

\* USE THIS SPECIFICATION FOR ALL FEDERAL AID PROJECTS \*  
\* INCLUDE ITEM 9230002 IF TRAINING HOURS ARE ASSIGNED BY BECO \*

(923CBOJT, 11/01/16)

**SECTION 923 BLANK:** of the Standard Specifications is revised to read:

**SECTION 923 CONTRACTOR BASED ON-THE-JOB TRAINING:**

**923-1 Description:**

**923-1.01 Purpose:**

The contractor shall provide on-the-job training (OJT) aimed at moving minorities, women, economically disadvantaged, and veteran trainees into journey-level positions in various types of construction trades or job classifications through a contractor-based OJT program. The contractor-based approach assigns contractors annual training goals for a specific number of trainees and hours. The contractor is provided the flexibility to meet the annual trainee and training hour goals on any transportation projects in the United States throughout the year, rather than on a project-by-project basis. Contractors may include ADOT and non-ADOT projects as long as more than 40 percent of the training hours are completed on ADOT projects.

Training of minorities and women toward journey-level status is a primary objective of this Training Special Provision. Accordingly, the contractor shall make every effort to enroll minority, women, economically disadvantaged, and veteran trainees to the extent that such persons are available within a reasonable area of recruitment. The contractor will be responsible for demonstrating the steps that it has taken in pursuance thereof, prior to a determination as to whether the contractor is in compliance with this Training Special Provision. This training commitment is not intended, and shall not be used, to discriminate against any applicant for training, whether a member of a minority group or not.

**923-1.02 Program Summary:**

The Department has established a Contractor Based On-The-Job Training Pilot Program for a two year period from July 1, 2015 to June 30, 2017. All contractors awarded an ADOT federally funded construction contract will automatically be placed in the Pilot Program beginning on July 1, 2015. Standard OJT requirements associated with individual projects will no longer be applied at the project level for new projects. OJT requirements will be applicable on an annual basis for each contractor performing work on ADOT projects. During the OJT Pilot Program each contractor meeting the threshold described in Subsection 1.04 of this Training Special Provision will be required to provide training for **one trainee** for a minimum of **1000 hours** per fiscal year. The 1000 hours may be completed by one or more trainees; if a trainee reaches program completion before completion of the 1000 hours then an additional enrolled trainee may be used to complete the remaining training hours. For example, if a trainee reaches program completion after 700 hours, the

contractor is required to provide an additional 300 hours of training to an enrolled trainee in order to meet its annual OJT goal.

Contractors may also assign OJT Trainees to be trained by subcontractors on any project with ADOT approval. However, the contractor will only receive credit towards its annual goal for hours earned by its own OJT Trainees. The contractor's OJT Trainees must be employed by the contractor and be enrolled in an approved training program as described in Subsection 2.01 of this Training Special Provision.

Hours earned by a subcontractor's OJT Trainees on a project will be credited to that subcontractor's annual training goal and the contractor shall reimburse the subcontractor in accordance with Subsection 2.02 of this Training Special Provision.

No employee shall be employed as a trainee in any classification in which they have successfully completed a training course leading to journey-level status or in which they have been employed at journey-level status. The contractor shall satisfy this requirement by including appropriate questions in the employment application or by other suitable means. Regardless of the method used, the contractor's records shall document the findings in each case.

The trainees shall be distributed among the work classifications on the basis of the contractor's needs and the availability of journey-level status individuals in the various classifications. The ratio of apprentices and OJT Trainees to journey persons shall not be greater than permitted by the terms of the approved training program being utilized. When a specific ratio is not provided, the ratio of apprentices and OJT Trainees to journey persons expected to be on the contractor's work force during normal operations shall fall between 1:10 and 1:4, pursuant to 23 CFR 230.111(c)(10).

### **923-1.03 Definitions:**

"OJT Trainee" herein refers to (a) a minority, female, veteran or economically disadvantaged individual enrolled in either a State of Arizona registered apprenticeship program or ADOT's OJT program and (b) any other individual ADOT approves for enrollment in such an apprenticeship or OJT program and for credit toward the OJT Goals.

"Program Completion" herein refers to the point in time when a trainee in the ADOT OJT Program has completed the required number of levels and hours of training within a calendar year for a designated craft classification or a registered Apprenticeship program, or has achieved journey-level status.

"Journey-Level Status" applies to a person who has completed a registered apprenticeship program or is an experienced worker, not a trainee, and is fully qualified and able to perform all of the duties of a specific trade without supervision.

"Economically Disadvantaged Persons" applies to a person who:

- Receives, or is a member of a family and/or household, which receives cash payments under a Federal, State, or local income-based public assistance program.
- Is a member of a family and/or household that receives (or has been determined within the 6-month period prior to registration for the program involved to be eligible to receive) Food Stamps/EBT card under the Food Stamp Act of 1977.
- Is a foster child on behalf of whom State or local government payments are made.
- Does not have a high school diploma or GED.
- Is from a family whose total annual household income is below the federal poverty limits. See Appendix A of the *OJT Guidelines and Procedures* document found at: <https://azdot.gov/business/business-engagement-and-compliance/ojt-contractor-compliance>

#### **923-1.04 Annual Training Goal:**

During the OJT Pilot Program, each contractor that was awarded ADOT federally funded construction contracts, as a prime contractor, for \$2,000,000 or more between October 1, 2013 and September 30, 2014 or October 1, 2014 and September 30, 2015 will be assigned an annual OJT goal to train a minimum of one trainee for a minimum of 1000 hours. The trainee shall receive training in the same construction trade or job classification with the aim of eventually achieving journey-level status. If the contractor is not awarded an ADOT federally funded contract during the pilot program period, they will not be required to meet the assigned annual OJT goal.

If a contracting firm is not assigned an annual OJT goal, it is not required to provide on-the-job training on ADOT projects regardless of whether OJT hours are included in the project bid schedule. If the contractor chooses to provide training to a registered OJT trainee on an ADOT federal-aid project although they do not meet the above criteria, the contractor will be reimbursed as described in Subsection 2.02 of this Training Special Provision.

The contractor shall make every possible effort to provide additional trainees with training and shall see that all trainees are afforded every opportunity to participate in as much training as is practically possible to provide. Contractors will not be required to meet OJT goals on individual contracts, but must meet the assigned annual training goal for the assigned number of OJT Trainees and hours by the end of the year.

Since not every OJT Trainee that enrolls in the program will complete the program, the contractor is encouraged to enroll sufficient numbers of OJT Trainees (well beyond the number of its annual training goal) to help ensure that it will meet its annual OJT goal if some OJT Trainees drop out of the program during the year. The contractor must carefully screen, hire, and support trainees that are likely to meet or exceed the 1000 hours of OJT during the calendar year, eventually earn journey-level status, and be retained as part of its workforce.

## **923-2 Requirements:**

### **923-2.01 Approved Training Programs:**

For this Contractor-Based OJT Program, the ADOT Business Engagement & Compliance Office (BECO) will only recognize two types of contractor based training programs. The programs are:

- The Department's OJT Program as approved by FHWA and described at: <https://azdot.gov/business/business-engagement-and-compliance/ojt-contractor-compliance> or
- Registered Apprenticeship and OJT programs registered with the Bureau of Apprenticeship, U.S. Department of Labor and/or the State of Arizona.

Contractors must use one or both of these programs. The contractor shall indicate which OJT program it is using for each trainee on his/her Trainee Enrollment form. It is the intention of these provisions that training be provided in the construction crafts rather than for office support positions. Some off-site training is permissible as long as the training is an integral part of an approved training program and does not comprise a significant part of the overall training.

All training programs shall be administered in a manner consistent with the equal employment obligations of federal-aid highway construction contracts. The Department reserves the right to request documentation that the contractor's training program fulfills these obligations. Contractors shall ensure that each trainee does not exceed the maximum number of training hours required for the completion of the selected training program unless prior approval is received from the Engineer.

### **923-2.02 Reimbursement:**

The contractor will be reimbursed \$3.00 per hour of training provided to a trainee on an ADOT federal-aid project up to the maximum number of hours approved for reimbursement on the project and shown in the project bid schedule. Reimbursement will not be made for a trainee's hours that exceed the maximum number of training hours required for the completion of his/her training program. In addition, the contractor will not be reimbursed for hours in excess of the maximum training hours shown on the project bid schedule unless written approval is received in advance from the Engineer.

The maximum number of hours approved for reimbursement on each ADOT federal-aid contract will be calculated by the Department, based on the engineer's estimate for the project and the contract time.

Contractors will not be required to re-enroll trainees that are already enrolled in the ADOT Contractor Based OJT Program when transferring trainees between projects. For reimbursement purposes, anytime a trainee is transferred to an ADOT federally funded project, the contractor shall upload a an apprenticeship certificate to the web-based Labor

Compliance System, LCPTracker, for apprentices registered in a program approved by the Bureau of Apprenticeship, US Department of Labor or the State of Arizona. For all other trainees registered in the pilot program, contractors shall upload a copy of an approved OJT Enrollment Form to LCPTracker.

The trainee will be paid the appropriate trainee Davis-Bacon wage rates for training classifications/crafts on federally-funded projects. The contractor shall compensate OJT Trainees according to pay levels and percentages outlined in the ADOT Training Program Manual found at: <https://azdot.gov/business/business-engagement-and-compliance/ojt-contractor-compliance>.

Contractors will reimburse subcontractors for the subcontractor's trainees on ADOT federally funded projects at least 75-percent of the amount paid to the contractor by the Department per training hour.

### **923-2.03 Submittals:**

The contractor shall complete and submit the following documents. Submittals to BECO shall be made through the Contractor Compliance mailbox at [contractorcompliance@azdot.gov](mailto:contractorcompliance@azdot.gov):

- *OJT Program Trainee Enrollment Form* to BECO for approval for each proposed minority, female, veteran, economically disadvantaged, and other OJT Trainee throughout the year for each new individual hired to work on an ADOT or non-ADOT project. The form shall be submitted to BECO within the first week of hire. The contractor shall also submit the Enrollment Form if the contractor wants to enroll a current employee into the training program. The contractor will not receive training credit until the enrollment form is received and approved by BECO.

If the contractor is working on an ADOT project, the contractor shall upload the approved form to LCPTracker and submit the approved form to the Engineer.

- Prior to an apprentice, registered with a union or other approved apprenticeship program, starting work on an ADOT project the contractor shall upload a current, signed apprentice certificate from the union or approved apprenticeship program to LCPTracker.

In cases where the Arizona Office of Apprenticeship Representative's signature is missing from the apprentice certificate, the contractor shall also upload the apprentice's US Department of Labor, Office of Apprenticeship Certificate to LCPTracker.

- Contractors shall enter trainee hours worked on ADOT construction projects on a weekly basis into LCPTracker. Trainee hours not entered into LCPTracker by the 15th of each month for the preceding month will be considered delinquent.

- *OJT Monthly Trainee Report Forms* shall be submitted to BECO for each month by the 15<sup>th</sup> of the following month. The contractor shall use this form to report all hours performed by each trainee on ADOT and non-ADOT contracts. The contractor shall also use this form to report when an OJT Trainee completes 1000 or more hours in the same construction trade or job classification within a calendar year, achieves journey-level status, terminates employment with the contractor or withdraws from the OJT program.
- OJT Progression of Training Form (Level Up) shall be submitted by the contractor when a trainee achieves a new pay level. The form shall be submitted to BECO for approval. Once the form is approved the contractor shall upload it to LCPTracker for every ADOT federally funded project the trainee is currently working on.
- *OJT Annual Summary Report Form* by July 15 of each fiscal year for the Pilot Program as described in Subsection 4.02 of this Training Special Provision.

The contractor's June monthly reports and uploads into LCPtracker submitted after July 31st will not be accepted or considered towards goal attainment for the previous calendar year.

All forms and Guidelines and Procedures for the Contractor-Based OJT program are available online at: <https://azdot.gov/business/business-engagement-and-compliance/ojt-contractor-compliance>.

The contractor shall retain the training records for all OJT Trainees for a period of five years following the completion of the trainee's work on contracts documenting his performance under this Training Special Provision. Such records shall be available at reasonable times and places for inspection or review by ADOT and the Federal Highway Administration.

The contractor is required to meet the assigned annual OJT goal if they are awarded federally funded ADOT construction contract(s) during the year. In anticipation of obtaining an ADOT contract, contractors are encouraged to begin registering trainees with the Department using the OJT Program Trainee Enrollment Form at the beginning of the year. In order to count training hours toward the goal, the trainee must be registered with the Department and their hours must be entered monthly into the LCPtracker system as described in this specification.

#### **923-2.04 OJT Liaison:**

The contractor shall designate an OJT Liaison that shall be responsible for monitoring and administering its OJT Program and monitoring the trainees' progress. The OJT Liaison shall serve as the point of contact for the Department regarding information, documentation, and conflict resolution relating to the contractor's OJT program. The contractor shall furnish each trainee a copy of the Training Program, monthly reports that reflect their training hours accumulated to date and other documentation related to the training program. The contractor shall further make every reasonable effort to provide training that develops the skills outlined in the training program. The contractor shall furnish each trainee, upon

successful completion of their training program, a certificate showing the type and length of training satisfactorily completed.

### **923-2.05 Training Hours:**

Credit towards the contractor's annual training goal shall be earned as follows:

- Credit will be allowed towards the contractor's annual goal for the year in which the trainee entered training.
- Credit will be allowed for each trainee employed on a project for which an enrollment form was received by BECO pending official enrollment, for all documented hours completed.
- Credit will be allowed for a terminated trainee if the contractor demonstrated a good faith effort to meet the goal and the trainee completed more than 90% of the training hours required for the year.

Credit will not be allowed when the contractor fails to enroll the trainee, provide the required training or does not make a satisfactory good faith effort to meet the requirements of the program.

### **923-2.06 Program Completion:**

A trainee will be considered to have completed the program once the trainee completes the required number of levels and hours of training for the same craft or classification within a year, completes a registered apprenticeship program, or achieves journey-level status. Once a trainee completes a specific training level for a classification, the contractor will not be permitted to resubmit that trainee for enrollment or reimbursed at that same level.

Upon completion of the program, the contractor shall notify BECO so that a Certificate of Completion can be issued to the trainee showing the type and length of training satisfactorily completed.

### **923-3 Good Faith Efforts:**

Whenever a contractor requests ADOT approval of someone other than a minority, economically disadvantaged individual, woman, or veteran for credit towards its annual training goal, the contractor shall submit documented evidence of its Good Faith Efforts to fill that trainee position with a minority, female, veteran, or economically disadvantaged individual. Documentation of Good Faith Efforts shall be made by completing and submitting the Good Faith Effort form and supporting documentation to BECO.

Good Faith Efforts are those efforts designed to achieve equal opportunity through positive, proactive, and continuous result-oriented measures (23 CFR 230.409(g)(4)). Good Faith Efforts should be made as trainee hiring opportunities arise. More information on Good

Faith Efforts is available in the *OJT Guidelines and Procedures* document available on BECO's website.

**923-4 ADOT Program Monitoring:**

**923-4.01 Site Visits:**

BECO may conduct periodic site visits to a contractor's worksite to review OJT Program compliance, as part of a FHWA required Contractor Compliance Program Review process. The site reviews may include, among other activities, interview of trainees, the contractor, and its employees. The contractor shall cooperate in the review and make its employees available. The contractor's OJT Liaison shall be available to meet with BECO staff as well as be available to respond to periodic emails and phone calls from BECO to check on the progress of OJT Trainees. BECO will make every effort to ensure minimal disruption to a contractor's work.

**923-4.02 Determination of Compliance:**

An OJT Annual Summary Report Form for the previous 12 months shall be submitted to BECO by July 15 of each fiscal year for the Pilot Program. The report shall provide an accurate account of all trainee hours; identifying each trainee by name, ethnicity, and gender and identifying each project and/or contract, listing the contracting agency, whether they are ADOT projects/contracts, whether they are federally funded projects/contracts, and the trainee hours attributed thereto. The report shall include written explanation and documentation of Good Faith Efforts, if the contractor fails to meet its goal.

BECO will review the contractor's OJT Monthly and Annual Reports and Good Faith Effort documentation. BECO will determine whether the contractor has met the assigned annual training goal or made a good faith effort to do so. BECO will communicate its decisions in writing to the contractor.

If a contractor has neither attained its goal nor submitted adequate Good Faith Efforts documentation, ADOT will issue a Show Cause Notice outlining its findings of non-compliance. Within 30 days of receiving the Show Cause Notice, the contractor may submit a written response to the Show Cause Notice providing argument and evidence in opposition to the Department's findings of non-compliance.

If a contractor fails to submit a written response to the Show Cause Notice within the specified period or the written response to the Show Cause Notice does not cause ADOT to change its findings of non-compliance, ADOT will issue its Final Notice to the Contractor regarding the non-compliance.