

# **The State of New Hampshire Department of Transportation**



## **On-the-Job Training Program Manual**

New Hampshire Department of Transportation  
Bureau of Human Resources  
Labor Compliance Unit  
P.O. Box 483, 7 Hazen Drive  
Concord, NH 03302  
(603) 271-6612

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- Form 3 Weekly Training Report
- Form 4 Transfer/Modification Request
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### Appendix 2 41 CFR 60-4.2 Solicitations

### Appendix 3 Training Special Provisions

## **PROGRAM OVERVIEW**

It is the policy of the New Hampshire Department of Transportation to ensure nondiscrimination in all programs and activities as affirmed through its Title VI Assurances with the Federal Highway Administration (FHWA). In consideration of other Federal EEO requirements, the FHWA's On-the-Job Training (OJT) Program is an Equal Employment Opportunity Program that provides a means to meet projected workforce demands. The purpose of the OJT Program is to upgrade minorities and women toward journeyworker status in the highway construction trades, specifically trades in which minorities and females have been historically under-represented. To this end, the Department has established procedures in accordance with 23 CFR 230.111, Implementation of Special Requirements of On-the-Job Training, and 41 CFR 60-4, Affirmative Action Requirements, to determine appropriate numbers of persons to be trained on selected projects. The resultant training requirements appear as Training Special Provisions and are contained in designated Federally assisted construction contracts.

Accordingly, where Training Special Provisions apply, Contractors are required to make good faith efforts to hire minority and female workers. Such good faith efforts include conducting direct recruitment through public and private sources likely to yield high numbers of minority and female applicants available within a reasonable area of recruitment. Contractors should also promote and encourage the participation of minority and female employees in this program provided the training offered would serve to upgrade their current employment status. These requirements are not intended to discriminate against any applicant for training whether a minority group member or not. Contractors that are unsuccessful in recruiting minority and female applicants may enroll any qualified applicant.

To assist Contractors in complying with the Training Special Provisions of a selected project, the NHDOT Labor Compliance Office has prepared this program document. We hope that you will find the information contained within comprehensive and helpful as you carryout the training requirements specified in your contract.

Sincerely,

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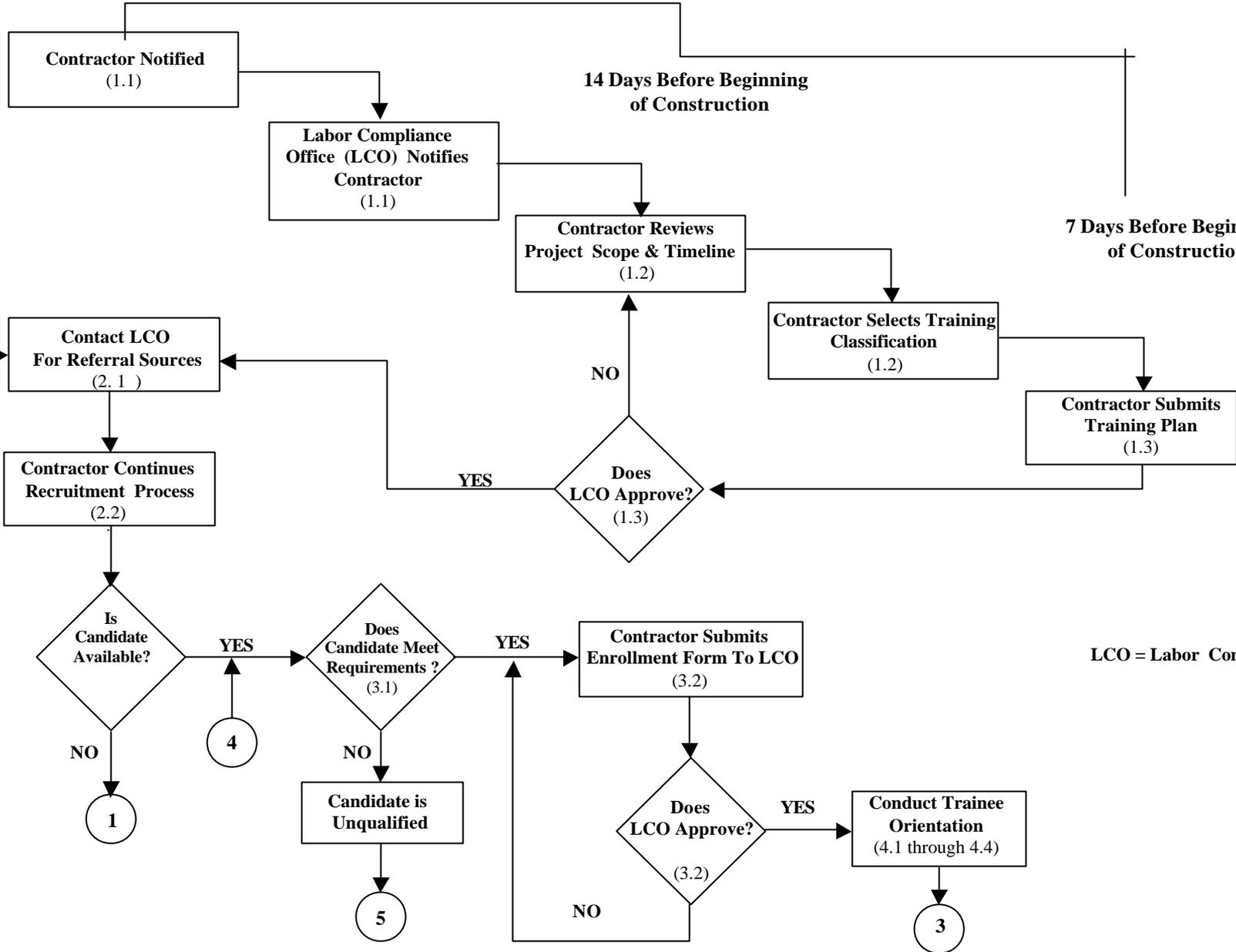
Carol A. Murray  
Commissioner

# OJT PROCESS

30 Days Before Beginning  
of Construction

14 Days Before Beginning  
of Construction

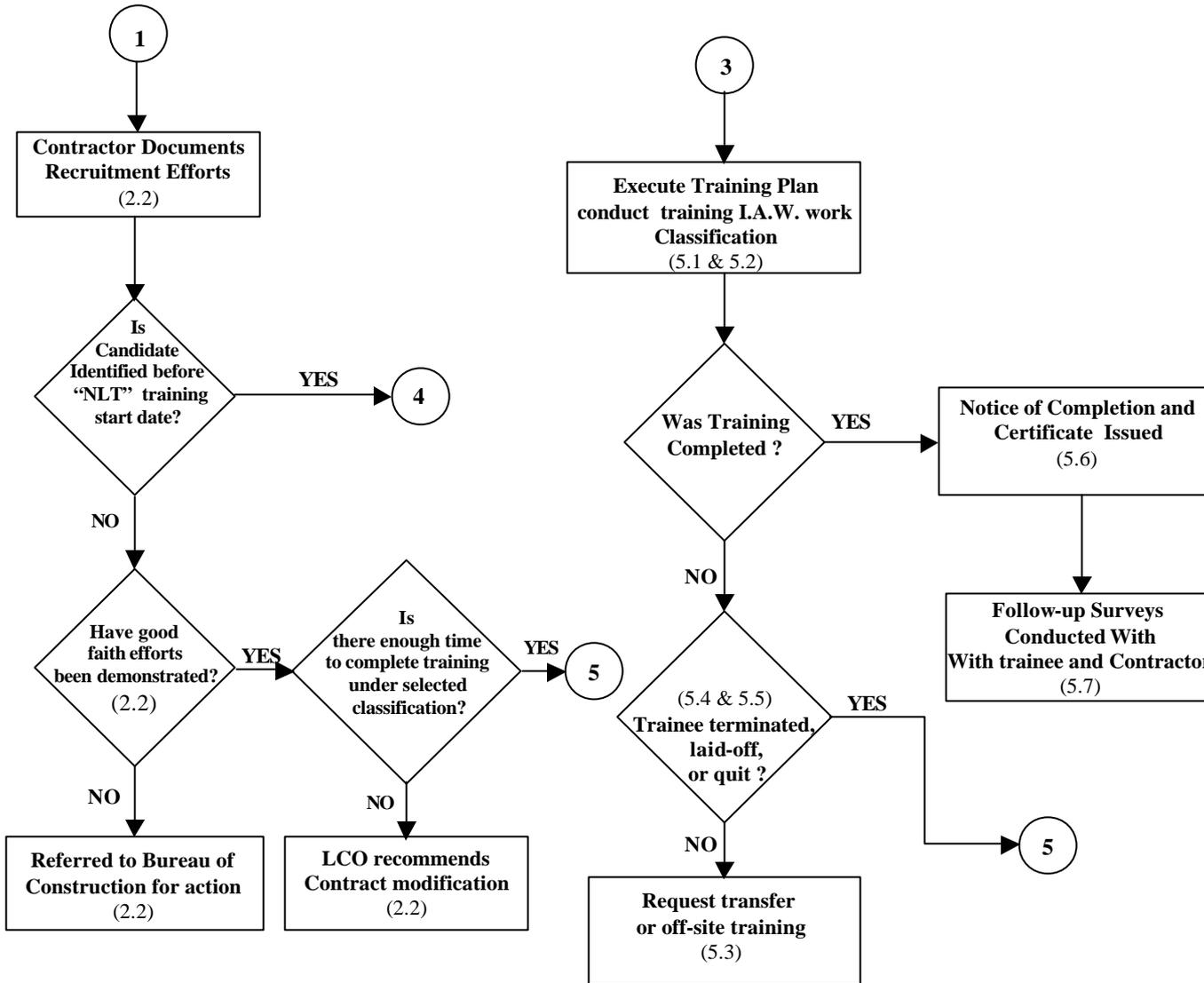
7 Days Before Beginning  
of Construction



LCO = Labor Compliance Office

# OJT PROCESS

-continued-



## **Program Procedures**

### **1.1 Contractor Notification**

When a Contractor's awarded bid for a Federally funded contract containing an EEO Training Special Provision has been approved by Governor and Council, the NHDOT Labor Compliance Office's External EEO Coordinator notifies the Contractor in writing to submit an "On-the-Job Training Acknowledgement and Statement of Intent" (OJT Form 1, see Appendix 1). This action will take place approximately 30 days prior to the date on which it is expected the Contractor will begin construction as indicated in the Notice to Proceed. The use of this form serves as a plan and helps to ensure that the Contractor has reviewed program requirements to ensure the selection of an appropriate Training Classification(s) that is consistent with intent of the OJT Program as outlined in the Training Special Provisions, 23 CFR 230A Subchapter C, Appendix A, (see Appendix 3 of the OJT Manual).

### **1.2 Training Classification Selection**

Training classifications shall be related to the construction crafts that have an assigned wage-rate issued by the U.S. Department of Labor. Additionally, training in lower-level management positions specifically related toward construction applications is permissible. Training in the "laborer" classification will only be permitted when the project scope is insufficient to provide necessary training in the skilled trade classifications approved for the project, or when the company has met the minority and female participation goals for skilled trades specified in the contract (Affirmative Action Requirements, 41 CFR 60-4.2- Solicitations).

In selecting a training classification, the Contractor should review the project scope, construction timeline and choose a training classification in a trade where the company's representation of minorities and females is below that of the participation goals established in the contract (41 CFR 60-4.2, Affirmative Action Requirements). If the project scope is insufficient to satisfy the training requirements of the selected classification, the Contractor may choose a more suitable training classification; however, written justification must be submitted along with the "On-the-Job Training Acknowledgement and Statement of Intent."

Although Contractors are encouraged to select one of the training classifications provided in this manual, classifications from other approved programs, provided they are consistent with the OJT Program's intent may be selected. Alternatively, if the training opportunities provided by a given project are not adequate to fulfill the requirements of the training classifications established in other approved programs, the contractor should develop a modified training classification. This modified classification must be reviewed by the NHDOT Contract Administrator and approved by the External EEO Coordinator prior to recruitment.

<p><b>While entire projects may provide ample training opportunity, the Prime Contractor's portion of work may not. Accordingly, the Prime Contractor should plan, coordinate, and consider incorporating portions of the training requirements into subcontracts. Nonetheless, Prime Contractors are ultimately responsible for fulfilling Training Special Provisions as stated in the contract.</b></p>
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### **1.3 Training Plan Submission**

For each project having an OJT training requirement, Contractors are required to submit an “On-the-Job Training Acknowledgement and Statement of Intent” (OJT Form 1, see Appendix 1) at least one week prior to the start of construction. This form serves as a training plan and requires approval by the External EEO Coordinator before the start of training. This two-page form has been designed as a comprehensive tool that reinforces the Affirmative Action Requirements of 41 CFR 60-4.2—Solicitations. Additionally, use of this form ensures that the Contractor has reviewed the project scope to ensure that all training requirements under the selected classification can be fulfilled.

Page one of “OJT Form 1” contains an acknowledgement that the Contractor has reviewed the requirements stated in the contract and will make every good faith effort to recruit, within a reasonable area, a minority or female trainee in a classification for which the Contractor’s representation is below the goals established in 41 CFR 60-4.2—Solicitations, as stated in the contract. Page Two of the “OJT Form 1” contains a data table. The Contractor uses this table to enter demographic data for all classifications represented in its current workforce and computes the percentages of minority and female representation (columns (i) and (j)), and compares them with the established goals and selects a training classification for which the company’s minority and female representation is lowest. If for any valid reason the Contractor is unable to select a classification based on this methodology, attached written justification must be submitted.

**To ensure the successful completion of all training requirements, Contractors should consider the required hours/weeks of training and the nature of project work to be performed for the remainder of the construction season. When possible, contractors should avoid extending training over the course of two seasons. Chances of success are significantly greater when training is initiated at the beginning of a construction season.**

### **2.1 Referral Sources**

If an internal candidate is not available, Contractors should first contact the NHDOT External EEO Coordinator for a list of referral sources. Training will be primarily limited to minorities and women until such time that the Contractor’s workforce is representative of the participation goals outlined in 41 CFR 60-4.2—Solicitations (see Appendix 2). Contractors that experience difficulty in locating a candidate to fulfill a training requirement specified in the contract must produce documentation to demonstrate that every good faith effort to locate and enroll a minority or woman trainee has been made, to the extent that such persons are available within a reasonable area of recruitment. This requirement is not intended to discriminate against any applicant for training, whether a member of a minority group or not. Accordingly, if all documented efforts to locate a minority or woman trainee have been exhausted, training requirements may be filled with any qualified applicant.

## **2.2 Recruitment Process**

Additional recruiting and good faith efforts will include but not limited to:

- a. Establish and maintain a current list of minority, female, and disadvantaged persons (veterans and disabled) recruitment sources
- b. Maintain a current file of the name, address and telephone number of each minority, female, disadvantaged person, or off-the-street applicant; and minority, female or disadvantaged person referral from a recruitment source or community organization.
- c. Develop on-the-job training opportunities and participate in area training programs, which expressly include minorities and women.
- d. Disseminate the Contractor's EEO policy by providing notice to unions and training programs, and include this information in a company policy manual, newsletter, annual report, etc.
- e. Disseminate the contractor's EEO policy externally by including it in any advertising and discussing this policy with other contractors and subcontractors.
- f. Direct recruitment efforts towards female and minority organizations, local schools and training organizations.
- g. Encourage present minority and female employees to recruit other minority persons and women.

**Note:** Once the "no later than" (NLT) date indicated on Form 1 has passed, the Contractor will notify the Labor Compliance Office (LCO). At that time, the NHDOT EEO Coordinator makes a determination to confirm the Contractor has demonstrated every good faith effort to locate and enroll a qualified candidate. Once this has been established, the Contractor will be directed to select an alternative training classification and resubmit a training plan (Form 1). If this is not feasible, the NHDOT EEO Coordinator may submit a recommendation to the Bureau of Construction requesting a contract modification to waive the training requirement.

When the NHDOT EEO Coordinator has determined that the Contractor has failed to make every good faith effort (as stated in 2.2 a-g above), the matter will be referred to the Bureau of Construction with a recommendation to impose sanctions as appropriate, including but not limited to withholding payments; and or cancellation, termination or suspension of the contract, in whole or in part.

### **3.1 Candidate Evaluation and Enrollment Procedure**

- Minimum of eighteen (18) years of age.
- Applicant shall not be enrolled in any classification for which they have successfully completed a course leading to journeyworker status, or for which having been gainfully employed.
- Applicant shall not be enrolled if they have previously been in NHDOT's OJT program unless in a position which serves as an upgrade from their current status.
- Contractors can only require that applicants possess the ability to perform "essential" job functions of the selected training classification, with or without reasonable accommodation. Accordingly, Contractors are strongly encouraged to establish, in writing, the essential functions for each training classification.

### **3.2 Enrollment Form Submission**

Once the Contractor has determined the OJT candidate is qualified (paragraph 3.1 above), the Contractor's EEO Officer completes and submits an "On-the-Job Training Program Enrollment/Registration Form" (OJT Form 2, see Appendix 1). When filling out this form, the Contractor must identify the correct Federal wage-rate associated with the training classification and list scheduled trainee pay increments. Alternatively, the Contractor may pay a higher rate for the duration of training, provided that the rate paid exceeds those indicated on the form. Once the trainee's signature has been obtained, the Company EEO Officer (or authorized representative) must sign, certifying that the trainee has received a copy of the training program and has not previously been employed as a journeyworker in the selected training classification. This form should be faxed (603-271-8817) and the original mailed to the NHDOT External EEO Coordinator for final approval. After approval, the External EEO Coordinator will provide the company with verification and forward a courtesy copy to the NHDOT Contract Administrator.

### **4.1 Trainee Orientation**

Prior to commencing training, the designated trainer or supervisor will conduct an orientation to advise the trainee of the following:

- a. The seasonal nature of construction work;
- b. Adverse weather conditions under which work may occur;
- c. Work hours, to include any possible overtime, who to report to, and leave policy;
- d. The qualities the company considers desirable in its workers  
i.e. work ethics, such as honesty and punctuality;
- e. Company promotion policy, if not covered under EEO Policy;

- f. How to dress; steel toe boots, inclement weather gear, etc.;
- g. Safety, including OSHA and company programs;
- h. Contractor's EEO policy, Affirmative Action Plan Sexual Harassment policy, Complaint Procedures, and who the EEO Officer is;
- i. The trainee should encourage other minority group members and females for employment and training opportunities within the company;
- j. Disciplinary procedures, termination and layoff policies;
- k. Method and frequency of wages paid, and benefits credited.

#### **4.2 Supervision**

The trainee shall be assigned to a journeyman worker, supervisor, or other knowledgeable employee who shall on a daily and personal basis direct, review, and observe the trainee's progress.

#### **4.3 Work Hours**

The normal workweek will consist of five (5), eight (8) hour days. Trainees may be required to work overtime as a required. Federal wage-rates and rules apply for all hours worked.

#### **4.4 Wage Rates**

Trainees will be paid at least 60 percent of the appropriate minimum journeyworker's rate specified in the contract for the first half of the training period, 75 percent for the third quarter of the training period, and 90 percent for the last quarter of the training period. Due to wage-rate demands and under certain circumstances, Contractors may find it necessary to offer higher pay in order to fulfill a training requirement.

#### **5.1 Execution of Training**

Once training is initiated, the supervisor will provide oversight to ensure that all requirements are met by modifying the training schedule (not the requirements) as project timeline changes occur. Administering training in this manner will ensure that training opportunities are not overlooked, and will enable the trainer to anticipate necessary modifications to the original training plan (see paragraph 5.3 below). Remember! Any modifications to the original plan (OJT Training Acknowledgement and Statement of Intent) must be approved by the NHDOT External EEO Coordinator.

In addition to managing the schedule, the training supervisor will direct daily work assignments, provide instruction in basic and specialized construction techniques (as dictated by the training classification), and provide routine feedback. The training supervisor is also responsible for completing and submitting reports in accordance with paragraph 5.2.

The NHDOT External EEO Coordinator will conduct periodic on-site interviews with the trainee and training supervisor. The purpose of these interviews is to monitor program compliance and to seek valuable input regarding the quality of training, the existence of distracters, and other information that may be helpful in further developing the OJT Program. All interviews will be coordinated through the NHDOT Contract Administrator.

## **5.2 File Weekly Reports**

Contractors must submit (every Friday) to the NHDOT Contract Administrator a **Weekly Trainee Report** (OJT Form 3, see Appendix 1) for each trainee. This form serves as a payment mechanism for Standard Specification 693 and provides the NHDOT External EEO Coordinator with a weekly status necessary to schedule appropriate times for interviews and verify training completion. The trainee, training supervisor, and the NHDOT Contract Administrator must sign this report before submission. Once reviewed/approved, the Contract Administrator will fax the report to the Labor Compliance Office no later than Monday following the reported week. The Contractor is responsible for the timely submission of all reports to the Contract Administrator.

**If Weekly Trainee Reports are not submitted, progress payments may be withheld for failure to comply with Training Special Provision as defined in Item 693, Training Programs.**

## **5.3 Off-Site Training and Plan Modification**

At times during the course of a project, a Contractor may have the need to request the transfer of training from one project site to another, or to modify the original training plan by adding hours to the selected classification. This type of request may be necessary when:

- Another project offers more suitable training opportunities;
- The current project is nearing completion sooner than anticipated and there are a number of training hours left to be fulfilled; or
- Additional hours are needed on the current project to accommodate a specific training classification.

The alternate site may be a Federal, State, or private project, provided the work meets the requirements of the designated training classification. When a contractor intends to transfer trainees to other sites without an OJT requirement, the hours trained will be credited to the project on which the trainee has been approved. Whether for off-site training or the addition of training hours, a request must be submitted by filing an “OJT Program Transfer/Modification Form” (OJT Form 4, see Appendix 1) with the External EEO Coordinator prior to the desired effective date. The form may be submitted by fax, and it must be approved before the off-site training occurs.

During the off-site training, Contractors must continue to submit a Weekly Trainee Report through the NHDOT Contract Administrator at the original project site.

**Regardless of the location of off-site training, the appropriate Federal wage-rate for the selected classification must still be paid to the trainee.**

#### **5.4 Termination for Cause**

The trainee may be terminated at any time during training for disciplinary reasons including but not limited to: absenteeism, lack of punctuality, safety, lack of interest, poor attitude, failure to demonstrate his/her ability to perform diligently and faithfully the work specified by the training classification and other pertinent duties as assigned, or failure to conduct him/herself in a creditable, ethical, and moral manner. All disciplinary action taken against a trainee, up to and including termination must be reported to NHDOT Contract Administrator and the External EEO Coordinator (603-271-6612) immediately. A copy of any disciplinary action taken may be required by the Labor Compliance Office in order to make a compliance determination.

#### **5.5 Lay-Offs**

Contractors must give strong consideration before laying-off a trainee. Through deliberate planning prior to the submission of the “OJT Training Acknowledgement and Statement of Intent,” most lay-offs can be avoided. Once the Contractor has determined that a lay-off is necessary, documentation stating the reason along with a new training plan must be submitted to the NHDOT External Coordinator within 24 hours of the proposed lay-off date. Contractors are still responsible for fulfilling training requirements under the original training classification approved for the project.

#### **5.6 Certificate of Training**

At the completion of the training program, the trainee will receive a Completion Letter and a Certificate of Training (OJT Form 5, see Appendix 1) as a record of their accomplishment issued by the NHDOT and signed jointly by the Chief of Labor Compliance and the Contractor.

#### **5.7 Follow-Up Survey**

After completion of training, the NHDOT Labor Compliance Office will conduct a six and twelve month review with each trainee either by phone or mail. The information obtained from these surveys will be used to assess training classification content and assist the NHDOT in measuring the achievements for the OJT Program. Contractors may be requested to complete written surveys to help in the development of training classifications and procedures aimed at ensuring contractual obligations of Training Special Provisions are met.

# ON-THE-JOB TRAINING CLASSIFICATIONS

## On-the-Job Training Programs

Classification	Length of Training
Carpenter Trainee (Rough) .....	600 hours
Construction Supervisory Trainee .....	1000 hours
Equipment Maintenance Trainee .....	1000 hours
Equipment Operator Trainee .....	800 hours
Grade Foreman Assistant Trainee .....	500 hours
Ironworker Trainee.....	1000 hours
Laborers	
Bridge Construction Worker Trainee Level I.....	500 hours
Bridge Construction Worker Trainee Level II.....	540 hours
Bridge Construction Worker Trainee Level III.....	540 hours
Guardrail Trainee.....	570 hours
Highway Construction Worker Trainee .....	500 hours
Pipelayer Trainee .....	500 hours
Truck Driver Trainee .....	600 hours

**NOTE:** If a particular construction project will not support any of the established training classifications found in this or any other approved program, the contractor may develop a training classification subject to NHDOT approval in accordance with paragraph 1.2 of this manual.

## CARPENTER TRAINEE (ROUGH)

PROGRAM HOURS: 600

Builds rough wooden structures such as concrete forms, falsework, scaffolding, tunnel and sewer supports, and temporary frame shelters, according to sketches or oral instructions. Examines plans and specifications to determine dimensions of structures. Measures boards, timbers, or plywood, using framing square, measuring tape and ruler. Marks cutting lines on materials, using pencil and scribe. Saws boards and plywood panels to required sizes. Nails cleats (braces) across boards to construct concrete forms. Braces forms in place with timbers, cables, tie rods, and anchor bolts, for use in building concrete piers, footings, and walls. Erects chutes for placing concrete. Cuts and assembles timbers to build trestles and cofferdams.

This training classification will consist of the following as a minimum:

<u>Duties</u>	<u>Hours</u>
<b>PHASE I FAMILIARIZATION .....</b>	<b>50</b>
a. General workplace safety to include accident prevention and response	
b. Use of personal protective equipment	
c. Power and hand tools	
d. Material selection	
e. Basic form design	
<b>PHASE II CARPENTRY TECHNIQUES* .....</b>	<b>500</b>
a. Foundation and footing layout and formwork	
b. Decking formwork	
c. Box culverts, inlets and headwall formwork	
d. Pier, pile and cap formwork	
e. Parapet and hand railings	
f. Abutment formwork	
g. Retaining wall formwork	
*Training in Phase II must include a minimum of 5 of 7 techniques	
<b>PHASE III STRIPPING .....</b>	<b>50</b>
a. Curing concrete and removing forms	
b. Cleaning tools, forms, and forming material	
c. Backfill and finish grading	

# CONSTRUCTION SUPERVISORY TRAINEE

PROGRAM HOURS: 1000

Individual(s) will be trained to act in a supervisory capacity coordinating activities of work crews on highway or bridge construction projects. The trainee will learn:

- ◆ Company policies and procedures; and
- ◆ Jobs and personnel functions to gain knowledge of all phases of highway or bridge construction tools and processes including:
  - Various types of heavy equipment,
    - Blueprints and layouts,
  - Topographical maps and surveying
  - Scheduling, and
  - Owner's rules and regulations governing construction activities.

This training classification will consist of the following as a minimum:

<u>Duties</u>	<u>Hours</u>
<b>PHASE I FAMILIARIZATION .....</b>	<b>80</b>
a. General workplace safety including accident prevention and response	
b. Use of personal protective equipment	
c. Company policies and procedures	
d. Equipment and material usage, maintenance, and documentation	
e. OSHA rules and regulations for the work site	
<b>PHASE II SUPERVISORY RESPONSIBILITIES .....</b>	<b>120</b>
a. Scheduling equipment, manpower, and subcontractors	
b. Employee relations; recognition/motivation	
c. Conflict resolution	
d. Community relations	
e. Worksite safety and first aid	
f. Crew and equipment coordination; equipment rental; employee time recording	
<b>PHASE III CORE TRAINING* .....</b>	<b>800</b>
a. Plan and topographical map/layout reading	
b. Use of survey equipment (transit, level, electronic)	
c. Planning and layout of field office and grounds	
d. Layout and staking	
e. Site preparation	
f. Understanding of ground condition analysis and testing	
g. Excavation	
h. Construction of storm drainage and drainage structures	
i. Utility (water, sewer, electrical, cable, telephone) construction and relocation	

- j. Subgrading
- k. Fine grading
- l. Temporary and permanent erosion control measures
- m. Concrete delivery and placement, asphalt laydown and granite curbing
- n. Job site clean up
- o. Traffic control/Manual of Uniform Traffic control Devices

**\*Training in Phase III must include 12 of 15 items above**

## EQUIPMENT MAINTENANCE TRAINEE

PROGRAM HOURS: 1000

Individual(s) will be trained in the maintenance and repair of all types of construction equipment. The trainee will be learning how to assemble, set up, adjust, repair and maintain construction equipment, which includes, but is not limited to:

- Internal combustion engines
- Air compressor
- Pumps
- Concrete mixers
- Heavy earth-moving equipment
- Rock crushers
- Paving equipment
- Hand-held power tools

The trainee may perform the duties of a welder in the repair of this equipment. Performs other related duties as required.

This training classification will consist of the following as a minimum:

<u>Duties</u>	<u>Hours</u>
<b>PHASE I FAMILIARIZATION .....</b>	<b>100</b>
a. General workplace safety including accident prevention and response	
b. Use of personal protective equipment	
c. Observation of construction equipment in use	
d. Understanding basic function and preparation of equipment	
e. Observation of tools in use	
f. Understanding use of parts catalog and cost/purchasing of parts	
g. Learning key parts required	
h. Learning company purchase, receipt, storage and issuance policies and procedures	
<b>PHASE II CORE TRAINING* .....</b>	<b>600</b>
a. OSHA rules and regulations for the workplace	
b. Tool care, storage and transportation	
c. Preventive maintenance checks and services including, lubrication; oil, air and fuel filters, grease points, and inspection techniques to detect abnormal conditions	
d. Paint and bodywork	
e. Welding and burning equipment and operation of lathes, saws, shapers, grinders and presses	
f. Operation and service of fuel injector pumps and nozzles	
g. Assist in complete overhaul and testing of gas and diesel engines	
h. Assist in complete overhaul of various power transmission mechanisms	
i. Assist in complete overhaul of various air-cooled engines	
j. Assist in complete overhaul of various starters, generators and voltage regulators.	

**\*Training in Phase II must include a minimum of 8 of the 10 items above**

- PHASE III APPLICATION OF TRAINING .....300**
- a. Preventive, troubleshoot and corrective maintenance - shop and field
  - b. Orders, receives and stores tools and equipment under supervision of skilled worker
  - c. Draws, arranges and transports tools and materials under supervision of skilled worker
  - d. Participates in equipment preparation and maintenance under supervision of skilled worker
  - e. Uses tools of the trade and performs related duties as required

## EQUIPMENT OPERATOR TRAINEE

PROGRAM HOURS: 800

Learns safe operation and application of various heavy construction equipment used on highway and bridge construction projects. Equipment used includes, but is not limited to, the following:

- Bulldozer
- Roller
- Compactor
- Backhoe
- Grader
- Pile driver
- Crane
- Loader
- Oiler
- Dump Truck
- Earth/rock hauler

This training classification will consist of the following as a minimum:

<u>Duties</u>	<u>Hours</u>
<b>PHASE I FAMILIARIZATION .....</b>	<b>60</b>
a. General workplace safety including accident prevention and response	
b. Use of personal protective equipment	
c. Fueling/lubrication/hydraulic systems	
d. Starting - stopping vehicle	
e. Safe operation of vehicle	
f. Vehicle capabilities and limitations	
g. Materials/earthwork/site preparation	
h. Public relations	
<b>PHASE II CORE TRAINING* .....</b>	<b>600</b>
a. On and offsite road travel and traffic control	
b. Grading	
c. Earth moving	
d. Rolling (compaction/vibration)	
e. Trenching/pipe laying	
f. Backfill/curbing	
h. Rigging/hoisting	
*Training in Phase II will include all of the above	
<b>PHASE III MAINTENANCE .....</b>	<b>40</b>
Safe maintenance of equipment (minor repairs/parts replacement)	
<b>PHASE IV PROJECT SUPPORT ACTIVITIES .....</b>	<b>100</b>
Provides direct project support to project superintendent, contract administrator forepersons and other construction workers, as required.	

## GRADE FOREMAN ASSISTANT TRAINEE

PROGRAM HOURS: 500

Acts in supervisory capacity and coordinates activities of work crews at construction sites. Learns company policies, jobs and personnel functions to gain knowledge of all phases of highway construction. Becomes familiar with various types of heavy equipment, reads and understands blueprints, topographical maps and surveying.

This training classification will consist of the following as a minimum:

<u>Duties</u>	<u>Hours</u>
<b>PHASE I FAMILIARIZATION .....</b>	<b>125</b>
a. General workplace safety including accident prevention and response	
b. Use of personal protective equipment	
c. Layout, knowledge or right-of-way, alignment stakes, grade stakes, blueprints	
d. Public relations	
e. Management of equipment and employees	
f. Construction equipment functions and capabilities	
 <b>PHASE II GRADING.....</b>	 <b>250</b>
a. Use of survey equipment (level, tape, transit, electronic)	
b. Layout of roadway and all applicable structures (signs, curbing, drainage, etc.)	
c. Grading and marking stakes	
d. Rough grading, fine grading	
 <b>PHASE III SUPERVISORY RESPONSIBILITIES .....</b>	 <b>125</b>
a. Traffic control/Manual of Uniform Traffic Control Devices	
b. Completing required reports	
c. Handling complaints, accidents	
d. Company policy	
e. Scheduling manpower and equipment	
f. Temporary and permanent erosion control measures	

# IRONWORKER

PROGRAM HOURS: 1000

Performs a combination of duties and procedures related to placement of structural steel. Use of manlifts, cutting torches, portable tools, power tools, material identification, and basic welding processes are integrated into the training.

This training classification will consist of the following as a minimum:

<u>Duties</u>	<u>Hours</u>
<b>PHASE I FAMILIARIZATION AND SAFETY</b> .....	<b>50</b>
a. General workplace safety including accident prevention and response	
b. Use of personal protective equipment	
c. Company policies	
d. OSHA rules and regulations	
e. Material identification	
f. Basic welding processes	
<b>PHASE II EQUIPMENT USAGE</b> .....	<b>150</b>
a. Use of manlifts; crane operation	
b. Cutting torches	
c. Slings	
d. Portable power tools (air and electric)	
<b>PHASE III SCAFFOLD SET-UP</b> .....	<b>60</b>
a. Scaffold erection	
b. Ladders, rails, toe-boards, etc.	
c. Double tie off policy education	
<b>PHASE IV CORE TRAINING*</b> .....	<b>740</b>
a. Cutting and burning	
b. Drilling and tapping	
c. Tensioning bolts and cables	
d. Lifting, moving, placing, aligning, and fastening structural and reinforcing steel	
<b>*Training in Phase IV will include all the above</b>	

**LABORER - BRIDGE CONSTRUCTION WORKER TRAINEE**

PROGRAM HOURS: 500

Performs a combination of tasks on bridge construction projects, usually working in a utility capacity. Transfers from task to task, as work requires under general supervision of a skilled bridge construction worker. Activities include, but are not limited to:

- Laboring
- Carpentry
- Blasting/Drilling
- Welding
- Working with Iron
- Placement
- Tying Off
- Re-bar
- Guardrail/Fencing
- Curbing
- Traffic Control
- Grading
- Concrete Work
- Pile Driving

This training classification will consist of the following as a minimum:

<u>Duties</u>	<u>Hours</u>
<b>PHASE I FAMILIARIZATION .....</b>	<b>40</b>
a. General workplace safety including accident prevention and response	
b. Use of personal protective equipment	
c. Bridge layout – plan review	
d. Right of Way lines, alignment stakes, grade stakes, witness stakes, boundary markers, bench marks and tie points	
e. Tools of the trade: power and hand tools, heavy equipment	
f. Public relations	
<b>PHASE II FORM BUILDING AND ERECTION .....</b>	<b>200</b>
a. Basic form design	
b. Erection and placement of forms	
c. Construction of forms	
d. Placement of reinforcement steel	
<b>PHASE III STRUCTURAL CONCRETE .....</b>	<b>100</b>
a. Concrete materials	
b. Finishing concrete - pouring/setting	
<b>PHASE IV TRAFFIC CONTROL .....</b>	<b>20</b>
Public traffic, off-highway traffic/Manual on Uniform Traffic Control Devices	

**PHASE V STRIPPING/SALVAGE.....20**

- a. Removing/clearing of materials
- b. Grading and staking

**PHASE VI STRUCTURAL STEEL.....100**

- a. Placement/fastening
- b. Exposure to pile driving, welding and cutting, minimum heavy equipment operation

**PHASE VII CLEAN-UP .....20**

- a. Materials - equipment maintenance
- b. Site clean-up/maintenance

**LABORER - BRIDGE CONSTRUCTION WORKER TRAINEE - LEVEL II**

PROGRAM HOURS 540

The Bridge Construction Worker Trainee Level II permits the trainee to further develop their bridge building skills with a concentration in structural concrete. Training continues under the general supervision of a skilled bridge construction worker.

This training classification will consist of the following as a minimum:

<b><u>Duties</u></b>	<b><u>Hours</u></b>
<b>PHASE I FAMILIARIZATION .....</b>	<b>40</b>
a. Safety on the job	
b. Company policies/procedures	
c. Tools/equipment used in highway/bridge construction	
d. Maintenance of equipment and hand tools	
<b>PHASE II STRUCTURAL CONCRETE .....</b>	<b>300</b>
a. Safety	
b. Erection and placement of forms	
c. Reinforcing bars	
d. Finishing concrete/curing	
e. Construction of forms	
f. Drainage Structures	
g. Deck placement	
h. Stripping/salvage	
<b>PHASE III EROSION/PROTECTION CONTROL .....</b>	<b>100</b>
a. Geotextile stonefill	
b. Geotextile siltfence	
c. Placement/compaction backfill	
<b>PHASE IV SITE CLEANUP .....</b>	<b>100</b>
a. Safety	
b. Places topsoil/seed/mulch	
c. Disposal of material	

**LABORER - BRIDGE CONSTRUCTION WORKER TRAINEE LEVEL III**

PROGRAM HOURS 540

Bridge Construction Worker Trainee Level III continues the progression and depth of training in bridge construction projects with an emphasis on structural concrete and deck removal/replacement.

This training classification will consist of the following as a minimum:

<b><u>Duties</u></b>	<b><u>Hours</u></b>
<b>PHASE I FAMILIARIZATION .....</b>	<b>20</b>
a. Safety on the job	
b. Company procedures	
c. Tools/equipment used in highway construction	
<b>PHASE II CONCRETE DEMOLITION .....</b>	<b>150</b>
a. Safety	
b. Tools and equipment	
c. Methods of removal	
d. Protection of surroundings	
<b>PHASE III STRUCTURAL CONCRETE .....</b>	<b>220</b>
a. Safety	
b. Forms designs	
c. Reinforcing bars	
d. Finishing curing	
<b>PHASE IV DECK REMOVAL AND REPLACEMENT .....</b>	<b>150</b>
a. Safety	
b. Stripping/salvage	
c. Metal grading w/precast concrete replacement	
d. Removal and clearing	
e. Maintenance of traffic	

## LABORER - GUARDRAIL TRAINEE

PROGRAM HOURS: 570

Performs a combination of tasks on road construction projects, usually working in a utility capacity. Transfers from task to task, as work requires under general supervision of a skilled guardrail installer/worker. Activities include, but are not limited to general laboring, guardrail/fencing, curbing, traffic control, equipment operation, etc.

This training classification will consist of the following as a minimum:

<u>Duties</u>	<u>Hours</u>
<b>PHASE I FAMILIARIZATION .....</b>	<b>40</b>
a. General workplace safety including accident prevention and response	
b. Use of personal protective equipment	
c. Bridge layout – plan review	
d. Right of Way lines, alignment stakes, grade stakes, witness stakes, boundary markers, bench marks and tie points	
e. Tools of the trade: power and hand tools, heavy equipment	
f. Fundamentals of highway safety for proper barrier installation	
g. Public relations	
<b>PHASE II CORE TRAINING* .....</b>	<b>500</b>
a. Policies, guidelines, standards and contract requirements	
b. Pre-Installation considerations	
c. Temporary traffic control during guardrail projects/Manual of Uniform Traffic Control Devices	
d. Standard guardrail installation	
e. Performance and placement of products and systems	
f. Legal aspects of guardrail installation	
*Training in Phase II will include all of the above	
<b>PHASE III POST-INSTALLATION &amp; FOLLOW-UP .....</b>	<b>30</b>
a. Inspection of finished work	
b. Standard guardrail systems removal	
c. Maintenance of guardrail systems	
d. Common installation, maintenance and removal errors	

**LABORER - HIGHWAY CONSTRUCTION WORKER TRAINEE**

PROGRAM HOURS: 500

This program is designed as an entry-level position on highway construction projects. The trainee will perform a combination of activities under supervision of a skilled highway construction worker. These activities include, but are not limited to the following:

- Traffic control
- Carpentry
- Guardrail/Fencing
- Pipe laying
- Grading
- Blasting/Drilling
- Curbing
- Signing
- Paving
- Concrete structures
- Seeding and Mulching
- Clean-up and other related duties

This training classification will consist of the following as a minimum:

<u>Duties</u>	<u>Hours</u>
<b>PHASE I FAMILIARIZATION .....</b>	<b>40</b>
a. General workplace safety including handling, accident prevention and response	
b. Use of personal protective equipment	
c. Public relations	
d. Tools of the trade: power and hand tools, heavy equipment	
<b>PHASE II TRAFFIC CONTROL .....</b>	<b>20</b>
a. Traffic Control: public traffic, on site, off-highway traffic	
b. Manual on Uniform Traffic Control Devices/sign erection and maintenance	
<b>PHASE III PIPING.....</b>	<b>80</b>
a. Trenching	
b. Bedding	
c. Positions, joints, aligns and seals pipe sections, including culvert and multi-plate	
d. Backfill and compaction	
<b>PHASE IV CONCRETE STRUCTURES .....</b>	<b>100</b>
a. Setting precast concrete drainage structures (catch basins, drop inlets, manholes) to correct line grade	
b. Box culverts, inlets and headwall form work, including reinforcing bars	
c. Placing concrete	
d. Strip and salvage forms for re-use	

**PHASE V GRADING.....100**  
a. Assist in stake-out of roadway  
b. Rough grading, fine grading of materials

**PHASE VI SURFACING .....30**  
Places concrete, asphalt, gravel and other materials using hand tools

**PHASE VII CURBING.....30**  
Constructs curbs and sidewalks; granite, asphalt and concrete

**PHASE VIII CLEAN-UP .....20**  
a. Places and spreads loam  
b. Seeds and mulches  
c. Equipment and tool maintenance

**PHASE IX HIGHER SKILL TRAINING.....80**  
Provides assistance to project superintendent, contract administrator,  
equipment operators and others as required

## LABORER - PIPELAYER

PROGRAM HOURS: 500

Lays glazed or unglazed clay, concrete, plastic, or cast-iron pipe for storm drains, sanitation sewers, or conduits for utilities. Performs any combination of the following tasks: grades and smooths bottom of trench to specified elevation, using shovel. Guides hoist, or crane, inserts spigot end of pipe into bell end of previously laid section. Adjusts pipe to line and grade, and secures into position.

This training classification will consist of the following as a minimum:

<u>Duties</u>	<u>Hours</u>
<b>PHASE I FAMILIARIZATION .....</b>	<b>50</b>
a. General workplace safety including accident prevention and response	
b. Use of personal protective equipment	
c. Material identification and handling	
d. Spade operation and laying of pipe	
e. OSHA rules and regulations (excavation and trenching)	
<b>PHASE II CORE TRAINING* .....</b>	<b>450</b>
a. Ditch grading with compressed air driven or hand operated spade	
b. Rigging and lowering of pipe	
c. Laying pipe and conduit	
d. Adjust pipe to proper line and grade	
e. Insertion of spigot end of pipe into bell end of last pipe laid including joint preparation and fastening	
f. Installation and construction of drainage structures (catch basins, drop inlets, manholes) to correct line and grade	
g. Backfill and compaction of trench	
<b>*Training in Phase II will include all of the above</b>	

## TRUCK DRIVER TRAINEE

PROGRAM HOURS: 600

Learns safe operation and application of various types of construction, heavy duty, on or off highway, earth and rock moving equipment such as, but not limited to;

- Koehring Dumpster
- Euclid back or bottom dump
- International Payhauler
- Articulated

This training classification will consist of the following as a minimum:

<u>Duties</u>	<u>Hours</u>
<b>PHASE I FAMILIARIZATION</b> .....	<b>60</b>
a. General workplace safety including accident prevention and response	
b. Use of personal protective equipment	
c. Fueling/lubrication/hydraulic systems	
d. Starting - stopping vehicle	
e. Safe operation of vehicle	
f. Vehicle capabilities and limitations	
g. Construction materials, earthwork, and site preparation	
h. Public relations	
<b>PHASE II CORE TRAINING*</b> .....	<b>400</b>
a. Loading and unloading materials, and operation of single and/or tandem axle trucks	
b. Loading and unloading materials, and operation of specialized earth moving equipment, off highway	
*Training in Phase II will include all the above	
<b>PHASE III MAINTENANCE</b> .....	<b>40</b>
Safe maintenance of equipment (minor repairs/parts replacement)	
<b>PHASE IV PROJECT SUPPORT ACTIVITIES</b> .....	<b>100</b>
Provides direct project support to project superintendent, project forepersons and other construction workers, as required.	

# Appendix 1

## New Hampshire Department of Transportation On-the-Job Training Forms

**Form 1    OJT Acknowledgement and Statement of Intent**

**Form 2    OJT Program Enrollment /Registration Form**

**Form 3    OJT Weekly Training Report**

**Form 4    OJT Transfer/Modification Request**

**Form 5    OJT Certificate of Training Program Completion**



## ON-THE-JOB TRAINING ACKNOWLEDGEMENT AND STATEMENT OF INTENT

\_\_\_\_\_ Date

**To:** External EEO Coordinator  
 Office of Labor Compliance  
 New Hampshire Department of Transportation  
 P.O. Box 483, 1 Hazen Drive  
 Concord, NH 03302-0483

**Project Name and Number:** \_\_\_\_\_

\_\_\_\_\_ (Company) has reviewed the OJT training requirements (Training Special Provisions) stated in the contract for the above noted project. Based on these requirements, the availability of applicants within a reasonable area of recruitment, and in an effort to meet the minority and female participation goals outlined in the contract (Affirmative Action Requirements, 41 CFR 60-4.2- Solicitations), our company will select a qualified trainee(s) and conduct training under the classification(s) identified below in accordance with the \_\_\_\_\_.

(Name of OJT Program)

**\*Submit copy of training program (training classification) to be used if other than NHDOT OJT Program**

The undersigned has personally reviewed the content of each selected training classification in relation to the project scope and assures that all portions of training can be completed if initiated by the “no later than” (NLT) date indicated below.

1 Selected Training Classification	2 Number of Trainees in Classification	3 Projected Start Date	4 NLT Start Date in Order to Complete Training
1.			
2.			
3.			
4.			
5.			

**IMPORTANT:** Written justification is required to substantiate the selection of training classifications where company representation is below the minority and female participation goals specified in the contract. Compare columns (i) and (j) of the table on page 2 of 2 with 41 CFR 60-4.2, Affirmative Action Requirements.

Please provide information regarding your company's current workforce demographics in the trades listed below:

(a) Trade Classification	(b) Total Employees	(c) Female	(d) Hispanic	(e) American Indian or Alaskan Native	(f) Black	(g) Asian or Pacific Islander	(h) Total of columns (d) through (g)	(i) Minority Percentage (h) / (b)	(j) Female Percentage (c) / (b)
Constr. Supervisors									
Constr. Foreperson									
Carpenters									
Equipment Mechanics									
Equipment Operators									
Grade Foreman Asst.									
Ironworker									
Laborers									
Truck Drivers									

**The authorized representative below certifies that the information proved herein is accurate and is made in good faith:**

\_\_\_\_\_  
Company EEO Officer

\_\_\_\_\_  
Signature

Date: \_\_\_\_\_

Approval  Disapproval

\_\_\_\_\_  
Date: \_\_\_\_\_

NHDOT External EEO Coordinator

CONTRACTOR: Submit in original to NHDOT External EEO Coordinator for review/approval. Distribution: 1 (original) – External EEO Coordinator; 1 – Contractor; 1 – DOT Contract Administrator (for project records); 1 – Trainee.



# NH DEPARTMENT OF TRANSPORTATION OJT PROGRAM ENROLLMENT/REGISTRATION FORM

Date: \_\_\_\_\_

Project Location: \_\_\_\_\_

Project Number: \_\_\_\_\_

Trainee Name/Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Phone No.: \_\_\_\_\_

Ethnic Group Designation: \_\_\_\_\_

Gender: \_\_\_\_\_ Male

Female

\_\_\_\_\_ Disabled Person

\_\_\_\_\_ Ex-Offender

\_\_\_\_\_ Ex-Welfare Recipient

\_\_\_\_\_ New Hire

\_\_\_\_\_ Rehire

\_\_\_\_\_ Upgrade

If Upgrade or Re-Hire, Explain: \_\_\_\_\_

Training Classification: \_\_\_\_\_

Hours of Training Required: \_\_\_\_\_

Name of Trainer: \_\_\_\_\_ Site Phone No: \_\_\_\_\_

\_\_\_\_\_

START DATE: \_\_\_\_\_

Full Journeyman Rate: \$ \_\_\_\_\_

### TRAINING INCREMENTS:

1<sup>st</sup> Half: \$ \_\_\_\_\_/hr.  
(60% of journeyman rate minimum)

3<sup>rd</sup> Qtr: \$ \_\_\_\_\_/hr  
(75% of journeyman rate minimum)

4<sup>th</sup> Qtr: \$ \_\_\_\_\_/hr  
(90% of journeyman rate minimum)

rate minimum)

Trainee Acknowledgement/Signature: \_\_\_\_\_

CONTRACTOR'S CERTIFICATION: A copy of the selected training classification and program manual to which it applies have been issued to the trainee. I further certify that the trainee has not been employed as a journeyman worker in the classification for which he/she will receive training:

EEO Officer Signature: \_\_\_\_\_

\*\*\*\*\*  
\*\*\*\*\*

**FOR NH DEPARTMENT OF TRANSPORTATION USE ONLY  
APPROVAL OF TRAINING PROGRAM**

\_\_\_\_\_

---

NHDOT Contract Administrator  
Date

Date

NHDOT External EEO Coordinator

---

Distribution: Original to NHDOT External EEO Coordinator for review/approval. Labor Compliance Office will coordinate training with DOT Contract Administrator and get signature. Three approved/signed copies will then be forwarded to the DOT Contract Administrator for distribution: 1 – Project Records; 1 – Contractor; 1 – Trainee

OJT Form 2 - Enrollment/Registration  
February, 6 2003



# OJT WEEKLY TRAINING REPORT

Trainee Name: \_\_\_\_\_

Trainee Classification: \_\_\_\_\_

Project Name and Number: \_\_\_\_\_

Contractor/Subcontractor: \_\_\_\_\_

Date Enrolled: \_\_\_\_\_ Report Period Week Ending: \_\_\_\_\_

Phase No.	Phase of Training (Per OJT Manual)	Required Hours	Hours This Week	Performance (Circle One)		Total Hours Accum. to Date
				S	NI	
I.				S	NI	
II.				S	NI	
III.				S	NI	
IV.				S	NI	
V.				S	NI	
VI.				S	NI	
VII.				S	NI	
VIII.				S	NI	
IX.				S	NI	

**TOTAL HOURS THIS WEEK:**

**NOTE: PLEASE LIST ALL PHASES OF TRAINING ON EACH WEEKLY REPORT, EVEN IF TRAINING WITHIN A PHASE HAS BEEN COMPLETED**

## WEEKLY STATUS REPORT

(Indicate Action Taken)

/ / \_\_\_\_\_ QUIT \_\_\_\_\_ WITH NOTICE \_\_\_\_\_ WITHOUT NOTICE  
DATE

/ / \_\_\_\_\_ DISMISSAL REASON: \_\_\_\_\_  
DATE

/ / \_\_\_\_\_ SUSPENSION REASON: \_\_\_\_\_  
DATE

/ / \_\_\_\_\_ LAID OFF REASON: \_\_\_\_\_  
DATE

General Comments: \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Trainee Signature Trainer Signature Date / /

\_\_\_\_\_  
Contract Administrator Signature of Approval Date / /

Contractor Distro: 1 - Trainee; 2 - NHDOT Contract Administrator for Approval/Progress Payment (Contract Administrator: Give 2nd copy to Compliance Review Officer)



# ON-THE-JOB TRAINING PROGRAM TRANSFER/MODIFICATION REQUEST

Project Number: \_\_\_\_\_

Date: \_\_\_\_\_

In order to fulfill the training requirement for this project, \_\_\_\_\_

(contractor name)

requests permission to transfer or add (circle one) \_\_\_\_\_ training hours in:

1. \_\_\_\_\_ (specify item or training phase)
2. \_\_\_\_\_ (specify item or training phase)
3. \_\_\_\_\_ (specify item or training phase)
4. \_\_\_\_\_ (specify item or training phase)

from the above noted project to \_\_\_\_\_

(name and location of new project)

The reason for this request is: (check all that apply)

- The new project will provide better training opportunity
- The current project is near completion and the required training can not be completed
- Other (explain): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Name of trainee(s) concerned: \_\_\_\_\_

Printed name and signature of NHDOT Contract Administrator (**current project**):

\_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_ Date: \_\_\_\_\_

Company EEO Officer name and signature

Approved  Disapproved

\_\_\_\_\_ Date: \_\_\_\_\_

NHDOT External EEO Coordinator

Contractor: First coordinate your request with the NHDOT Contract Administrator, obtain signature, then forward to NHDOT Labor Compliance Office for approval.

# New Hampshire Department of Transportation

## On-the-Job Training Program

*This is to certify that*

**John Q. Public**

*has completed*

**Truck Driver Trainee**

*presented by*

**NHDOT & ABC Industries, Inc.**

*May, 2004*

---

**Jay Ankenbrock**

*External EEO Supervisor*

*NH Department of Transportation*



---

**David Smith**

*President*

*ABE Industries, Inc.*

# **Appendix 2**

# Appendix 2

## 41 CFR 60-4 Affirmative Action Requirements 41 CFR 60-4.2 Solicitations

### Notice of Requirement for Affirmative Action To Ensure Equal Employment Opportunity (Executive Order 11246)

The Offeror's or Bidder's attention is called to the "Equal Opportunity Clause" and the "Standard Federal Equal Employment Specifications" set forth herein.

The goals and timetables for minority and female participation, expressed in percentage terms for the Contractor's aggregate workforce in each trade on all construction work in the covered area, are as follows:

	Goals for minority participation for each trade	Goals for female participation in each trade
--	---	--

#### **STANDARD METROPOLITAN STATISTICAL AREAS (SMSA)**

<b>SALEM-PLAISTOW</b>	<b>4.0</b>	<b>6.9</b>
<b>MANCHESTER-NASHUA</b>	<b>0.7</b>	<b>6.9</b>

#### **NON-SMSA COUNTIES**

<b>COOS, GRAFTON, SULLIVAN</b>	<b>0.8</b>	<b>6.9</b>
<b>BELKNAP, MERRIMACK, CARROLL, STRAFFORD</b>	<b>3.6</b>	<b>6.9</b>
<b>CHESHIRE</b>	<b>5.9</b>	<b>6.9</b>
<b>ROCKINGHAM</b>	<b>4.0</b>	<b>6.9</b>
<b>HILLSBOROUGH</b>	<b>0.7</b>	<b>6.9</b>

These goals are applicable to all contractor's construction work (whether or not it is Federal or federally assisted) performed in the covered area. If the Contractor performs construction work in a geographical area located outside of the covered area, it shall apply the goals established for such geographical area where the work is actually performed. With regard to this second area, the Contractor also is subject to the goals for both its federally involved and nonfederally involved construction.

The Contractor's compliance with Executive Order and the regulations in 41 CFR Part 60-4 shall be based on its implementation of the Equal Opportunity Clause, specific affirmative action obligations required by specifications set forth in 41 CFR 60-4.3(a), and its efforts to meet the goals. The hours of minority and female employment and training must be substantially uniform throughout the length of the contract, and in each trade, and the contractor shall make a good faith effort to employ minorities and women evenly on each of its projects. The transfer of minority or female employees or trainees from Contractor to Contractor or from project to project for the sole purpose of meeting the contractor's goals shall be a violation of the contract, the Executive Order and the regulations in 41 CFR Part 60-4. Compliance with the goals will be measured against the total work hours performed.

The Contractor shall provide written notification to the Director of the Office of Federal contract compliance programs within 10 working days of award of any construction subcontract in excess of \$10,000 at any tier for construction work under the contract resulting from this solicitation addressed as follows:

Director  
Federal Contract Compliance Program  
US Department of Labor  
JFK Building, Room 1612-C  
Boston, MA 02203

The notification shall list the name, address and telephone number of the subcontractor; employer identification number of the subcontractor; estimated dollar amount of the subcontract; estimated starting and completion dates of the subcontract; and the geographical area in which the subcontract is to be performed as noted within in the Contract Special Provisions for Affirmative Action to ensure Equal Employment Opportunity.

# Appendix 3

## Appendix 3

**NOTE:** Training Special Provisions as stated in NHDOT contracts, however refer to the to previous pages in the manual for complete details and procedures on compliance to the OJT Program.

### TRAINING SPECIAL PROVISIONS

As part of the Contractor's specific Equal Employment Opportunity Affirmative Action Program, training shall be provided as follows:

The Contractor shall provide on-the-job training aimed at developing full journeyworker workers in the type of trade or job classification involved.

The number of trainees to be trained under the special provision will be \_\_\_\_\_ (amount to be filled in by State Highway Department).

In the event that a Contractor subcontracts a portion of the contract work, it shall determine how many, if any, of the trainees are to be trained by the Subcontractor, provided, however, that the Contractor shall retain the primary responsibility for meeting the training requirements imposed by this special provision. The Contractor shall also insure that this training special provision is made applicable to such subcontract. Where feasible, 25 percent of apprentices or trainees in each occupation shall be in their first year of apprenticeship or training.

The number of trainees shall be distributed among the work classifications on the basis of the Contractor's needs and availability of journeyworkers in the various classifications within a reasonable area of recruitment. Prior to commencing construction, the Contractor shall submit to the NHDOT Labor Compliance Office for approval the number of trainees to be trained in each selected classification and training program to be used. Furthermore, the Contractor shall specify the starting time for training in each of the classifications. The Contractor will be credited for each trainee employed on the contract work who is currently enrolled or becomes enrolled in an approved program and will be reimbursed for such trainees as provided hereinafter.

Training and upgrading of minorities and women toward journeyworker status is a primary objective of this Training Special Provision. Accordingly the Contractor shall make every effort to enroll minority and women trainees (e.g. by conducting systematic and direct recruitment through public and private sources likely to yield minority and women 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 have been 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 minority group or not.

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

The minimum length and type of training for each classification will be as established in the training program selected by the Contractor and approved by the New Hampshire Department of Transportation and the Federal Highway Administration. The New Hampshire Department of Transportation and the Federal Highway Administration shall approve a program if it is reasonably calculated to meet the equal employment opportunity obligations of the Contractor and to qualify the average trainee for journeyworker status in the classification concerned by the end of the training period. Furthermore, apprenticeship programs registered with the U.S. Department of Labor, Bureau of Apprenticeship and Training shall also be considered acceptable provided it is being administered in a manner consistent with the equal employment obligations of Federal-aid highway construction contracts. Approval or acceptance of a training program shall be obtained from the NHDOT Labor Compliance Office prior to commencing work on the classification covered by the program. It is the intention of these provisions that training is to be provided in the construction crafts rather than clerk-typists or secretarial-type positions. Training is permissible in lower level management positions such as office engineers, estimators, timekeepers, etc., where the training is oriented toward construction applications. Training in the laborer classification may be permitted provided that significant and meaningful training is provided and approved by the division office. 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.

Except as otherwise noted below, the Contractor will be reimbursed 80 cents per hour of training given an employee on this contract in accordance with an approved training program. As approved by the engineer, reimbursement will be made for training persons in excess of the number specified herein. This reimbursement will be made even though the Contractor received additional training program funds from other sources, provided such other source does not specifically prohibit the Contractor from receiving other reimbursement. Reimbursement for off-site training indicated above may only be made to the Contractor where they do 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 or pays the trainee's wages during the off-site training period.

No payment shall be made to the Contractor if either the failure to provide the required training, or the failure to hire the trainee as a journeyworker, 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. It is normally expected that a trainee will begin training on the project as soon as feasible after start of work utilizing the skill involved and remain on the project as long as training opportunities exist in this work classification or until the training program is completed. It is not required that all trainees be on board for the entire length of the contract. A Contractor will have fulfilled their responsibilities under this Training Special Provision if they have provided acceptable training to the number of trainees specified. The number trained shall be determined on the basis of the total number enrolled on the contract for a significant period.

Trainees will be paid at least 60 percent of the appropriate minimum journeyworker's rate specified in the contract for the first half of the training period, 75 percent for the third quarter of the training period, and 90 percent for the last quarter of the training period, unless apprentices or trainees in an approved existing program are enrolled as trainees on this project. In that case, the appropriate rates approved by the Departments of Labor or Transportation in connection with the existing program shall apply to all trainees being trained for the same classification who are covered by this Training Special Provision.

The Contractor shall furnish the trainee a copy of the program to be followed in providing the training. The Contractor shall provide each trainee with a certification showing the type and length of training satisfactorily completed.

The Contractor will provide for the maintenance of records and furnish weekly reports documenting performance under this Training Special Provision.