



ADOT On the Job Training Program

**Business Engagement and Compliance Office (BECO)
Employee and Business Development (EBD)**

December 17, 2019

Objectives

 ADOT OJT Program Purpose

 ADOT OJT Program at a Glance

 ADOT Responsibilities

 Contractor Responsibilities

Objectives *(continued)*

 OJT Program Process

 ADOT OJT Program Components

 OJT Program Flow

 Questions

 OJT System Training NEXT

ADOT OJT Program Purpose



Offers equal opportunity for the training and upgrading of minorities, women, and disadvantaged persons toward journeyman status in the highway construction trades

ADOT OJT Program at a Glance

 Project Specific – Projects with or without OJT goal

 ADOT OJT Program Plan

 Training Special Provisions With OJT Goal

 Training Special Provisions Without OJT Goal

 ADOT Annual Goal (calendar year)

2020 - 38,000 OJT Hours and 64 Trainees

ADOT OJT Program at a Glance

(continued)



Approved Programs

1. FHWA or U.S. Department of Labor (U.S.DOL)
2. Union or Apprenticeship programs registered with:
 - ◆ Bureau of Apprenticeship (BA)
 - ◆ U.S.DOL
 - ◆ Employment and Training Administration
 - ◆ Arizona Apprenticeship Office
 - ◆ Arizona Department of Economic Security, recognized by BA

ADOT OJT Program at a Glance

(continued)



OJT System - A module in the ADOT DBE System



OJT Reporting and Monitoring

On the Job Training: Enroll a Trainee

* required entry

Trainee Information

HIRE TYPE *

TRAINEE NAME *

SSN (LAST 4 DIGITS) *

ADDRESS *

PHONE NUMBER *

GENDER *

ETHNICITY *

TRAINEE DOCUMENTS *

New Hire

Upgrade / Level-up

First Name

M.I.

Last Name

Street Address

City

Select State

Postal Code

Select Gender

Select Ethnicity

Choose Files

No file chosen

Attach trainee signature document

ADOT Responsibilities

BECO

-  Establish project OJT goal
-  Review OJT submittals
-  Monitor monthly reporting
-  Conduct compliance site visits
-  Determine compliance with OJT goal







Field Offices (FO)

-  Review OJT Commitment/Schedule
-  Process Reimbursement
-  Monitor trainees hours against commitment schedule

Field Reports (FR)

-  Process trainee Progression/Level-up for Certified Payroll

Contractor Responsibilities

-  Assign OJT Liaison
-  Establish Training Program (if no program is established)
 -  Submit for approval at least 4 weeks prior to start of project
-  Report monthly by the 15th of every month following the month of training hours completed
-  Monitor for reimbursement
-  May work with Subcontractors to meet goal on the project



Submittals:

-  Training Commitment/ Schedule
 -  GFE (if applicable)
-  Trainee Enrollment/Carryover
-  Trainee Progression/Level-up
-  Trainee Status Change
-  Monthly Reporting
-  Project Completion/Banking
-  Good Faith Efforts (if applicable)

OJT Program Process



OJT Swimlanes Flow Chart 11212019.mp4

OJT Program Components



OJT Goal

Assessed per project:

- ◆ No OJT goal on projects on Tribal Lands
- ◆ Project has a minimum of 120 working days
- ◆ Project starting at \$3M up to \$500M → 600hrs up to 19,000hrs
 - 👷 Each trainee must complete a minimum of 600 hours
- ◆ Projects over \$500M – based on project type and scope:
 - 👷 minimum of 20% of trainees to reach 2,000 hours
 - 👷 10% of trainees to reach journeyman status

OJT Program Components



OJT Commitment/Schedule:



Program used



How many trainees and hours



GFE if applicable



FO 1st approval, BECO 2nd approval

OJT Program Components



OJT Commitment/Schedule:



FO Approval



Evaluate project's schedule and type of work



As needed communicate with contractor to validate OJT schedule

OJT Program Components



OJT Enrollment:



All trainees/apprentices must be enrolled








BECO reviews to approve



FO verifies enrollment for reimbursement

OJT Program Components

(continued)

-  **Reimbursement**
-  \$3/hr
-  Federal-aid projects only
-  Projects with and without OJT Goal
-  Trainees/Apprentices must be enrolled in the ADOT OJT System

OJT Program Components

(continued)



Banking-Carryover



Project A goal is 600 hrs



Trainee X reached 800 hrs on the project, $800 - 600 = 200$ **banked hours**



Project B goal is 1200 hrs



Trainee X is transferred to Project B







Project B goal is $1200 - 200$ **(carryover)** = 1000 hrs

A trainee's hours exceeding the required hours on a project (600) may be credited the excess hours towards another project when the same trainee is used on that project

OJT Program Components


(continued)




OJT Progression/Level-up

-  Trainee advancement/progress to next training level
-  Trainee change of job classification
-  BECO reviews to approve
-  FR process for certified payroll

OJT Program Components

(continued)

- 

OJT Change Status
-  Trainee changes job classification, graduates, resigns, or terminated
-  BECO reviews to approve
-  FR process for certified payroll, as applicable

OJT Program Components

(continued)



OJT Monthly Reporting



Trainee hours reported in the OJT Module



BECO reviews against certified payroll to approve

OJT Program Components

(continued)

- 
OJT Compliance Site Visits
 -  FO notifies BECO of complaints in the field
 -  Randomly conducted by FO and BECO

OJT Program Components

(continued)



OJT Project Completion



Submitted within 60 business days of completion of training



BECO reviews to determine compliance



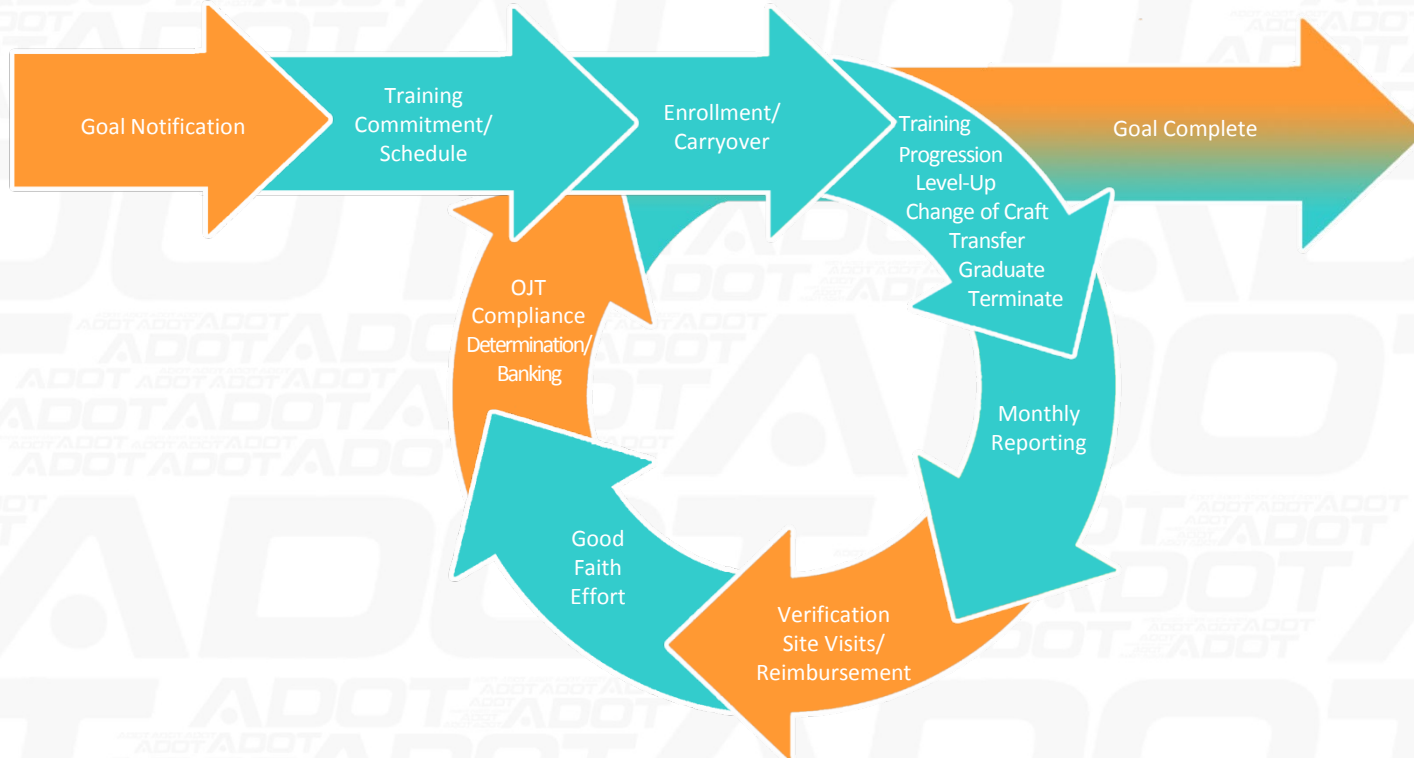
OJT Goal Met - Completion Cover Letter



OJT Goal Not Met - Show Cause Notice

- GFE Approved: Completion Cover Letter
- GFE NOT Approved: Sanctions recommended by BECO, applied by FO

OJT Process Flow



Everyone in Compliance - No Sanctions!

Questions



OJT System Training NEXT



OJT System – Training NEXT

Training Information	
TRAINING PROGRAM *	<div>Select Training Program ▼</div>
PROPOSED TRAINING CLASSIFICATION *	<div>Select classification ▼</div> <div>Training Hours</div>
SUBCONTRACTOR *	<div>[Prime] VendorADOT1 ▼</div>
TRAINING START WAGE *	<div>0</div>
TRAINING START DATE *	<div></div>
PROJECT NAME	HB82802C (I-11 to Vegas)
CONTRACT REFERENCE / NUMBER	HB82802C

Contractor Information	
CONTRACTOR NAME	VendorADOT1
PHONE NUMBER	(602) 555 - 5555
ADDRESS	725 West McDowell Phoenix, AZ 85007
EMAIL	VendorADOT1@bzgnowuser.com

Acknowledgement Statement	
<input checked="" type="checkbox"/> By checking this box, I understand and will comply fully with the plans and specifications under which this training is being performed.	