

SOUTH DAKOTA DEPARTMENT OF TRANSPORTATION CIVIL RIGHTS PROGRAM

Contract Special Provision for Training

GENERAL INSTRUCTIONS – REVIEW COMPLETELY AND CAREFULLY

1. Your company has been awarded a federal-aid highway construction project, which has one or more training slots as a contract requirement. This means that you are obligated to make every reasonable effort to provide on-the-job training for the number of trainees specified in the bid document. Training must be provided base on an approved OJT program – the only such program currently approved by SDDOT and FHWA is that developed by the Associated General Contractors of South Dakota, Highway-Heavy Chapter. That is the program you should plan to use. It is possible, under certain circumstances, for you to use alternate programs, i.e. another state, but these alternates must have the prior approval of the Department Civil Rights Program and the FHWA before they can be used on this project. Contact the Civil Rights Program for details.
2. You will be expected to enroll a minority and/or female, or in the alternate, someone who meets the disadvantaged criteria currently in use by the South Dakota One-Stop Career Centers (Job Service). You must be able to present documentation of a good faith effort to do so if you are unable to find a suitable minority or female trainee placement. Your attention is directed to “Purpose” section of the OJT Special Provision (page 1) and “Selection Procedures”, parts C2 and C3, pages 1 & 2, in the Special Provision. You should also review the program policies and procedures on pages 1-4 of the training program booklet. Please be aware that the Training Booklet has not been updated since SDDOT took over administration of the OJT program Statewide. All trainees whether they are a contract requirement or not are to be registered with the SDDOT Civil Rights Program. Monthly Trainee Status Reports will be filed on all Trainees to the SDDOT. The SDDOT is responsible for the administration of the OJT program.
3. The number of training hours specified in the proposal (600) has been predetermined by the Department for bid purposes and are to be considered the minimum training goal. This means that trainee registrations and start dates should be as early in the project as possible so that, if for some reason, the original trainee is unable to complete the hours, there may be sufficient time remaining to enroll an alternate. **Failure to enroll a trainee in a timely fashion may result in suspension of progress payments.**

PROVIDED

5. You should be prepared to identify, in writing, for the Area Engineer, the specific training program(s) you intend to utilize for this project. The choice is yours depending upon your needs and your employment situation, but **you are limited to those programs shown in the training booklet (even some of these may not be suitable for some projects).**

no later than the week during which training begins

7. Please take special note of the Special Provision, “Contractor Responsibilities” (page 4). The Department will be monitoring this requirement to insure that the intended training is being provided in accordance with the program outline and that adequate records are being kept. It is acceptable if project superintendents/foremen maintain the training record in their project diaries but the record must be sufficiently detailed, showing dates, type of training, journeyman/instructor assigned, etc. so that we can determine the extent to which the training is being met.
8. It is important that the Monthly Trainee Status Reports be filed promptly with the Department Civil Rights office following the last full pay period of the month. In the cases of voluntary or involuntary trainee termination or when the trainee completes the hours specified for the program, file the form as soon as you can (rather than waiting until the end of the pay period). Your failure to file the Department report in a timely manner may result in the loss of your reimbursement for the training hours for that month.
9. You must have in your files, documentation of your efforts to recruit and place a minority or female trainee. You must also have the records to show that the trainee has been advised of all the particulars of the training program including hours needed, wage levels, company expectations, etc. If you fail to maintain this documentation you may forfeit some or all of the payment due under the training bid item. It is important that the Civil Rights office be contacted (605-773-3540) if you experience problems as unsatisfactory trainee attendance or performance. We will work with you to get those problems resolved and to maintain a successful training program.
10. A copy of the specific training classification to be used should be made from the training booklet and furnished to the trainee for his/her information. Copy of the AGC-SDDOT OJT Manual can be found at: www.sddot.com/ojt.asp or by contacting the Civil Rights Office. Also all the necessary forms can be found at the same web address.
11. Effective March 1, 2002, the SDDOT took over administration of the A.G.C. OJT Program. The A.G.C. Registration Form and Weekly Reports have been eliminated. **You no longer file any registrations or weekly reports with the A.G.C.** Please discard any old AGC forms and use the SDDOT forms for ALL Trainees registered in South Dakota whether they are a contract requirement or not. All registrations and monthly status reports are to be filed with the SDDOT Civil Rights Program.

PLEASE CONTACT THE CIVIL RIGHTS OFFICE FOR ANY ASSISTANCE OR TO OBTAIN ADDITIONAL FORMS, BOOKLETS, ETC. CONTACT JUNE HANSEN AT:

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