State the Proficiency Standards to be used for Training. Note: these will be the Standards recorded on the "Proficiency Record For OJT" Form(Number 275-021-01).

10. **Request Signatures**- Signature and date of Prime Contractor, Project Administrator and District Contact

Compliance Manager

12. **Breakdown of Training**-Record the major training topics (I, II, and III) and subjects under each (A, B,C, D

Recording Approval/Disapproval

The following section is completed by Equal Opportunity Office, Tallahassee

11. **Review**-this section is completed by the Equal Opportunity Office and records the approval or disapproval decision.

Recording A Trainee's Monthly Time Accrual

If use of the Classification is approved, the contractor completes the following sections to record monthly time accrual.

14. **Month and Year**: Indicate the month and year that the time was accrued

Weekly columns: Record actual hours of training by subject for each week

15. **Total Time This Month**: Record the Sum of hours for each week

16. **Previous Time**: Insert the total hours previously reported on each line that training occurred prior to this report

17. **To Date Time**: Insert the total of the current month's training hours and the previous training hours

18. **Total Hours** Insert the total of each column on this row

19. **Name of Trainee**: Full name of Trainee as it appears on Trainee PAF Forms

20. **Social Security Number (Soc.Sec.No.)** –Trainee's 9 digit social security number

21. **Rate of Pay** – Trainee's rate of pay during Month and Year shown in number 14.

22. **Trainee Performance**: Assess the Work Performance of the Trainee for this reporting period and blackened the circle that coincides with that assessment.

Recording RCS' Review Of Time Accrual

23. FDOT Checked Against Payroll. The Project Resident Compliance Specialist records their initials and the date on which time data was checked against the Payroll.

5.1.6 Criteria for Contractor Fulfillment of Trainee Requirements

The following criteria will be used in determining whether or not the Contractor has complied with the Training Special Provision as it relates to the number of trainees to be trained:

1. Full credit will be allowed for each trainee that is both enrolled and satisfactorily Completes training on a Contract.
2. Full credit will be allowed for each trainee that has been previously enrolled in the Department's approved training program on another contract and continues training in the same job classification for a significant period and completes his/her training on another Contract.
3. Full credit will be allowed for each trainee who, due to the amount of work available in his/her classification, is given the greatest practical amount of training on the contract regardless of whether or not the trainee completes training. The Trainee must meet the requirements regarding the proficiency demonstration.
4. Full credit will be allowed for any training position indicated in the approved On-the-Job Training Schedule, if the Contractor can demonstrate that a good faith effort was made to provide training in that classification.
5. No credit will be allowed for a trainee whose employment by the Contractor is involuntarily terminated, unless the Contractor can clearly demonstrate good cause for this action.
6. 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.

Credit for offsite training may only be given to the Contractor where he or she 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 and pays the trainee's wages during the offsite training period. No credit shall be given 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.

The prime contractor is responsible for satisfactorily fulfilling the number of trainees agreed upon for the contract. Where feasible, 25% of apprentices or trainees in each occupation shall be in their first year of apprenticeship or training

5.1.7 Training by Subcontractors

In the event the Contractor subcontracts a portion of the contract work, the contractor shall determine how many, if any, of the trainees are to be trained by the subcontractor. The Contractor shall retain the primary responsibility for meeting the training requirements imposed by the training special provision. The contractor shall apply the requirements of the training special provision to such subcontract.

5.1.8 Trainee Wages

The Contractor shall compensate the trainee at no less than the laborer rate established in the Contract at the onset of training. This compensation rate is to be increased to the journeyman's wage for that classification upon graduation from the training program.

5.1.9 Training Program Communication

Prior to beginning training, the Contractor shall furnish the trainee a copy of the Monthly Time Report and the approved proficiencies for the training classification. The Trainee should be advised they will receive a Trainee identification card and copies of their monthly time reports reflecting hours to date. . Graduation should be fully explained including, required hours, the proficiency observation process, and the graduation certificate.

Section 5.2

TRAINING EVALUATION MEETING

5.2.1 Purpose

A Training Evaluation Meeting is held prior to the start of construction to finalize the number of trainees that will be required on a contract, to identify training classifications to be used, to develop and approve Proficiency statements for those classifications and to develop and approve the initial On the Job Training Schedule.

5.2.2 Meeting Timeframe, Announcement and Attendees

The District Contract Compliance Manager (DCCM) schedules the Training Evaluation Meeting. The Training Evaluation Meeting occurs after the Pre Construction Conference and no more than thirty (30) days prior to the beginning of construction. A date may be set outside of this timeframe provided it is agreeable to all attendees.

Written notification of the meeting is issued by the DCCM along with a proposed agenda. The contractor is informed to bring the following items to the Training Evaluation Meeting:

1. The project work schedule. This will be referenced in the meeting to insure that training is tied to the scope of the work in the project and to insure the length of operations are calculated to qualify the average trainee for journeyman status in the classifications concerned, by at least, the minimum hours prescribed for a training classification.
2. A company Wide EEO Report (FDOT form 275-021-07). The DCCM will identify the pay period the report is to be based on.

In the event the project work schedule is not available on the date of the meeting, the initial On the Job Training Schedule will be established for the number of trainees identified in Table 5.1.2 Estimate of Trainees Based on Contract Amount and may be revised thereafter.

The following persons are required at the Training Evaluation Meeting; the DCCM may request attendance of the Resident and/or District Compliance Specialists as well as others who will contribute to the success of the On the Job Training activity

- District Contract Compliance Manager
- Contractor's Project Manager
- Department's Project Administrator for the contract

5.2.3 Agenda for Training Evaluation Meeting

The minimum subjects included as agenda items for the Training Evaluation Meeting are shown in Table 5.2.3., Training Evaluation Meeting Agenda.

Table 5.2.3 Agenda for Training Evaluation Meeting

Contract's On-the-Job Training Special Provision
Training Classifications; minimum length and type of training for each classification
Trainee enrollment criteria including Options for Contractors with workforce diversity
Trainee Enrollments, Transfers, Terminations
Monthly Time Reports
Graduation requirements
The On the Job Training Schedule and Revision requirements
Proficiencies and Proficiency Observations
Voluntary OJT and the use of Banking Credits
Other : including Off-site Training and Apprenticeship Programs

5.2.4 Considerations in Establishing Trainee Requirements

The following items shall be considered by the Department in determining the number of trainees required on a contract:

- Availability of minorities, women, and disadvantaged for training
- The potential for effective training
- Duration of Contract
- Dollar value of the contract
- Total normal work force that the average bidder could be expected to use
- Geographic location
- Type of Work
- The need for additional journeyman in the area
- Recognition of the suggested minimum requirement for the State
- A satisfactory ratio of trainees to journeymen expected to be on the contractor's work force during normal operations (considered to all between 1:10 or 1:4)
- Crafts under-utilized and/or void of minorities and/or females by a company's workforce

5.2.5 Training Evaluation Meeting Outcomes

The following are the minimum outcomes of the Training Evaluation Meeting:

1. The District Contract Compliance Manager will review the contractor's Company-wide EEO Report for the attainment of race and sex diversity in reported Job Categories and in typical classifications
2. The initial (original) On-the-Job Training Schedule (form 275-020-960) will be developed and reviewed for concurrence/approval.
3. A Proficiency Record for On the Job Training (FDOT form 275-021-010) , Sections 1 (Project Identification), Section 2 (Proficiency Standards) and Section 3(Concurrence with Proficiency Standards) will be completed for each training classification included on the OJT Schedule. A minimum of three (3) proficiency standards are required.

In the event the OJT Schedule and some or all of the Proficiency Records are not finalized at the Training Evaluation Meeting, they shall be due ten (10) days following the meeting

5.2.6 Meeting Minutes

Written minutes of the Training Evaluation Meeting are issued to attendees as soon as practical. Corrections/changes may be requested within 14 days of issuance and the minutes are to be finalized 14 days thereafter. Minutes are to be retained as official project documents.

Section 5.3

ON-THE-JOB TRAINING SCHEDULE

5.3.1 Purpose

The On-the-Job Training Schedule Form No. 275-020-96, details the number of trainees to be trained in each training classification, the portion of the contract time during which training of each trainee is to take place, and the beginning and ending dates of training.

5.3.2 OJT Schedule and Concurrence/Approval Process

The initial (or original) On the Job Training Schedule is established Training Evaluation Meeting or within ten days thereafter. The contractor is responsible for completing the form using the project work schedule.

The Project Administrator reviews each Schedule for approval considering the following minimum requirements:

1. The project work schedule indicates, for the designated training period, that there is sufficient work available to train in the classification
2. The length of operations have been calculated so as to qualify the average trainee for journeyman status in the classification by at least the minimum hours prescribed on the Monthly Time Report of the classification
3. The OJT Schedule allows sufficient time for trainee proficiency demonstration(s).

The DCCM reviews each Schedule for approval. Additional classifications may not be listed on a contract's On-The-Job Training Schedule until such time the Equal Opportunity Office issues approval. The approval of OJT Schedule includes the following minimum considerations:

1. Conformance with the Training Special Provisions
2. Incorporation of agreements reached at the Training Evaluation Meeting.

5.3.3 Timeframe for Implementation of OJT Schedule

Approval of the On-the-Job Training Schedule shall be obtained from the Department prior to commencing work or prior to implementing Schedule revisions.

5.3.4 OJT Schedule Revisions

The Contractor shall, as far as practical, comply with the time frames established in the approved on-the-Job training schedule. When this proves to be impractical, a revised schedule shall be submitted for approval to the Project Administrator and District Contract Compliance Manager

A revised OJT Schedule is required when one or more of the following occur:

- An event on the approved Schedule has been missed by 14 or more days
- A change in Training Classifications is requested
- A Trainee terminates (voluntary or involuntary)

Failure to submit a Revised Schedule as indicated above may result in the issuance of Non Compliance Communications.

5.3.5 Directions for Completing the On-the-Job Training Schedule (Form No. 275-020-96)

Section 1: Project Identification

Box 1 Fin. Proj No. – The Department's Financial Project Number

Box 2 F.A.P. No. – The Federal Aid Project Number assigned to federally funded projects. Leave Blank or insert N/A when training is performed on state funded projects.

Box 3 Contract No.– The project contract number

Box 4 County – County or counties project work is being performed in

Box 5 District – The Department's District Number Designation in which the training documents are being submitted. Districts are 1-7, and the Turnpike District.

Box 6 Contractor Name – The name of the prime contractor.

Box 7 FEID No. – **The contractor's Federal Identification Number**

Box 8: Training Program to be used – Select FDOT/FTBA program or Other; Specify name of other program below the list of Training Classifications

Box 9 Revision No. –. If the training schedule that results from the Trainee Evaluation Meeting has to be changed, insert one (1) the first time a request to revise the schedule is submitted to the District Compliance Manager and two (2), etc. for any future requests to change the initial schedule as applicable.

Box 10: Total No. Trainees Required – This is the number of trainees finalized at the Trainee Evaluation Meeting; this number is unchanged if Banking Certificates are or are not used.

Box 11: No. Banked Certificates Applied to ‘No. of Trainees Required’: If the contractor will fulfill some of the Required Number of Trainees by turning in OJT Banking Certificates indicate the number of certificates.

Box 12 Original Contract Days: Number of days indicated no the Bid Blank; if Design-Build indicate only the Build days.

Box 13: Estimated Mo/Yr of Project Completion. State the month and year estimated for project completion at the time each schedule is submitted

Section 2: Schedule of Training by Classification

Thirteen training classifications may be listed on each page; two data lines are used for each classification. Up to 2100 contract days may be reported.

Training Classification – List in the left column the training classifications in which training will be conducted. On the M/D/Y line record the month day and year training will both begin and end. In the small boxes below, shade the period of training corresponding to contract days. An example follows:

Roller Operator (rough)	M/D/Y	4/25/05	10/22/05

Section 3: Signatures

Box 14 Contractor Signature & Date – The signature of the contractor’s representative submitting the schedule

Box 15 Approval-Signature of Project Administrator- This signature indicates concurrence with selected training classifications, time periods and the most Recent project schedule.

Box 16 Approval-District Contract Compliance Manager- this signature indicates approval authority for the Department.

Section 5.4

TRAINEE PERSONNEL ACTIONS

5.4.1 Purpose

The FDOT On-The-Job Training program requires timely communication and coordination between the contractor and the department. One form is provided for the contractor to communicate all trainee personnel actions to the department and for the department to approve each action. These actions include:

- Enrollment
- Request for Graduation
- Request for Banking
- Transfer of Trainee
- Termination of Trainee

The Trainee Enrollment and Notice of Personnel Action Form No. 275-020-08, is initiated by the contractor and sent to department for approval of all actions associated with a trainee. This form is due to the Department within seven (7) days of the effective date of each action recorded thereon. Submission time frames can be complied with via mailing or EOR system input.

Personnel actions pertaining to each trainee participating in the On-the-Job Training Program are initiated by the Prime Contractor processed by the Resident Compliance Specialist and forwarded to the District Contract Compliance Manager for action and approval.

5.4.2 Trainee Enrollments

The contractor is responsible for identifying eligible employees to fill the positions on the approved Training Schedule and to insure that sufficient time is allowed for the training and proficiency determination of each trainee. Section 2 (Enrollment and Trainee Identification) of the Trainee Enrollment and Notice of Personnel Action Form No. 275-020-08, is completed by contractor and submitted to the RCS within seven (7) days of the requested Enrollment Date for the Trainee.

5.4.3 Enrollment Requirements

The primary objective of the OJT program is the training and upgrading of women and minorities, and economically disadvantaged persons (including groups which are typically

underrepresented in the craft and semi skilled laborer occupations) toward journeyman/woman status.

When a contractor's workforce reflects a diversity of minorities and females in each job category and in typical classifications, then enrollment in the OJT program is open to all, including non-minorities who are economically disadvantaged. The DCCM is responsible for reviewing the contractor's Company Wide EEO Report (FDOT form 275-021-07) to determine diversity attainments and opportunities to improve diversity.

In order to qualify for appointment to a specific trainee classification, the proposed enrollee must meet the following three criteria.

1. No employee shall be enrolled as a trainee in any classification in which they have successfully completed a training course leading to journeyman/woman status or for which they have been employed as a journeyman/woman
2. No employee shall be enrolled as a trainee in any classification in which they have extensive experience
3. No trainee shall be enrolled in a classification that does not promote progression or upward mobility for the trainee.

Where feasible, 25% of the trainees in each occupation shall be in their first year of training.

5.4.4 Trainee Interviews

The On the Job Training Trainee Interview (Form No. 275-021-02) is used by Resident Compliance Specialists or other project staff, to record information regarding an enrollee's previous work experience and training. Questions are also asked to determine if the trainee understands the On the Job Training program. Answers indicating possible lack of understanding are communicated by the RCS to the contractor for follow up with the trainee. Lack of understanding regarding the OJT program does not affect enrollment eligibility.

The training and work experience information of the enrollee are referenced by the DCCM in determining enrollment approval. Additional Interviews may be conducted during an enrollee's training period.

5.4.5 Trainee Identification Card

A Trainee Identification Card (ID Card) is prepared for each enrollee once the District Contract Compliance Manager approves the enrollment in Section 3 of the Trainee Enrollment and Notice of Personnel Action, Form No. 275-020-08.

The ID card is forwarded to the prime contractor for issuance to the trainee. The prime contractor is responsible for insuring that the trainee carries the ID card at all times during training on the project. Attachment 5.4.5.1 is an example of a Trainee Identification card.

Attachment 5.4.5.1

Example of a Trainee Identification Card

State of Florida	
Department of Transportation, District No #	
On-the-Job Training Program Identification Card	
District Address	District Telephone
xxxxxxxxxxxxxxxxxxxx	xxx/xxx-xxxx
Xxxxxx, Florida xxxxx	
This is to certify that _____ Trainee Name _____	
is enrolled as a _____ Training Classification _____	
trainee beginning _____ Date _____	
with _____ Company Name _____	
on Financial Project No.: _____ Financial Project No. _____	
District Contract Compliance Manager's Signature	

5.4.6 Trainee Graduation

Graduation from the FDOT OJT program requires attainment of a specified number of training hours on defined topics and the ability to successfully perform, for observation, all proficiencies defined for the training classification. Training hours are subject to verification by the RCS.

Once a successful proficiency observation has been obtained, the contractor may request graduation of the trainee. Section 4 (Graduation Request) of the Trainee Enrollment and Notice of Personnel Action, Form No. 275-020-08 is completed by the contractor and submitted to the RCS who verifies graduation eligibility. The DCCM completes Section 5, (Graduation Approval) of the Trainee Enrollment and Notice of Personnel Action, Form No. 275-020-08 once the verification of training hours and proficiency has been completed.

A Graduation Certificate stating the Trainee's full name, training classification and graduation date is issued to the Contractor for presentation to the Trainee.

5.4.7 Trainee Transfers

The Transfer of Trainees from project to project and from District to District is permitted. Reasons for transfers include but are not limited to the following:

- **Completion of Training:** Transfer from one project to another to meet training requirements.
- **Trainee Relocation:** The trainee relocates to an area where the contractor has an on-going project where the trainee can continue training.

Trainee Transfers will not be approved when a trainee completes the maximum training hours allowed for a classification and proficiency has cannot be demonstrated.

Section 8 (Trainee Transfer Request) of the Trainee Enrollment and Notice of Personnel Action Form No. 275-020-08, is completed by the contractor prior to initiating the Transfer. Approval of the DCCM (s) is required and that is recorded in Section 9 (Transfer Approval).

5.4.8 Trainee Terminations

The voluntary or involuntary termination of a Trainee at any time following enrollment and prior to the approval of their graduation is communicated to the department by completing Section 10 (Notice of Termination prior to Graduation) of the Trainee Enrollment and Notice of Personnel Action Form No. 275-020-08.

Voluntary Terminations occur when the trainee initiates the separation. Examples of voluntary termination include resignation, requests and denial of reassignment to other duties, etc.

Involuntary Terminations occur when the contractor initiates the separation. Examples of involuntary termination include termination for misconduct, absenteeism, failing to maintain employment status, layoffs, staff reductions, etc.

5.4.9 Directions for Completing the Trainee Enrollment and Notice of Personnel Action form (275-020-08)

One form is used to record all personnel actions and approvals for one trainee

Section 1: Project Identification

Box 1 Fin. Proj No. – The Financial Project Number

Box 2 F.A.P. No. – The Federal Aid Project Number assigned to federally funded projects. Leave Blank or insert N/A when training is performed on state funded projects.

Box 3 Contract No.- the project contract number

Box 4 County – County or counties project work is being performed in

Box 5 District – The Department's District Number Designation in which the training documents are being submitted. Districts are 1-7, and the Turnpike District.

Box 6 Contractor Name – The name of the prime contractor.

Box 7 FEID No. – The contractor's Federal Identification Number

Section 2: ENROLLMENT & TRAINEE IDENTIFICATION

Box 8 Proposed Training Classification – Training Classification proposed for the enrollee

Box 9 Trainee's Name-first name, middle initial, last name of enrollee

Box 10 Trainee's Social Security No.-seven digits

Box 11 Trainee's Race- indicate race

Box 12 Trainee's Sex-male or female

Box 13 Date of Birth-Trainee' month/day/year of birth

Box 14 Trainee's Mailing Address: Street, City, state, zip code of trainee

Box 15: Instructor's Name and Classification: First and last name of trainee's instructor and their job classification

Box 16: Income Data-Non Minority Male enrollment –This section is completed only when a trainee is a non minority male and the contractor's workforce lacks diversity. Record the estimated gross income of the trainee's family (household) for the last 12 months and the trainee's gross income (alone), the actual number of dependents of the trainee.

Box 17 Previous FDOT/FTBA OJT Trainee Classifications or None; list the classification of each Trainee position the employee has previously been enrolled in and/or completed for any company; or check 'none'.

Box 18: Enrollment Date Requested: month/day/year when time accumulation will begin

Box 19: Trainee's signature Trainee signs here

Box 20 Contractor's Signature and Date Contractor signs here

Section 3: ENROLLMENT APPROVAL

Box 21 Acceptable Trainee Interview? Check yes or no if results of interview indicate eligibility

Box 22 Enrollment Approved? Check yes or no if enrollment is approved

Box 23 District Contract Compliance Manager Signature & Date DCCM signs here

Section 4: GRADUATION REQUEST

The contractor completes this section once a successful proficiency observation has been recorded.

Box 24 Date of Successful Observation Month/day/year/ of successful trainee proficiency observation

Box 25 No. of Successful Proficiencies (Minimum of 3) Total no. of proficiencies satisfactorily performed and recorded (see Form 275-021-01-Proficiency Record for OJT)

Box 26. Total Accumulated training Hours: Hours accumulated at the time of graduation

Box 27 Contractor's Signature and Date Contractor signs here

Section 5: GRADUATION APPROVAL

Box 29 Graduation Approved? Check yes or no

Box 30 District Contract Compliance Manager Signature & Date DCCM signs here

Section 6: CONTRACTOR'S REQUEST FOR AWARD OF BANKING CERTIFICATE

This section is completed along with Section 4 (Graduation Request) when the contactor requests a banking certificate for this graduation

Box 30 Contractor's Signature and Date Contractor signs here

Section 7: BANKING APPROVAL

Box 29 Banking Approved? Check yes or no

Box 30 District Contract Compliance Manager Signature & Date DCCM signs here

Section 8: TRAINEE TRANSFER REQUEST

This section is completed if the trainee is unable to complete training on the project indicated in Box 1 and the contractor wishes to transfer the trainee to another project for completion

Box 33 Financial Project No. Transferred to: Financial Project NO.. the trainee will go to.

Box 34 F.A.P No. The Federal aid project number assigned to federally funded projects. Leave

blank or insert NA when the project is wholly state funded.

Box 34 District: the district number of the new project

Box 35 Hrs Prior to Transfer: Contractor's indication of training hours at time of transfer: these are subject to verification

Box 36 Effective Date: Date trainee will begin accumulation hours on new project

Box 38 Contractor's Signature and Date Contractor on current project signs here

Section 9: TRANSFER APPROVAL

Box 39 Sending District Contract Compliance Manager Signature & Date DCCM of district shown in box 4 signs here

Box 40 Receiving District Contract Compliance Manager Signature & Date DCCM of District shown in box 44 signs here

Section 10: NOTICE OF TERMINATION PRIOR TO GRADUATION

This section is completed if the trainee is voluntarily or in voluntarily terminated before successful proficiency observation and time accumulation

Box 41 Type of Termination: Indicate voluntary or involuntary

Box 42 Reason for Termination State the reason for termination such as absenteeism, failed Company standards, etc

Box 43: Effective Date Month/day/ year of employee's termination

Box. 44. Accumulated Hours at Termination Contractor's indication of training hours at time of transfer: these are subject to verification

Section 5.5

TRAINING PROFICIENCIES

5.5.1 Purpose

Graduation from the FDOT OJT program requires accumulation of sufficient hours according to a pre-defined training curriculum and the successful exhibition by the trainee of pre-defined proficiencies specific to the classification and project on which the trainee is enrolled.

Successful proficiency observations facilitate the attainment of meaningful skills essential to performance in the construction industry.

5.5.2 The Proficiency Statement

A proficiency statement (“proficiency”) is specific to the job classification for which it is written.

Proficiency statements for a training classification may differ from one contractor to another in order to reflect the unique work responsibilities companies assign to their employees. A contractor may desire to have proficiency statements for a classification be unique from one project to another in order to address project specifics.

A good proficiency statement is one which is clearly defined, unambiguous, observable (or measurable) and skill (not trait) based.

A proficiency statement must be understandable to the trainee, the contractor and the department.

5.5.3 Training Proficiency Statement Development and Concurrence

Proficiencies are developed for each Training Classification planned for use on a project. They are developed along with the initial OJT Schedule at the Training Evaluation Meeting. If agreed, Proficiencies may be submitted up to ten days following the Training Evaluation Meeting.

Prior to approving an OJT Schedule, the proficiency statements for each classification shown thereon are to be developed and concurred with. A minimum of three (3) proficiencies must be developed for a training classification; or a total of four (4) or five (5) may be developed.

Proficiency statements for a training classification on a project are recorded in Section 2 (Proficiency Standards) of the Proficiency Record for On-the-Job Training, FDOT form 275-021-01. The form is also used to request observation of a trainee's proficiency and to record the results of observations.

5.5.4 Proficiency Observation Eligibility, Request and Record

Once a trainee has completed at least the minimum number of training hours for each subject listed on the Monthly Time Report for their training classification, the contractor may consider requesting a 'Proficiency Observation'.

With a contractor's representative present, a trainee is required to demonstrate to a Department observer (e.g. Project Engineer or Inspector), the proficiencies agreed upon and documented on the Proficiency Record for On-the-Job Training, FDOT form 275-021-01. Up to four Proficiency Observations may be requested and the results recorded in Sections 5 and 6 (Proficiency Observation Request and Observation Results) Proficiency Record for On-the-Job Training, FDOT form 275-021-01.

The contractor initiates the observation of the Trainee's proficiency by completing Section 5 (Proficiency Observation Request) of the Proficiency Record for On-the-Job Training, FDOT form 275-021-01. The RCS coordinates scheduling the observation which must be attended by both the contractor's project representative and a department representative.

The established proficiencies are reviewed by the observers and compared to the trainee's actual performance during the observation. If three proficiencies have been established, the trainee must successfully exhibit (perform) all three; if four have been established then four proficiencies must be successfully exhibited; if five have been established, then five must be successfully exhibited/performed. Graduation requires the successful performance of all proficiencies during one Proficiency observation.

When a trainee has accumulated at least the minimum Training hours for each training topic, up to two (2) Proficiency Observations may be scheduled.

Trainees, who fail to exhibit proficiency during the first two observations, must accumulate the maximum training hours for their classification before additional observations may be requested. If the trainee is not successful during the first two observations, then the contractor must wait until the trainee has accumulated at least the maximum training hours before requesting a third and then a fourth observation. The trainee may continue in the training program until project completion.

5.5.5 Directions for completing Proficiency Record for On-the-Job Training, FDOT form 275-021-01

This form is used to record all proficiency activity associated with training in one specific classification on a project. The form is initiated along with the initial OJT Schedule. The Proficiency Standards for each Training Classification to be used on a project are defined

and concurred with at or before the initial OJT Schedule is approved. The proficiency demonstration process is initiated by the contractor and must be successfully completed prior to all graduation requests. This form should be submitted to the Resident Compliance Office in conjunction with the Trainee Enrollment and Notification of Personnel Action Form for graduation actions within 7 days of the trainee's successful completion of the proficiency demonstration.

Section 1: Project Identification

Box 1 Fin. No. – The Department's Financial Project Number

Box 2 F.A.P. No. – The Federal Aid Project Number assigned to federally funded projects. Leave Blank or insert N/A when training is performed on state funded projects.

Box 3 Contract No. – FDOT contract number

Box 4 County – County or counties project work is being performed in

Box 5 District – The Department's District Number Designation in which the training documents

Box 6 Contractor Name – The name of the prime contractor are being submitted. Districts are 1-7, and the Turnpike District.

Box 7 FEID No. – The contractor's Federal Identification Number

Section 2: Proficiency Standards:

Box 8 OJT Training Classification – Classification that the trainee demonstrated proficiency

Box 9 Established Proficiency Standards – Standards established at the Post-Preconstruction Training Evaluation Meeting or submitted with the on-the-job training schedule within 10 days after the conference.

Section 3: Concurrence with Proficiency Standards

Box 10: Contractor's Signature/Date – The Contractor's Representative's signature and date signed

Box 11: Project Administrator's Signature/Date – The Project Administrator for the project and date they sign

Box 12: DCCM's Signature – District Contract Compliance Manager's Signature and date signed.

Section 4: Trainee Identification

Box 13 Trainee's Name – Print or Type the trainee's full name

Box 14 Location of Proficiency Demonstration – Actual location Department representative observes trainee's performance.

Sections 5 & 6: Proficiency Observation Request & Observation Results

General: These sections provide for recording up to four requests for observations and the results of each observation

Section 6: Request for Observation

Box 15, – The date the first observation of the trainee is requested by the contractor and the contractor's signature and date signed.

Box 16, 17, 18: same data for second, third and fourth observation requests

Section 6: Results Record

Box 19: The date of the first proficiency observation and indication that each proficiency was or was not successfully demonstrated. The Department's Observer and the contractor sign. There are 4 opportunities available to the contractor for a trainee to demonstrate

proficiency in a minimum of 3 standards. Each standard is listed in Block #9 and is assigned as Standard A, B, C, D, or E. The Department's Observer is required to indicate by marking yes or no as to the proficiency demonstrated to standard by the trainee.

Observer Signature – The Department's Proficiency Demonstration Observer must sign their name here to verify that he/she has observed the trainee.

Contractor Signature – The Contractor's representative will sign the form in this block.

Box 20, 21, 22: same data for second, third and fourth observation results

Section 5.6

ON-THE-JOB TRAINING MONTHLY TIME REPORT

5.6.1 Purpose and Responsibilities

Each training classification in the FDOT On the Job Training program has a specific On the Job Training Monthly Time Report which is an FDOT Form (see Table 5.1.3). The Monthly Time Report identifies the training curriculum for the classification and the minimum and maximum hours for each topic.

5.6.2 Responsibilities

The On-the-Job Training Monthly Time Report Form is required for reporting all training hours accumulated on a project by an enrollee of On-the-Job training program

The Contractor is responsible for maintaining records to document the actual hours each trainee is engaged in training.

The contractor completes the monthly time report and submits it to the Resident Compliance Specialist. The form should be completed using information documented on the Daily-Weekly Report, form 275-021-12, which is used to track and monitor the trainee's progress. It is the responsibility of the Prime Contractor to pinpoint how each hour of training is spent, such as five (5) hours "oriented in safety procedures."

The certified payroll record of the Trainee and project records are referenced by the RCS in verifying Monthly Time Report data.

5.6.2 Timeframe for Submitting the Monthly Time Report

The contractor submits the Monthly Time Report to the Resident Compliance Specialist on or before the 10th of each month for training time accumulated the previous month. Submission time frames can be complied with via mailing or EOR system input. A Monthly Time Report is required beginning with the first month in which time is accumulated up to the month in which the Trainee graduates or terminates.

In the event a Trainee accumulates zero training hours during a month, but remains a viable enrollee of the program, the contractor submits a Monthly Time Report reflecting accumulation of zero hours.

The Resident Compliance Specialist forwards Monthly Time Reports to the District Contract Compliance Manager after verifying that all data is correct.

5.6.3 Directions for Completing the Monthly Time Report Forms

Name of Company – Name of Prime Contractor

Financial Project Number – The Department's Financial Project Number

F.A.P. No. – The Federal Aid Project Number assigned to federally funded projects. Leave Blank or insert N/A when training is performed on state funded projects

County – County or counties project work is being performed in

Name of Trainee – Trainee's full name

Soc.Sec.No. – Trainee's 9-digit social security number

Rate of Pay – Trainee's current rate of pay

Month Ending – Ending day of the Month being reported (03/28/03)

Instructor – Trainee's current instructor's name

Contract Work Day – Contract Day that coincides with the month ending date

Training Classification Code – Code that coincides with the trainee's training classification

Breakdown of Training

If two (2) levels of the same classification are included, fill the circle next to the classification that training will be performed, e.g., Front end Loader Operator: ● 1 cu. ud

Training Classification: The training classification and tasks to be performed

Training Hours (Min./Max.): The minimum and maximum training hours required for each task

Weekly columns: Actual hours trained for each pay period week of the monthly report on the line that coincides with the area in which training occurred

Monthly column: Sum of hours reported for the month on each line that training occurred for weeks 1-5

Previous Time: Total hours previously reported prior to this report

To Date Time: Sum of current month's training hours and the previous training hours

Total Hours (Minimum/Maximum): Total each column on this row

Performance of Trainee

Poor, Fair or Good: The contractor's assessment the Work Performance of the Trainee for the period being reported; fill the circle that coincides with that assessment.

FDOT Use Only

The Resident Compliance Specialist completes this section. The contractor's payroll hours is checked to insure training hours are accurate.

Section 5.7

VOLUNTARY OJT AND BANKING

5.7.1 Purpose

The Department provides Contractors the opportunity to pursue On the Job Training on projects not requiring trainees and on projects where trainee requirements have been fulfilled and the completion of excess trainees is desired. This is referred to as “voluntary OJT for Banking” .

The graduation of trainees in such circumstances results in the earning of a “Banking Credit” and the issuance of a “Banking Certificate” which the contractor may apply to the fulfillment of trainee requirements on subsequent Federal Aid t projects.

Contractors pursuing voluntary OJT shall comply with all training criteria set forth in the On-the-Job Training Special Provision for Federal Aid Projects.

5.7.2 Eligibility

The voluntary On-the-Job Training Program may be initiated by a Contractor awarded a state funded (non-Federal Aid) project having at least 225 contract days and an award amount of at least \$1,000,000. Contractors wishing to pursue voluntary OJT on state funded contracts will contact the District Contract Compliance Manager to initiate the scheduling of this meeting

If a contractor declares the intent to earn banking credits on a Federal Aid project requiring Trainees, the actual award of a Banking Certificate will not occur until such time as the required number of trainees are graduated from the project.

In the event the required number of trainees has been reduced below the number indicated in Table 5.1.2, Estimate of Trainees based on Contract Amount, Banking Credits are not be awarded until the standard number of trainees specified in Table 5.1.2.1 have been graduated from the project. Once the number of trainees indicated in the Table has been graduated, voluntary OJT may be pursued.

All OJT program requirements outlined in the Training Special Provisions and this Workbook, apply to the Voluntary OJT and they must be satisfied in order for issuance of Banking Certificate to occur.

5.7.3 The Banking Certificate

A contractor requests the issuance of Banking Certificate concurrent with their request for Graduation of a Trainee. The contractor completes Section 6 (Contractor's Request to Award Banking Certificate) of the Trainee Enrollment and Notice of Personnel Action Form No. 275-020-08, at the same time Section 4 (Graduation Request) is completed. This form is submitted to the Resident Compliance Specialist.

Banking Certificates are retained by the contractor; Gradation Certificates are presented to the Trainee.

A Banking Certificate, Form No. 275-021-03 is issued to the prime contractor for each Banking credit. Each Banking Certificate includes a unique 5-digit serial number which begins with the district designation.

Contractors hold the banking certificate(s) until such time as they are ready to apply the credit toward a Federal Aid contract training requirement.

5.7.4 Redemption of Banking Credits

Banking Certificates may be redeemed within three (3) years of issuance.

The issuance and redemption of Banking Certificates are tracked by each District and the Equal Opportunity Office.

Earned Banking Credits are redeemed by presenting the original Banking Certificate to the District Contract Compliance Manager of the District where the project on which the credit is to be applied.

A contractor utilizing banking credit(s) to fulfill agreed upon trainee requirement(s), must present the original banking certificate for redemption. If the contractor has determined at the Training Evaluation meeting that banked credits will be used to meet trainee requirements, then the certificate(s) is submitted at the time the initial Training Schedule is submitted.

If the contractor subsequently determines to use banked credit(s) to meet trainee requirements, then the certificate(s) are submitted with the revised Training Schedule.

The contractor records their intent to use Banking Credits in Box 11 of Section 1, on the On the Job Training Schedule, Form 275-020-96