

NORTH DAKOTA DEPARTMENT OF TRANSPORTATION (NDDOT)

2018 ON-THE-JOB TRAINING PROGRAM MANUAL

The bidder's signature on the proposal sheet indicates the bidder agrees to take part in the On-the-Job Training (OJT) Program and to follow the OJT Program Manual and Special Provision. Contractors that fail to do so will be subject to suspension of progress payments or sanctions up to and including revocation of bidding privileges.

OJT is training conducted in a highway construction work environment designed to enable minority, female, and economically disadvantaged individuals to learn a bona fide skill and qualify for a specific occupation through demonstration and practice.

After a training program and trainee candidate have been approved, the contractor begins training its regular employee according to the approved program. The goal of this training is to retain the trainee as a permanent employee. OJT involves individuals at the entry level. Training is designed to help participants reach their fullest potential and become self-sufficient in the job.

I. POLICY STATEMENT

The purpose of the OJT Program is to provide training in the highway construction industry for minority, female, and economically disadvantaged individuals, from this time known as the targeted 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 journey-level workers in skilled trades.

The Contractor shall take all necessary and reasonable steps to ensure that minorities and women have the opportunity to compete for and participate as trainees or apprentices and to develop as journey-level workers employed in the skilled trades.

Contractors should select a training program(s) based on their company's employment/staffing needs as stated in the OJT Program Manual.

II. INTRODUCTION/PROGRAM BACKGROUND

The OJT Program was originally prepared through the cooperative efforts of the Associated General Contractors of North Dakota (AGC); the Federal Highway Administration (FHWA); the North Dakota Department of Transportation (Department); and, other program stakeholders.

Successful operation of the OJT Program requires contractors to follow uniform and basic training procedures, keep records of trainee progress, and report each trainee's completion or termination.

III. ASSIGNED OJT POSITIONS

A. Trainee positions are assigned based only on federal highway dollars awarded to contractors from April 1, 2017 to March 31, 2018. Trainee assignments are not project specific; that means the contractor may train program participants on any project where training opportunities exist.

The number of trainee positions assigned will be determined by formula based on calculations involving particular project specification numbers on applicable projects. The types of projects NOT applicable in the calculation to assign trainee positions are:

- County-only or state-only funded projects
- Emergency relief, concrete pavement repair (CPR), electrical, rest area, signing, striping projects
- Projects subject to Tribal Employment Rights Ordinances (TERO)
- Projects not let as part of NDDOT bid openings

B. Contractors will receive the number of positions assigned and links to resources necessary for completion of

program requirements via email.

- C. The number of trainee positions assigned to each contractor will increase proportionately, as shown below, for any applicable federally funded projects awarded to them.

For all federal highway dollars awarded from April 1, 2017 to March 31, 2018:

3,500,000 to 15,000,000	1	trainee
15,000,001 to 23,000,000	2	trainees
23,000,001 to 31,000,000	3	trainees
31,000,001 and above	4	trainees

A maximum of four (4) trainee positions in a federal fiscal year will be assigned to any prime contractor regardless of dollar amount. Carryover positions from a prior construction season are not included in the four trainee maximum, e.g., a contractor with one carryover and four assigned positions may have a total five trainees.

Failure to follow this OJT Special Provision and the accompanying OJT Program Manual may result in suspension of progress payments or sanctions up to and including revocation of bidding privileges.

IV. FUNDING

The Department will establish an OJT fund annually from which contractors may bill the Department directly for eligible trainee hours. The funds for payment of trainee hours on federal-aid projects will be made available based on 23 USC 504(e) to a maximum of \$100,000. The funds for payment of trainee hours on state-aid only projects will be allocated to a maximum of \$10,000.

V. ONLINE RESOURCES

OJT Program Manual: Includes program requirements, wage rates, and curriculum:
<https://www.dot.nd.gov/divisions/civilrights/docs/ojtprogram.pdf>

SFN 60226 Request for On-the-Job Training Program and Trainee Approval:
<http://www.dot.nd.gov/forms/sfn60226.pdf>

SFN 51023 Voucher for On-the-Job Training Program Hourly Reimbursement:
<http://www.dot.nd.gov/forms/sfn51023.pdf>

Davis-Bacon and Related Acts (DBRA) Handbook: <https://www.dot.nd.gov/manuals/civilrights/davisbacon.pdf>

VI. APPROVALS REQUIRED

A. Requests for Approval of Training Programs and Trainee Candidates must be submitted to Civil Rights Division (CRD). Contractors must request and receive program and trainee candidate approval in order to pay trainees less than the established Davis-Bacon wage for the job classification concerned. No training program hours will count toward the fulfillment of an assigned trainee position or be eligible for reimbursement without prior approval. No retroactive approval will be granted.

1. Submit *SFN 60226 Request for On-the-Job Training Program and Trainee Approval* with each trainee's employment application. <http://www.dot.nd.gov/forms/sfn60226.pdf> and the pre-approved training curriculum for each trainee position assigned by April 1 or within fifteen (15) calendar days of notification of any additional position assignments.
2. Submit *SFN 7857 Application for Eligibility*, Job Service North Dakota (JSND) approval of an economically disadvantaged individual for participation in the OJT Program.

- B. Pre-approved curriculum: NDDOT's OJT Program Manual contains pre-approved training curriculum for a number of skilled trade positions. Contractors should select a training program(s) based on their company's employment/staffing needs.
- C. Customized curriculum: To request a training curriculum not included in the pre-approved curriculum, submit a written request for approval by NDDOT and FHWA.

The request must include:

- A training curriculum, including the classification requested, minimum number of hours required, and type of training the individual will receive to achieve journey-level worker status.
- A minimum wage scale.

If approved, each new classification must comply with the provisions specified in the OJT Program Manual. No hours worked prior to approval will be credited toward completion of the customized training program. Training programs for classifications not covered by the Davis-Bacon and Related Acts (DBRA) will be considered on a limited basis.

The contractor may commence its "customized" training as of the date of the written approval.

- D. Union apprenticeship and on-the-job training programs registered with the Bureau of Apprenticeship and Training (BAT), U.S. Department of Labor, may be used for trainee positions assigned under the OJT Program, provided the trainees or apprentices are minority, female, or economically disadvantaged. Nonminority males not certified as economically disadvantaged may only be used when the contractor has requested and received approval, from the Department, for additional trainee positions. The apprenticeship indenture agreements serve as the trainee's job application and must be provided prior to any hours being credited toward OJT Program completion.
- E. Power Equipment Operators:

The contractor may train an individual on a combination of equipment if each piece of equipment falls within the same groups of power equipment operators identified in the training curricula (groups 1-3 and groups 4-6). These power equipment operator groups are referenced to the federal DBRA wage rates contained in the contract proposal. As an example, a "utility operator" may receive training on a broom, a front-end loader less than 1½ cubic yards, or other piece of equipment that is used around a paver if each piece falls within either groups 1-3 or groups 4-6. When multiple wage rates apply, the trainee's wage will be based on the equipment being operated at the time or on the highest of the applicable wage rates.

Use of the classification "pickup machine operator (asphalt dump-person)" as a group 4 power equipment operator is considered standard industry practice. The classification is defined as: "Operates the controls on the pickup machine that runs in front of the paver, trips the levers on the dump trucks, and balances the loads for the paver. The pickup machine operates on similar principles as a shouldering machine."

- F. Contractors not qualifying for the OJT Program, or contractors desiring to train more than the allotted number of trainees, may apply to the Department for additional trainee positions. Approval of additional positions will be at the sole discretion of the Department. The Department will take into consideration whether there is enough work for the trainee to successfully complete the curriculum and whether the contractor will be exceeding the allowable ratio of trainees to journey-workers (generally considered to be one trainee or apprentice to every three to five journey-workers).

The additional positions may be filled by individuals outside of the targeted groups. The contractor may pay the reduced training rates to additional trainees outside of the targeted groups, but will not receive hourly reimbursement for any individuals who are outside the targeted groups.

VII. NDDOT'S RESPONSIBILITIES

- A. The NDDOT OJT supportive services (OJTSS) consultant will monitor excerpts from the weekly certified

payrolls submitted with the monthly vouchers for reimbursement. This includes weekly payrolls from contractors working on state funded only projects. On contracts where certified payrolls are not required and not available for supporting documentation, contractors may enter trainee wages, hours in training, and the project control number(s) (PCN) in a spreadsheet to support their reimbursement vouchers. In this case, contractors should work with OJTSS to assure that all information required for payment is provided.

- A. The OJTSS consultant will assess when the trainees have completed the specified number of hours and their wages are increased accordingly. The OJTSS consultant will also assure that applicable fringe benefits are paid either directly to the trainees or for the trainee into approved plans, funds, or programs.
- B. The OJTSS consultant is charged with visiting trainees and monitoring their progress under the OJT Program. To facilitate the on-site visits, the OJTSS consultant will contact contractors for the location of the trainees weekly.

VIII. CONTRACTOR'S RESPONSIBILITIES

- A. Consistently demonstrate efforts to recruit, hire, and train candidates for the OJT Program.
- B. Assign each trainee to a particular person—either a supervisor or an employee proficient in the skills to be trained—who shall see that the trainee is given timely, instructional experience. This person must be familiar with the OJT Program, keep proper records, and ensure completion of the required training hours in accordance with the training curriculum.
- C. Appoint a company employee who will be available and responsive to weekly contacts by the OJTSS consultant. OJTSS monitors the status of assigned trainee positions (e.g., program and trainee approvals, trainees' progress, etc.). The OJTSS consultant will contact the individual listed on the company's approved SFN 60226 Request for OJT Trainee Approval. This person must reply to communications from the Department and the OJTSS consultant in a timely manner.
- D. Make trainees available to the OJTSS consultant for at least two on-site visits during the construction season.
- E. Make the trainer and project superintendent available to the OJTSS consultant for at least two on-site visits each construction season.
- F. Make trainees aware they are formally enrolled in the OJT program.
- G. Identify trainees on the payroll excerpts, for example: "grp. 4 roller operator trainee." This includes trainees in job classifications not covered by DBRA. Handwritten notes are appropriate for identification.
- H. Notify the Department when a trainee completes the number of hours required to graduate from the OJT Program. The Department will issue the trainee a certificate of completion and a wallet-sized card as proof of the graduate's successful training program completion.
- I. Notify the Department to "propose graduation" or discontinue the training period of a trainee who has completed 90% or more of their hours and thereafter advance the trainee to journey-worker status.
- J. Elect to upgrade proficient trainees from one power equipment operator group or truck driver group to another, with the approval of CRD. Fewer hours are required to complete the upgraded position.

Minimum number of hours required:

Power Equipment Operator Groups 4-6 to Groups 1-3 = 400 hrs.
Class C Truck Driver to Class B = 200 hrs.
Class B Truck Driver to Class A = 200 hrs.

Depending on the variety of experience the trainee has gained under the previous curriculum, the difference in the hours may be deducted from the actual operation of the piece of equipment or truck. The contractor will need to review the trainee's past performance in order to make this determination.

- K. May hire commercial driver's license (CDL) holders as truck driver trainees. Those having over-the-road driving experience, with little or no highway construction experience, may be considered to have completed the Class C truck driver training curriculum and, therefore, are eligible to be upgraded to a Class B truck driver trainee, with the approval of CRD.
- L. May transfer trainees from one project to another in order to complete the OJT Program. If transfers are made, CRD must be notified and provided with the name of the trainer. The training hours will count toward overall OJT Program completion.
- M. May train trainees on municipal, private, out-of-state projects or other non-highway work. These training hours must be paid at the OJT minimum wage scale to count toward their OJT Program completion; however, no program reimbursement will be made for those hours.
- N. May delegate or reassign trainee positions to subcontractors, with the acceptance of the subcontractors and the approval of CRD. The prime contractor must verify that the trainee will be able to accumulate enough hours to complete his or her training program. If approved, the subcontractor must obtain training program and trainee approval from CRD before the trainee begins work under the OJT program. Program reimbursement will be made directly to the prime contractor. The trainee position will remain the responsibility of the prime contractor.
- O. May use trainees on projects subject to TERO requirements as part of the core crew or as part of the skilled labor supplied by the contractor. The training hours will count toward overall OJT Program completion; however, no program reimbursement will be made for those hours unless it is a NDDOT let project.
- P. May not use one trainee to simultaneously fill multiple trainee positions
- Q. May use a trainee on a piece of equipment in groups 1-3 or groups 4-6 for one assigned trainee position, then once that trainee has completed the program, the trainee may be trained on a different piece of equipment in groups 1-3 or groups 4-6 to fulfill a second assigned trainee position. When a trainee is used for a second time within a group, the contractor must pay that trainee at the higher wage rate as described in paragraph B under Wage Rates (page 8).

IX. CLASSROOM TRAINING

- A. Classroom training may be used to train employees. Each classroom training curriculum must be pre-approved by CRD if the contractor wishes to count the classroom hours as training hours and be reimbursed.

Submit a proposed classroom training curriculum to CRD for approval. Define the type of training the individual will receive, classroom training curriculum, and the minimum number of hours required. The Department will determine the number of hours of credit each trainee will receive toward their training. No retroactive approval will be granted.
- B. Contractors will be reimbursed for classroom training hours after the trainee has completed 80 hours of work on highway construction projects.
- C. Reimbursement for classroom training will be limited to 60 hours per trainee per construction season. Reimbursement for classroom training required under the NDDOT Transportation Technician Qualification Program will be at the NDDOT discretion.
- D. The minimum wage scale to be used for classroom training will be that of the first federal-aid highway construction project on which the trainee will be employed. If the trainee is already employed on a federal-aid highway construction project, the trainee will be paid in accordance with the minimum wage scale applicable to that project. However, if the first project on which the trainee will be employed is a state funded only contract, the minimum wage scale to be used for the classroom training will be that of the appropriate DBRA wage in effect at the time of award of the state funded contract.

X. WAGE RATES

- A. When the contractor is submitting the trainee's hours toward training program, wages paid shall in no case be less than that of those stated in the approved curriculum. A trainee working on a state funded only project, must be paid the DBRA wage rate in effect at the time of award for the type of work the trainee is performing as a trainee.
- B. The minimum wage rates shall not be less than 80% of the journey-worker rate for the first two quarters of training, 85% of the journey-worker rate for the third quarter, and 90% of the journey-worker rate for the fourth quarter.
- Under the power equipment operator training curricula only, once a trainee has completed a training curriculum in either groups 1-3 or groups 4-6, the contractor may enroll the trainee in another training curriculum on a different piece of equipment in either groups 1-3 or groups 4-6.
 - The minimum wage rate under the trainee's second program shall not be less than 85% of the journey-worker rate for the first two quarters of training, 90% of the journey-worker rate for the third quarter, and 95% of the journey-worker rate for the fourth quarter.
 - For the purpose of the OJT Program, a quarter is 25% of the hours the trainee works toward completion of their approved program. The first two quarters of a 550-hour training curriculum would end after 275 hours, the third quarter after 138 hours, and the fourth after 137 hours.
- C. At any time hours are being attributed toward the completion of the approved training program, trainees shall be paid full fringe benefit amounts, where applicable, in accordance to DBRA requirements.
- D. At the completion of the OJT Program, the trainee shall receive the wages of a skilled journey-worker.

XI. RECRUITMENT AND SELECTION

- A. Prerequisites:
Trainees must possess basic physical fitness for the work to be performed, dependability, willingness to learn, ability to follow instructions, and an aptitude to maintain a safe work environment.
- B. Licenses:
Truck driver trainees must possess appropriate driver permits or licenses for the operation of Class A, B, and C trucks. When an instructional permit is used in lieu of a license, the trainee must be accompanied by an operator who:
1. Holds a license corresponding to the vehicle being operated;
 2. Has had at least one year of driving experience; and
 3. Is occupying the seat next to the driver.
- C. Recruitment:
1. Place notices and posters setting forth the contractor's Equal Employment Opportunity (EEO) Policy and the availability of the OJT Program in areas readily accessible to employees, applicants for employment, and potential employees.
 2. Employ members of the targeted group (minority, female, or economically disadvantaged individuals) for all trainee positions assigned in accordance with the OJT Program. Additional positions requested by the contractor may be filled by individuals outside of the targeted groups.
 3. Conduct systematic and direct recruitment through public and private employee referral sources.
 4. Screen present employees for upgrading to higher skilled crafts. A present employee may qualify as a trainee; however, no work hours will be reimbursed or counted toward program completion prior to

training program and trainee approval by CRD.

D. Selection:

1. Hire and enroll OJT trainee candidates who qualify as an individual in the targeted group.
2. Select a training program(s) based on their company's employment/staffing needs.
3. Individuals in the targeted group having experience in the selected curriculum may be eligible to participate in the OJT Program providing they:
 - are not or have not been journey-workers in the selected curriculum, and/or
 - have not been previously trained in the selected curriculum.
4. Non-minority males who are economically disadvantaged must obtain written certification from Job Service North Dakota (JSND) to qualify for the OJT Program. Contractors wishing to hire and enroll economically disadvantaged candidates must provide JSND's certification along with SFN 60226 and the employment application when requesting trainee approval.
 - JSND is the only agency that may certify an individual as economically disadvantaged. If JSND refers the candidate to the contractor, written certification under this category will be provided to the contractor at the time of the interview.
 - Any person wishing to obtain this certification must apply to JSND and complete the Workforce Investment Act Program's Application for Eligibility (SFN 7857). A contractor recruiting a candidate who may qualify must contact the Workforce Investment Act Program Manager at JSND. JSND contacts are also online:
<http://www.dot.nd.gov/divisions/civilrights/docs/jobservice-workforce-invest-contacts.pdf>

XII. BASIS OF PAYMENT

- B. Contractors will be paid \$4.00 for each hour of training in accordance with the OJT Program Manual.
- C. Reimbursement will be made directly to the contractor. Complete SFN 51023 Voucher for On-the-Job Training Program Hourly Reimbursement for each trainee. LCPTracker must be utilized on NDDOT projects for reporting certified payrolls. The OJTSS consultant will be verifying hours submitted on NDDOT projects through this online reporting system. For non-NDDOT projects the firm must attach excerpts from the weekly certified payrolls showing the trainee's hours, rate of pay, and how applicable fringe benefits were paid. Vouchers without excerpts from payrolls will not be paid until the excerpts are provided. If the excerpts from the payrolls are not provided within one week, the voucher will not be paid and the trainee's hours will not be credited toward completion. <http://www.dot.nd.gov/forms/sfn51023.pdf>
- D. On contracts where certified payrolls are not required and not available for supporting documentation, contractors may enter trainee wages, hours in training, and the project control number(s) (PCN) in a spreadsheet to support their reimbursement vouchers. In this case, contractors should work with OJTSS to assure that all information required for payment is provided.
- E. Submit completed vouchers to CRD for approval and processing by the fifteenth (15th) calendar day of every following month the trainee is employed under the OJT Program.

Regardless, all vouchers for trainee hours worked on state funded only projects from July 1 to June 30 must be received by CRD no later than July 15 in order to be reimbursed. All vouchers for trainee hours worked on federally funded projects from October 1 to September 30 must be received by CRD no later than October 15 in order to be reimbursed. This is due to state and federal end-of-the-year budget fiduciary requirements.

XIII. FAILURE TO PROVIDE THE TRAINING OR HIRE THE TRAINEE AS A JOURNEY-WORKER

- A. The contractor is required to consistently demonstrate efforts to recruit, hire, and train candidates for the OJT Program.
- B. If the contractor does not show in a timely manner good faith efforts to recruit, hire, and train candidates in the targeted group, the Department may withhold progress payments
- C. If payments have been made, the Department will deduct the amount paid from the contractor's progress payment.
- D. No payment shall be made to a contractor for failure to provide the required training or failure to hire the trainee as a journey-worker when such failure is caused by the contractor and evidences a lack of good faith on the part of the contractor in meeting the requirements of this OJT Program Special Provision.
- E. Hiring a trainee to begin training as soon as feasible after start of work is evidence of a contractor's good faith efforts to comply with the OJT Program requirements. Additional evidence supporting a contractor's good faith efforts would be to keep the trainee employed as long as training opportunities exist in the approved work classification or until the trainee has completed his or her training program.
- F. It is not required that all trainees be employed for the entire length of the construction season. A contractor will have fulfilled its responsibilities under this OJT Special Provision if it has provided acceptable training to the number of trainees assigned.

XIV. UNFILLED OR INCOMPLETE TRAINEE POSITIONS

- A. By October 1, provide written explanation of the firm's good faith efforts for unfilled or incomplete trainee assignments to CRD. CRD will decide, on a case-by-case basis, whether to carry the assigned positions over to the next construction season.
- B. Positions carried over from the previous construction season must be among the first positions filled at season startup. To notify CRD of the trainee's rehiring, submit *SFN 60226 Request for On-the-Job Trainee Approval*, marking 'Check if Carryover Trainee' in the Approved Training Program section of the form. There is no need for the training position or a returning trainee to be re-approved.
- C. Sanctions, up to and including revocation of bidding privileges, may be imposed on the contractor for failure to provide sufficient explanation and documentation for reasons assigned trainee positions when unfilled or incomplete.

XV. DEFINITIONS

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

Carryover Trainee: Trainee scheduled to continue training hours under prior year's approved program.

CRD: NDDOT's Civil Rights Division administers the NDDOT On-the-Job Training Program.

Good Faith Efforts: Documentation supporting a contractor's efforts to fulfill the program requirements, e.g., new hires list, advertising examples/locations, current employees reviewed for upgrades, etc.

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

OJT Supportive Services (OJTSS): Department contractor providing in-person oversight, support, and guidance to contractors and trainees to increase the effectiveness of approved training programs.

Trainee: A person who receives training through an apprenticeship program or other FHWA approved program.

Trainer/Supervisor: Contractor's employee assigned to train, supervise, and support a trainee.

ATTACHMENT 1: Request for On-the-Job Training Program and Trainee Approval

To access *Request for On-the-Job Trainee Approval (SFN 60226)*, click on the following:

<http://www.dot.nd.gov/forms/sfn60226.pdf>

REQUEST FOR ON-THE-JOB TRAINING PROGRAM AND TRAINEE APPROVAL			
North Dakota Department of Transportation, Civil Rights SFN 60226 (6-2016)			
		<input type="button" value="Attach Files"/>	<input type="button" value="Submit by Email"/>
<p>Instructions: Submit one completed request for each trainee candidate and training program by April 1 or within 15 days of notification of additional trainee assignments. Include the candidate's job application and training curriculum with each request.</p> <p>We are requesting approval to use the following NDDOT On-the-Job Training (OJT) Program for the following trainee candidate:</p>			
CONTRACTOR CONTACT INFORMATION			
***Company Contact Name		Prime Contractor	
Email Address		Telephone Number	
Mailing Address		City	State ZIP Code
REQUESTED TRAINING PROGRAM			
<input type="checkbox"/> Power Equipment Operator (Groups 1-3) (550 hrs) Specify Group and Classification		<input type="checkbox"/> Power Equipment Operator (Groups 4-6) (350 hrs) Specify Group and Classification	
<input type="checkbox"/> Structural Carpenter (500 hrs)		<input type="checkbox"/> Truck Driver *Class A (500 hrs)	
<input type="checkbox"/> Concrete Finisher (500 hrs)		<input type="checkbox"/> Truck Driver *Class B (400 hrs)	
<input type="checkbox"/> Concrete Testing Technician/Inspector (500 hrs)		<input type="checkbox"/> Truck Driver *Class C (300 hrs)	
<input type="checkbox"/> Check if Carryover Trainee		<input type="checkbox"/> Check if upgrade from one group to another	
TRAINEE CANDIDATE INFORMATION			
Trainee Name		Starting Wage	Starting Date
Gender	Ethnic Group Designation (check one)		
<input type="checkbox"/> Male <input type="checkbox"/> Female	<input type="checkbox"/> Caucasian <input type="checkbox"/> Hispanic <input type="checkbox"/> Asian or Pacific Islander <input type="checkbox"/> Black <input type="checkbox"/> American Indian or Alaskan Native <input type="checkbox"/> Economically Disadvantaged		
Project Trainee Starting on	Project Location	PCN Number	Bid Opening Date
NDDOT District			
ONSITE PROJECT CONTACTS			
Trainer		Direct Contact Number (cell)	
Superintendent		Direct Contact Number (cell)	
Description of Superintendent's Vehicle			
On-Site Project Engineer (NDDOT Representative)		Direct Contact Number (cell)	
EEO Officer		Date	
APPROVED: North Dakota Department of Transportation			
Signature - OJT Program Administrator		Date	
Save and send electronic form, program curriculum, and job application to: Civil Rights Division Email: civilrights@nd.gov (Preferred) Fax: (701)328-0343		***Company Contact: On-the-Job Training Supportive Service (OJT SS) staff will contact this person weekly. It is the contractor's contractual responsibility to respond timely and communicate weekly.	

ATTACHMENT 2: Voucher for On-the-Job Training Program Hourly Reimbursement

To access *Voucher for On-the-Job Training Program Hourly Reimbursement (SFN 51023)*, click on the following:

<http://www.dot.nd.gov/forms/sfn51023.pdf>

VOUCHER FOR ON-THE JOB TRAINING PROGRAM HOURLY REIMBURSEMENT
 North Dakota Department of Transportation, Civil Rights Division
 SFN 51023 (Rev. 09-2015)

Return to:
 CIVIL RIGHTS DIVISION
 NORTH DAKOTA DEPARTMENT OF TRANSPORTATION
 608 E BOULEVARD AVE
 BISMARCK, ND 58505-0700
 TELEPHONE: (701)328-3116
 FAX: (701)328-0343

INSTRUCTIONS: Submit one completed voucher form by the **15th day of every month** for each trainee currently enrolled in the OJT Program.

Prime Contractor	Address (to remit payment)	
Name of Trainee	Gender (check one) <input type="checkbox"/> MALE <input type="checkbox"/> FEMALE	Type of Program (specify group and classification where applicable)
Ethnic Group Designation (check one)		
<input type="checkbox"/> CAUCASIAN	<input type="checkbox"/> BLACK	<input type="checkbox"/> HISPANIC
<input type="checkbox"/> ASIAN OR PACIFIC ISLANDER	<input type="checkbox"/> AMERICAN INDIAN OR ALASKAN NATIVE	<input type="checkbox"/> ECONOMICALLY DISADVANTAGED

REPORTING PERIOD AND HOURS OF TRAINING

Payroll Week Ending Date	Project Control Number (PCN)	Total Hours Worked Previous Hours		Cumulative Total Number of Hours In Program	Number of Hours To Be Paid On This Voucher
		By DOT Project	Non- DOT Project		
TOTALS		0	0		0

Approved Classroom Training

Type	Dates	Location	Hours Completed

I certify that the foregoing information is a true, complete, and accurate statement of the total hours worked by the identified trainee for which this company is entitled to reimbursement.

Prime Contractor Representative	Title	Date
Subcontractor Representative (where applicable)	Title	Date

Approved: North Dakota Department of Transportation

OJT Program Administrator Date

For NDDOT Office Use Only

Federal-Aid Project Hours		X \$4.00	= \$
State Aid Project Hours		X \$4.00	= \$
Total Lump Sum Payment			= \$

ATTACHMENT 3: Job Service North Dakota Workforce Investment Act Contacts

The economically disadvantaged certification in the North Dakota Department of Transportation On-the-Job Training Program can only be obtained from Job Service North Dakota (JSND). Written certification of individuals under this category can be provided to the contractor at the time of the interview if the applicant is referred by JSND. Any person wishing to obtain this certification must apply to JSND and complete the *Application for Eligibility (SFN 7857)*. This certification must be provided to the Civil Rights Division with the other required information as part of the approval process for trainees. A contractor that has an individual who may qualify must contact the Workforce Investment Act Program Manager, at JSND. Contact:

Location	Contact	Phone Number
Bismarck	Scott McGregor	701-328-5058
Devils Lake	Carla Higgins	701-662-9336
Dickinson	Mary Urlacher	701-227-3104
Fargo	Jaci Gately	701-239-7311
Grand Forks	Carla Beehler	701-795-3745
Jamestown	Danica Chaput	701-253-6205
Minot	Bryn Halgrimson	701-857-7561
Wahpeton	Sandy Eichhorn	701-671-1554
Williston	Cindy Sanford	701-774-7911

ND TRIBAL EMPLOYMENT RIGHTS OFFICE (TERO) CONTACTS

Tribe	Contact	Phone Number
Three Affiliated Tribes	Charles Foote	701-627-3634
Spirit Lake Nation	Gerard Thompson (Acting Director)	701-766-4707
Standing Rock Sioux	Anna Cotanny	701-854-7295
Turtle Mountain Band of Chippewa	Jim Parisien	701-477-2663

Updated October 30, 2017

ATTACHMENT 4: Preapproved Training Curricula

TRAINING CURRICULUM

POWER EQUIPMENT OPERATOR (Groups 1 through 3)

	<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:

80% of the journey-worker rate for the first two quarters of training (275 hours)

85% of the journey-worker rate for the third quarter of training (138 hours)

90% of the journey-worker rate for the fourth quarter of training (137 hours)

Once a trainee has completed a training program in groups 1-3, the contractor may enroll the trainee in another training program on a different piece of equipment in groups 1-3. The minimum wage rate* under this program shall be:

85% of the journey-worker rate for the first two quarters of training (275 hours)

90% of the journey-worker rate for the third quarter of training (138 hours)

95% of the journey-worker rate for the fourth quarter of training (137 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.

*A copy of the federal Davis-Bacon wage rates are posted on the project bulletin board.

TRAINING CURRICULUM

POWER EQUIPMENT OPERATOR (Groups 4 through 6)

	<u>HOURS</u>
1. Orientation	
a. Observation of the company's general construction operations and policies	7
b. Company safety program and safety practices	21
c. Equipment orientation (starting and learning the controls).....	14
d. Staking and construction sequence	14
2. Care and Maintenance	
a. Routine fueling, lubrication, and equipment servicing.....	70
3. Operation of Equipment	
a. Special function of the unit	42
b. Equipment operation.....	<u>182</u>
TOTAL	350

The minimum wage rate* under this program shall be:

- 80% of the journey-worker rate for the first two quarters of training (175 hours)
- 85% of the journey-worker rate for the third quarter of training (88 hours)
- 90% of the journey-worker rate for the fourth quarter of training (87 hours)

Once a trainee has completed a training program in groups 4-6, the contractor may enroll the trainee in another training program on a different piece of equipment in groups 4-6. The minimum wage rate* under this program shall be:

- 85% of the journey-worker rate for the first two quarters of training (175 hours)
- 90% of the journey-worker rate for the third quarter of training (88 hours)
- 95% of the journey-worker rate for the fourth quarter of training (87 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.

* The federal Davis-Bacon wage rates provide the basis for the stated journey-worker rates and are to be posted on the project bulletin board.

<p>CARPENTERS</p> <p>CEMENT MASONS/FINISHERS</p> <p>LABORERS:</p> <p>Group 1</p> <p>Drill Runner Tender; Flaggers and Pilot Car Drivers; General Construction Laborer; Light Truck and Pickup Driver; Pipe Handler; Sack Shaker (cement and mineral filler); Salamander Heater and Blower Tender</p> <p>Group 2</p> <p>Bituminous Worker (Shoveler, Dumper, Raker, and Floater); Brick and Mason Tender; Bulk Cement Handler; Carpenter Tender; Chain Saw Operator; Chipping Hammer, Grinders, and Paving Brakers (tamper-dirt); Concrete Bucket Signalman; Concrete Curing Man (not water); Concrete Finisher Tender; Concrete Saw Operator; Concrete Vibrator Operator; Conduit Layer, telephone or electrical; Culvert Pipe Layer; Form Setter (pavement); Gas, Electric or Pneumatic Tool Operator; Kettleman (bitum. or lead); Multiplate Pipe Layer; Power Buggy Operator; Semi Skilled Laborer</p> <p>Group 3</p> <p>Bottom Man (sanitary sewer, storm sewer, water, and gas line); Caisson Worker; Concrete Mixer Operator (one bag capacity); Mortar Mixer</p> <p>Group 4</p> <p>Drill Runner (includes Wagon Churn or Air Track); Pipe Layers (sanitary sewer, storm sewer, water, and gas lines); Powderman, gunite and sandblast; Nozzleman; Reinforcing Steel Setters/Tiers</p>	<p>POWER EQUIPMENT OPERATORS:</p> <p>Group 1</p> <p>All Cranes, 60 tons and over; Cranes doing piling, sheeting, dragline/clam work; Derrick (Guy and Still); Gentry Crane Operator; Helicopter Operator; Mole Operator or Tunnel Mucking Machine; Power Shovel, 3 ½ cy and over; Traveling Tower Crane</p> <p>Group 2</p> <p>All Cranes, 21 tons and up to 59 tons; Backhoe Operator, 3 cy and over; Creter Crane; Dredge Operator, 12; and over; Equipment Dispatcher; Finish Motor Grader; Front End Loader Operator, 8 cy and over; Master Mechanic (when supervising 5 or more Mechanics); Mon-O-Rail Hoist Operator; Power Shovel, up to and including 3 ½ cy; Tugboat</p> <p>Group 3</p> <p>All Cranes, 20 tons and under; Asphalt Paving Machine Operator; Asphalt Plant Operator; Automated Grade Trimmer; Backhoe Operator, 1 cy up to and including 2 ½ cy; Boom Truck, Hydraulic, 8 tons and over; Cableway operator; Concrete Batch Plant Operator (electronic or manual); Concrete Mixer Paving Machine Operator; Concrete Paver, Bridge Decks; Concrete Pump; Concrete Spreader Operator and Belt Placer; Crushing Plant Operator; Dozer Operator; Dredge Operator or Engineer, 11" and under; Drill Rigs, Heavy Duty Rotary or Churn or Cable Drill; Front End Loader Operator, 3 ½ cy up to and including 7 ½ cy; Gravel Washing and Screening Plant Operator; Locomotive, all types; Mechanic or Welder, Heavy Duty; Motor Grader Operator; Pavement Breaker, Non-Hydro Hammer Type; Pipeline Wrapping, cleaning, and Bending Machine Operator; Power Actuated Auger and Horizontal Boring Machine Operator, 6" and over; Refrigeration Plant Engineer; Rotomill Machine (Surface Planer), 43; and over; Scraper Operator; Slip Form concrete Paving Operator; Tandem Pushed Quad 9 or similar; Tractor with Boom Attachment; Trenching Machine Operator, 100 H.P. and over</p>
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POWER EQUIPMENT OPERATORS:

Group 4

Articulated/Off Road Hauler; Asphalt Dump Person; Asphalt Paving Screed Operator; Backhoe, up to and including ½ cy; Console Board Operator; Distributor Operator (Bituminous); Forklift Operator; Front End Loader, 1-1/2 cy up to and including 3 cy; Grade Person; Gravel Screening Plant Operator (not crushing or washing); Greaser; Laser Screed Operator; Longitudinal Float and Spray Operator; Motor Grader Operator (Haul Road); Paving Breaker, Hydro Hammer Type; Pugmill Operator; Push Tractor; Roller, Steel and Rubber on Hot Mix Asphalt Paving; Rotomill Machine (Surface Planer), up to and including 42"; Sand and Chip Spreader; Self-Propelled Sheepsfoot Packer with or without Blade Attachment; Self-Propelled Traveling Soil Stabilizer; Sheepsfoot Packer with Dozer Attachment, 100 H.P. and over; Shouldering Machine; Slip Form, Curb and Gutter Operator; Tamping Machine Operator; Tie Tamper and Ballast Machine; Trenching Machine Operator, 46 H.P. up to and including 99 H.P.; Truck Mechanic; Tub Grinder; Well Points

Group 5

Boom Truck, A-Frame Or Hydraulic, 2 tons up to and Including 7 tons; Broom, Self-Propelled; Concrete Saw (Power Operated); Front End Loader Operator, less than 1-1/2 cy; Mobile Cement Mixer; Oiler; Power Actuated Auger and Horizontal Boring Machine Operator, up to and including 5"; Roller(on other than Hot Mix Asphalt Paving); Vibrating Packer Operator (Pad Type) (Self-Propelled); Water Spraying Equipment, Self-Propelled

POWER EQUIPMENT OPERATORS:

Group 6

Brakeman or Switchman; Curb Machine Operator (Manual); Dredge or Tugboat Deckhand; Drill Truck Gravel/Testing Operator; Form Trench Digger (Power); Gunite Operator Gunall; Paint Machine Striping Operator; Pick-up Sweeper, 1 cy and over Hopper Capacity; Scissors Jack (Self-propelled) Platform Lift; Straw Mulcher and Blower; Stump chipper Operator; Tractor Pulling Compaction or Aerating Equipment; Trenching Machine Operator, up to and including 45 H.P.

TRUCK DRIVERS:

Single-Axle Truck
Tandem-and Tri-Axle Truck
Tandem-and Tri-Axle Semi
Lowboy
Off Road Heavy Duty End Dumps, 20 yards and Under
Euclid, Over 20 Yards

TRAINING CURRICULUM
TRUCK DRIVER (CLASSES A, B, C)

		HOURS		
		<u>A</u>	<u>B</u>	<u>C</u>
1.	Orientation			
	a. Observation of the company's general construction operations and policies	10	10	10
	b. Company safety program and safety practices	20	20	20
	c. Study of highway driving laws	10	10	10
	d. Equipment orientation (starting and learning the controls and basic maneuvers)	10	10	10
	e. Pre-trip inspection	20	20	20
2.	Care and Maintenance			
	a. Routine fueling, lubrication, servicing, and minor maintenance	50	40	30
3.	Operation of Equipment			
	a. Advance moving of equipment	30	25	20
	b. Equipment operation	<u>350</u>	<u>265</u>	<u>180</u>
	TOTAL	500	400	300

The minimum wage rates* under this program shall be:

	<u>A</u>	<u>B</u>	<u>C</u>
80% of the journey-worker rate for the first two quarters of training	250	200	150
85% of the journey-worker rate for the third quarter of training	125	100	75
90% of the journey-worker rate for the fourth quarter of training	125	100	75

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.

* The federal Davis-Bacon wage rates provide the basis for the stated journey-worker rates and are to be posted on the project bulletin board.

TRAINING CURRICULUM
STRUCTURAL CARPENTER

HOURS

1.	Applied Techniques of Highway Structures Construction		
	a. Pier, pile, and cap formwork.....	67	
	b. Decking formwork	67	
	c. Endwall formwork.....	16	
	d. Box culverts, inlet, and headwall formwork	100	
	e. Preparation of steel and other metals for use	67	
	f. Concrete pouring and use of trowels or floats.....	67	
2.	Stripping and Salvage of Forms for Reuse	67	
3.	Orientation and Instruction With Application		
	a. Safe use of tools of the trade	13	
	b. Job safety procedures.....	16	
	c. Construction plan reading and application	<u>20</u>	
	TOTAL		500

The minimum wage rate* under this program shall be:

- 80% of the journey-worker rate for the first two quarters of training (250 hours)
- 85% of the journey-worker rate for the third quarter of training (125 hours)
- 90% of the journey-worker rate for the fourth quarter of training (125 hours)

A certificate of completion as a highway construction structural carpenter will be awarded to the employee.

The training may vary from this breakdown due to 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.

*The trainee's rate of pay shall be based on that of the highway construction carpenter classification in the federal Davis-Bacon wage rates contained in the contract proposal. The federal Davis-Bacon wage rates provide the basis for the stated journey-worker rates and are to be posted on the project bulletin board.

TRAINING CURRICULUM

CONCRETE FINISHER

HOURS

1.	Orientation	
	a.	Observation of the company's general construction operations and policies..... 6
	b.	Company safety program and safety practices 10
	c.	Observation of use of straightedge and steel trowels..... 17
	d.	Observation of forming of and finishing of edges and joints 17
2.	Care and Maintenance	
	a.	Safety procedures 3
	b.	Routine cleaning of work area and materials, handling of materials and tools, and handling of canvas or burlap strips..... 130
3.	Operation of Equipment	
		Safe operating procedures 6
		Basic operation of tools 67
		Use of straightedge or steel trowels 87
		Forming and finishing of joints, curbs, and gutters <u>157</u>
		TOTAL 500

The minimum wage rate* under this program shall be:

80% of the journey-worker rate for the first two quarters of training (250 hours)

85% of the journey-worker rate for the third quarter of training (125 hours)

90% of the journey-worker rate for the fourth quarter of training (125 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.

* The federal Davis-Bacon wage rates provide the basis for the stated journey-worker rates and are to be posted on the project bulletin board.

ATTACHMENT 5: Minimum Wage Scales

MINIMUM WAGE SCALE

FOR BID OPENINGS: OCTOBER 6, 2017 to PRESENT

TRAINEE _____

TRAINER _____

POWER EQUIPMENT OPERATORS

GROUP 1 **Journey-worker Wage:** 28.60/hr. + 16.15 fringes

Trainee Hours	Rate	
1-275	80%	22.88 + 16.15
276-413	85%	24.31 + 16.15
414-550	90%	25.74 + 16.15

GROUP 2 **Journey-worker Wage:** 27.70/hr. + 16.15 fringes

Trainee Hours	Rate	
1-275	80%	22.16 + 16.15
276-413	85%	23.55 + 16.15
414-550	90%	24.93 + 16.15

GROUP 3 **Journey-worker Wage:** 27.45/hr. + 16.15 fringes

Trainee Hours	Rate	
1-275	80%	21.96 + 16.15
276-413	85%	23.33 + 16.15
414-550	90%	24.71 + 16.15

GROUP 4 **Journey-worker Wage:** 27.30/hr. + 16.15 fringes

Trainee Hours	Rate	
1-175	80%	21.84 + 16.15
176-263	85%	23.21 + 16.15
264-350	90%	24.57 + 16.15

GROUP 5 **Journey-worker Wage:** 26.45/hr. + 16.15 fringes

Trainee Hours	Rate	
1-175	80%	21.16 + 16.15
176-263	85%	22.48 + 16.15
264-350	90%	23.81 + 16.15

GROUP 6 **Journey-worker Wage:** 25.15/hr. + 16.15 fringes

Trainee Hours	Rate	
1-175	*80%	20.20 + 16.15
176-263	85%	21.38 + 16.15
264-350	90%	22.64 + 16.15

*80% rate will be adjusted up if it falls below the minimum wage of \$19.70 for Group 1 Laborers.

MINIMUM WAGE SCALE

FOR BID OPENINGS: October 6, 2016 to PRESENT

TRAINEE _____

TRAINER _____

POWER EQUIPMENT OPERATORS - Second Program

GROUP 1 Journey-worker Wage: 28.60/hr. + 16.15 fringes

Trainee Hours	Rate	
1-275	85%	24.31 + 16.15
276-413	90%	25.74 + 16.15
414-550	95%	27.17 + 16.15

GROUP 2 Journey-worker Wage: 27.70/hr. + 16.15 fringes

Trainee Hours	Rate	
1-275	85%	23.55 + 16.15
276-413	90%	24.93 + 16.15
414-550	95%	26.32 + 16.15

GROUP 3 Journey-worker Wage: 27.45/hr. + 16.15 fringes

Trainee Hours	Rate	
1-275	85%	23.33 + 16.15
276-413	90%	24.71 + 16.15
414-550	95%	26.08 + 16.15

GROUP 4 Journey-worker Wage: 27.30/hr. + 16.15 fringes

Trainee Hours	Rate	
1-175	85%	23.21 + 16.15
176-263	90%	24.57 + 16.15
264-350	95%	25.94 + 16.15

GROUP 5 Journey-worker Wage: 26.45/hr. + 16.15 fringes

Trainee Hours	Rate	
1-175	85%	22.48 + 16.15
176-263	90%	23.81 + 16.15
264-350	95%	25.13 + 16.15

GROUP 6 Journey-worker Wage: 25.15/hr. + 16.15 fringes

Trainee Hours	Rate	
1-175	85%	21.38 + 16.15
176-263	90%	22.64 + 16.15
264-350	95%	23.89 + 16.15

*85% rate will be adjusted up if it falls below the minimum wage of \$19.70 for Group 1 Laborers.

MINIMUM WAGE SCALE

For Bid Openings: March 2, 2017 to Present

TRAINEE _____

TRAINER _____

TRUCK DRIVERS

CLASS A **Journey-worker Wage:** 28.45/hr. + 12.65 fringes

Trainee Hours	Rate	
1-250	80%	22.76 + 12.65
251-375	85%	24.18 + 12.65
376-500	90%	25.61 + 12.65

CLASS B **Journey-worker Wage:** 28.14/hr. + 12.65 fringes

Trainee Hours	Rate	
1-200	80%	22.51 + 12.65
201-300	85%	23.92 + 12.65
301-400	90%	25.33 + 12.65

CLASS C **Journey-worker Wage:** 28.02/hr. + 12.65 fringes

Trainee Hours	Rate	
1-150	80%	22.42 + 12.65
151-225	85%	23.82 + 12.65
226-300	90%	25.22 + 12.65

MINIMUM WAGE SCALE

For Bid Openings: March 2, 2018 to Present

TRAINEE _____

TRAINER _____

STRUCTURAL CARPENTERS

Journey-worker Wage: 28.45/hr. + 6.70 fringes

Trainee Hours	Rate	
1-250	80%	22.76 + 6.70
251-375	85%	24.18 + 6.70
376-500	90%	25.61 + 6.70

MINIMUM WAGE SCALE

For Bid Openings: March 2, 2018 to Present

TRAINEE _____

TRAINER _____

CONCRETE FINISHERS

Journey-worker Wage: 28.45/hr. + 6.70 fringes

Trainee Hours	Rate	
1-250	80%	22.76 + 6.70
251-375	85%	24.18 + 6.70
376-500	90%	25.61 + 6.70