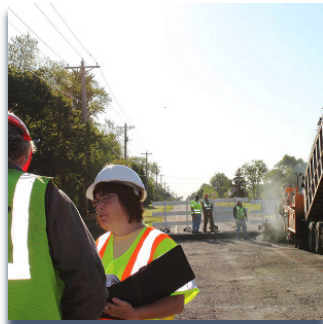
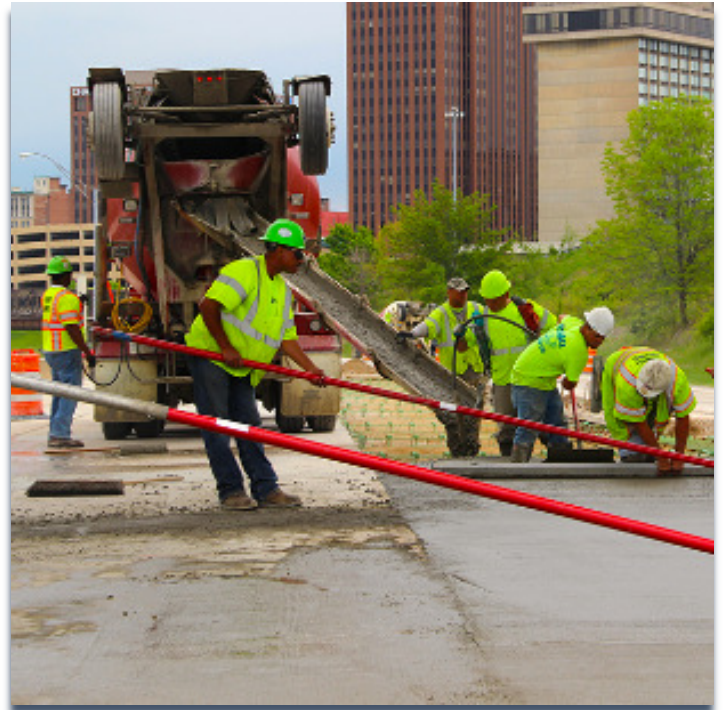




OHIO DEPARTMENT OF TRANSPORTATION



On-the-Job Training

Program Plan

2018

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THE ODOT ON-THE-JOB TRAINING PROGRAM

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1. PURPOSE

In 1970, the United States Department of Transportation established an On-the-Job Training (OJT) Program for Federal-aid highway construction projects. The Federal-Aid Highway Act of 1970 required states receiving federal construction funds to develop skill-improvement programs whose primary objective was to provide opportunities for unskilled workers, particularly minorities, women, and disadvantaged persons, to acquire training in the skilled construction trades.

The primary objective of the OJT Program is to offer equal opportunity for the training and upgrading of minorities, women, and disadvantaged persons toward journeyman status in the highway construction trades, and to establish a plentiful and well diverse pool of skilled workers for the highway construction industry. The OJT Program has been developed in accordance with 23 CFR 230, Appendix B to Subpart A (Training Special Provisions) and is administered by ODOT's Division of Opportunity, Diversity & Inclusion.

2. DEFINITIONS

OJT TRAINEE/APPRENTICE: A person who receives on-the-job training in the construction trades through an apprenticeship program registered with the US Department of Labor, Bureau of Apprenticeship and Training or with a State of Ohio apprenticeship agency recognized by the Bureau of Apprenticeship and Training.

JOURNEYPERSON OR JOURNEY-LEVEL STATUS: 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.

MINORITY: an individual who appears to belong, or is regarded in the community as belonging, to generally recognized racial/ethnic minority groups in the United States, identified as Black and/or African-American, Hispanic and/or Latino, American Indian and/or Native American, Asian-Pacific, Sub-Continent Asian, and Pacific Islander and/or Native Hawaiian.

INPUT FORM 29/I-29 FORM: A Work-Hour Report required by the Ohio Department of Administrative Services to be submitted monthly by all prime contractors and subcontractors performing on state or state assisted contracts in the State of Ohio. This work-hour report includes the contractor's total workforce, including both private and public work hours.

3. OJT PROGRAM SUMMARY

CONTRACTOR-BASED GOALS

The Ohio Department of Transportation (ODOT) administers a custom version of the Federal OJT Program, commonly referred to as the Alternate OJT Program. The flexibility of the Alternate OJT Program allows a contractor to train employees on all types of projects. These projects can be Federal, State, and/or privately funded. However, the projects must be located in Ohio and the training must meet the requirements outlined in this On the Job Training Program Manual and the Training Special Provisions.

ODOT's OJT Program fulfills its objective through the following elements:

- The program is contractor-based and affords each contractor flexibility in selecting which projects trainees can be utilized.
- Encourages contractors to select individual trainees who can become members of the contractor's regular workforce upon completion of their program.
- Emphasizes training in skilled-craft classifications using approved apprenticeship programs and other training programs approved by FHWA.
- Partners with the industry and community-based organizations capable of providing OJT supportive services to trainees.
- Encourages systematic and direct recruitment of trainees through a variety of referral services.

PROJECT SPECIFIC GOALS

In addition to Contractor-Based goals, ODOT will also utilize Project Specific Goals on certain projects, as identified by the OJT Advisory Committee and in accordance with the goal setting criteria outlined in this On the Job Training Program Manual.

4. ADVISORY COMMITTEE

An advisory committee is in place to provide ODOT assistance in reviewing the practices and procedures used to carry out the objectives of the OJT program. It will be the job of the advisory committee to make recommendations and improvements to the program. The advisory committee will be comprised of the following:

Participants	Organization
4	ODOT Division of ODI
2	ODOT Technical/IT
1	ODOT Executive Leadership
2	ODOT Construction (Central & District)
1	FHWA- Ohio Division
2	Highway Construction Industry Representative
1	Highway Construction Industry Organization
1	Industry Union Representative
1	Workforce Development Representative

Representatives to the advisory committee will be named based on recommendations from ODOT's Division of Opportunity, Diversity & Inclusion (ODI). The advisory committee will meet periodically to review the status of the OJT program. The Deputy Director of the Division of ODI will serve as committee chair.

Issues and concerns which may arise during the implementation of the OJT program, and which are not addressed in this document, may also be referred to the advisory committee. The advisory committee may review the issues and propose recommendations to the Deputy Director, Division of ODI and Administrator, Office of Small & Disadvantaged Business Enterprise (SDBE), who will consider them and be responsible for making final decisions on all proposed matters.

5. ELIGIBLE TRAINING PROGRAMS

Apprenticeship programs registered with the US Department of Labor, Bureau of Apprenticeship and Training or with a State of Ohio apprenticeship agency recognized by the Bureau of Apprenticeship and Training are all eligible toward meeting OJT goals. This includes both Union sponsored apprenticeship programs as well as non-Union sponsored apprenticeship programs. Training is to be provided in the construction crafts only, rather than administrative or lower-level management positions such as office engineers, estimators or timekeepers. An exception to this rule may apply where a Project Specific goal explicitly permits such training hours to be counted.

6. TRAINEE ELIGIBILITY

No individual will be employed as an OJT Trainee/Apprentice in any classification in which he/she has successfully completed a training program or in which he/she has been employed as a journeyman.

7. ASSIGNMENT OF TRAINING GOALS

ANNUAL CONTRACTOR-BASED GOALS

ODOT will establish an annual training goal each calendar year, which shall be applicable to all contractors who entered into an FHWA funded highway construction contract with ODOT in that calendar year or are working as a prime contractor on a multi-year contract with ODOT in that calendar year. In the event that a prime contractor subcontracts a portion of the contract work, it may allow OJT Trainees/Apprentices to be trained by the subcontractor, provided the subcontractor agrees. In this situation, however, the prime contractor shall retain the primary responsibility for meeting the training requirements.

Annual training goals will be established as follows:

1. ODOT will obtain the number of Work Hours reported to the Ohio Department of Administrative Services via its I-29 form from all ODOT prequalified contractors (both prime and sub-contractor) for the past three full years, beginning on January 1 of each year;
2. ODOT will determine the number of Apprenticeship and Trainee Hours achieved for each year in the three-year time period for all prequalified contractors;
3. All construction projects located in the State of Ohio will be considered for this three-year period, including Federal, State, Local and Privately funded;
4. ODOT will then determine the percentage of Apprenticeship/Trainee hours as compared to the total number of hours worked for each of the three years;
5. ODOT will then determine the Average or Mean of the percentage of Apprenticeship Hours for the three-year time period;
6. This average will serve as the OJT Goal for that calendar year and ODOT will provide notice to all contractors of the OJT Goal for that year.

PROJECT-SPECIFIC GOALS

In addition to the Contractor-Based Annual Goal, ODOT may also establish Project-Specific OJT Goals. These goals will be set in accordance with the following procedure:

1. At or around the time of the annual Project-Lockdown, the Divisions of ODI, Construction Management and Planning will review all projects set to sell in the upcoming year and will identify projects appropriate for a Project-Specific OJT Goal.
2. Whether a project is appropriate for a Project-Specific OJT Goal will depend upon a number of factors, including, but not limited to:
 - a. The complexity of the project;
 - b. The anticipated number of sub-contractors;
 - c. Size of the project;
 - d. Geographic location of the project;
 - e. Workforce needs and availability;
 - f. The length of time of the project;
 - g. Ratio of OJT Apprentices/Trainees to Journeypersons in approved training programs.

3. The list of projects identified for potential Project-Specific OJT Goals will be presented to the OJT Advisory Committee.
4. The OJT Advisory Committee will meet and decide which of the identified projects will have Project-Specific OJT Goals. In making this determination, the OJT Advisory Committee will consider the factors set-forth in Section 2, above.
5. The OJT Advisory Committee will develop and determine the goals for each identified project in subsequent meetings.

8. CONTRACTOR RESPONSIBILITIES

- All Contractors shall submit their Training Program or Apprenticeship Certificate to ODOT for verification and use.
- Contractors are to ensure that all OJT Trainees/Apprentices have appropriate certification.
- Contractors shall ensure the number of OJT Trainees/Apprentices are distributed among the work classifications on the basis of the contractor's needs and the availability of journeypersons in the various classifications within a reasonable area of recruitment.
- Contractors shall ensure the ratio of OJT Trainees/Apprentices to journeypersons shall not be greater than permitted by the terms of the approved training program.
- Contractors shall keep such records as necessary to determine compliance with the Contractor's training obligations for a period of three years after final acceptance of the work as defined in ODOT Construction & Material Specification 109.12.
- Contractors shall submit reports and/or documentation regarding the OJT Program as requested by ODOT.

9. CONTRACTOR REPORTING REQUIREMENTS

- The contractor will submit its I-29 data to DAS on the 10th day of each month as set forth in Ohio Administrative Code 123:2-9-01 which provides, in part:

Monthly utilization work hour reports.

Contractors and subcontractors shall provide monthly utilization work hour reports for the contractor's or subcontractor's total workforce within the state of Ohio to the compliance officer of the contracting agency. The report must be filed by the tenth day of each month, beginning with the contract award and continuing until the contractor or subcontractor completes performance of the contract. A contractor's or subcontractor's failure to submit a monthly utilization work hour report shall be a basis for invoking any of the sanctions set forth in rule 123:2-7-01 of the Administrative Code.

- This data will then be sent to ODOT on the 15th of each month and will be compiled to create a monthly OJT report.
- The contractor will keep such records as necessary to Determine compliance with the contractor's training obligations.

10. ODOT REPORTING REQUIREMENTS

- ODOT will collect I-29 data every-month and will run a monthly report on the 15th of each month. ODOT will make the I-29 data available to the Contractor so that progress in meeting the OJT goal can be tracked.
- ODOT will report its overall OJT goal attainment by March 1st of each year.
- ODOT will make available yearly OJT goal attainment information for each contractor by March 1st of each year.
- ODOT will submit an annual OJT report to FHWA and any/all other reports as required by FHWA.
- ODOT will report the next year's OJT Goal by December 1st of the previous calendar year. For example, the 2020 OJT Goal will be reported by December 1, 2019. ODOT will provide notification of the next year's OJT Goal via a Notice to Industry as well as posting on ODOT's DBE webpage.

11. GOOD FAITH EFFORTS

If a contractor does not or cannot achieve the annual training goal, it must provide Good Faith Efforts documentation setting forth the reason(s) why it was unable to achieve the training goal. This documentation shall be sent to ODOT's Division of ODI, c/o the Supportive Services Manager by April 1st of each year.

The contractor must demonstrate to ODOT that it made adequate good faith efforts to meet the annual OJT Training goal. In determining whether adequate good faith efforts were made and/or demonstrated, ODOT will consider the quality, quantity, and intensity of the efforts the contractor made, as well as the circumstances that may have impacted the contractor's ability to obtain OJT Apprentices/Trainees. If a contractor fails to adequately set forth the reasons why it was unable to achieve the OJT Training goal, ODOT may find the contractor in Non-Compliance with the OJT Program and require the contractor to submit a Corrective Action Plan, as set forth in Section 12 herein.

Good Faith Efforts include, but are not limited to, the following:

- The availability of opportunities, or lack thereof, for the contractor to utilize trainees on its projects;
- Relative availability of trainees to perform work for the contractor;
- The potential for effective training;
- Geographic location;
- The need for journey-level individuals in the area;
- The size and specialty of the firm;
- Crew sizes making ratio of OJT Apprentices/Trainees to Journeypersons unable to be reached;
- Contacting recruitment sources, focusing on women, minorities and disadvantaged persons, when hiring opportunities arise;
- Contacting existing employees to gain referrals for potential training applicants;
- Review and follow-up on previously received applications when hiring opportunities arise;
- Engaging the education system;
- Employer sponsored events and training classes;
- Attendance or participation at outreach events, job fairs or training classes;
- Collaboration with other workforce development entities;
- Document certifying standard crew sizes;
- Log showing request to union hall.

12. NON-COMPLIANCE AND CORRECTIVE ACTION PLAN

Where a Contractor has neither achieved its training goal(s) nor submitted Good Faith Efforts documentation, or submitted Good Faith Efforts documentation but failed to adequately explain the reasons why it was unable to achieve the training goal, ODOT will issue a Notice of Non-Compliance with the OJT Program and require the contractor to submit a Corrective Action Plan where it explains the deficiencies and outlines the actions it will undertake to prevent future recurrence. In such an instance, the Contractor will be considered in compliance with the OJT Program. If a contractor fails or refuses to submit a Corrective Action Plan within 30 calendar days of receiving the Notice of Non-Compliance, the Contractor will be considered in non-compliance with the OJT Program.

In the event a contractor submits a Corrective Action Plan to ODOT, the contractor is required to self-monitor its progress toward meeting all milestones set forth in its Corrective Action Plan. The contractor shall submit quarterly updates on the progress of the Corrective Action Plan or upon request by ODOT. Quarterly updates shall be submitted to ODOT's Division of ODI, c/o the Supportive Services Manager beginning on July 1st. As long as the contractor is progressing in its Corrective Action Plan and is reporting to ODOT as required, the contractor will be considered in compliance with the OJT Program.