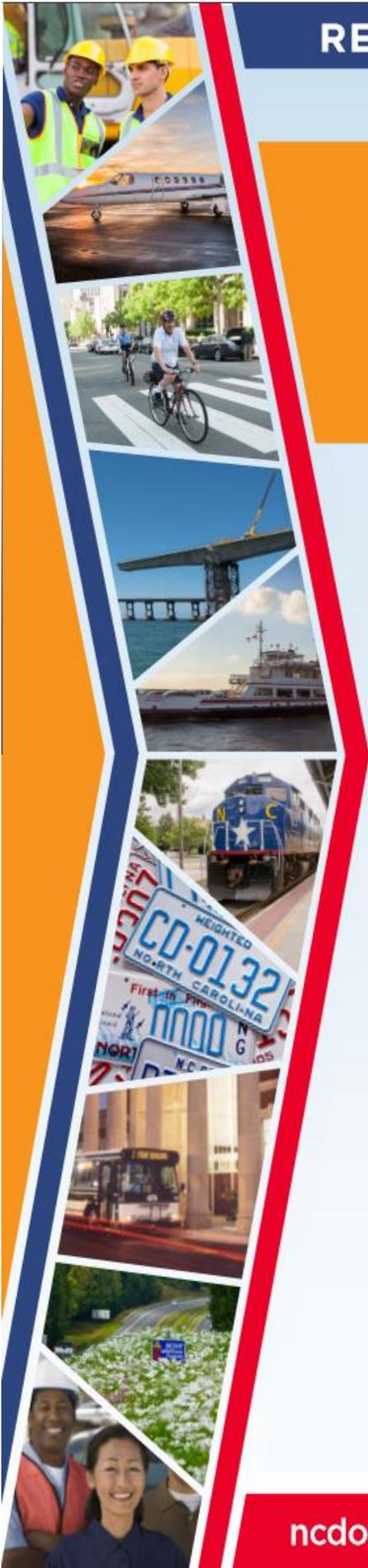


RECRUIT, TRAIN, RETAIN AND GROW

NCDOT

On-the-Job Training Program

Trainee Guide 2021



ncdotocr@ncdot.gov • 919-508-1808 • 800-522-0453

THE NORTH CAROLINA DEPARTMENT OF TRANSPORTATION
ON THE JOB TRAINING PROGRAM

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Welcome OJT Trainee,

Congratulations and welcome to the On-the-Job Training Program. This letter is to inform you that the North Carolina Department of Transportation (NCDOT) administers the OJT Program. Within the next thirty (30) days, an OJT field representative will contact you and your supervisor to schedule an informational meeting. This meeting will answer any questions and address any issues you may have regarding the stated objectives of the training program.

If at any time you have questions regarding the program that your company's OJT coordinator or your supervisor cannot answer, please do not hesitate to contact us at 984.365.0596.

We sincerely hope you enjoy and benefit from your time in the OJT program.

With our commitment to you, "Training" makes the difference!

Sincerely,

NCDOT OJT Team

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What is the On-the-Job Training Program (OJT)?

The On-the-Job Training (OJT) is a program mandated by the Federal Highway Administration (FHWA). The purpose of the program is to:

- Train and upgrade minorities, women, and disadvantaged persons to journeyman level status in the highway construction industry.
- Establish a plentiful and well diverse pool of skilled workers for the highway construction industry; and
- Demonstrate that equal opportunity exists in the highway construction industry.

In the State of North Carolina, implementation and administration of the On-the-Job Training Program is the responsibility of the North Carolina Department of Transportation (NCDOT). The North Carolina Department of Transportation administers a custom version of the Federal OJT Program, commonly referred to as the **Alternate OJT Program**. The flexibility of the Alternate OJT Program allows a contractor to train employees on all types of projects.

Simply put, OJT is an opportunity to gain training in a new skill while at work. For example, if a worker was hired as general labor, the employer can enroll that worker into OJT to complete training to become a heavy equipment operator. And the training takes place **DURING WORK hours**.

What is the benefit of NCDOT OJT?

- Gain skills leading to move advanced job classification in highway construction
- Increased pay
- Building a career

What are the requirements to be a part of NCDOT OJT?

- An individual who is a woman, Black American, Hispanic American, Native American, Asian-Pacific American, Subcontinent Asian-Pacific American, other minorities found to be disadvantaged by the U.S. Small Business Administration
- Persons who are not members of one of those groups may also be considered **disadvantaged** if they can establish their "social" and "economic" disadvantage. For example, people with disabilities have disproportionately low incomes and high rates of unemployment and may be considered socially and economically disadvantaged, as are residents of any North Carolina Tier 1 County.
- An employee with a NCDOT Prime Contractor
- Have not enrolled in an NCDOT OJT Program or if you have in the past, no more than three (3) times

Why was I selected to be a part of NCDOT OJT?

- Member of an ethnic minority, social or economically disadvantaged group
- An employee with an NCDOT Prime Contractor
- Have not enrolled in an NCDOT OJT Program or if you have in the past, no more than three (3) times.

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What are the ROLES AND RESPONSIBILITIES?

Internal Contributor	Responsibilities
NCDOT OCR OJT Unit	<ul style="list-style-type: none"> ➤ Oversight of consultants ➤ Manage program data collection ➤ Manage program reporting ➤ Manage all fiscal aspects of supportive services ➤ Approval of all activities
OJT Consultants	<ul style="list-style-type: none"> ➤ Assist NCDOT OJT with three interviews ➤ Provide case management ➤ Request supportive services for trainees ➤ Report any concerns
External Contributor	Responsibilities
Contractor	<ul style="list-style-type: none"> ➤ The contractor is to assign the trainee to a skilled craftsman, foreman, supervisor, or mentor who serves as the OJT Trainee Coach. The Trainee Coach will be responsible for the day-to-day training and mentoring of the trainee and who will share the appropriate skills associated with the classification for which the trainee is enrolled. ➤ The contractor shall only count hours of training within the classification for which the trainee is enrolled. If such classification is not necessary for some time or on a project, the contractor should attempt to continue to employ the trainee by assigning them other duties. No hours shall be counted for work performed while a trainee is assigned to other duties that are not in their OJT classification. ➤ The contractor shall only count the hours earned while the trainee is performing work in North Carolina. ➤ The contractor shall provide a program orientation to the OJT Trainee Coach as well as the OJT Trainee. The orientation shall include at a minimum, a review of individual responsibilities during the training program and copies of the training syllabus for the job classification.

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	<ul style="list-style-type: none"> ➤ The Contractor shall instruct the trainee in safe and healthful work practices and shall ensure that the trainee is trained in facilities and other environments that comply with all applicable safety and health laws and regulations of the United States and the State of North Carolina.
<p>Contractor OJT Point of Contact (POC)</p>	<ul style="list-style-type: none"> ➤ Oversee the OJT program on behalf of Contractor ➤ Ensure OJT Coach and Trainees are oriented ➤ Attend all mandatory OJT training ➤ Enroll trainees ➤ Report trainee hours ➤ Coordinate three trainee interviews
<p>OJT Coach</p>	<ul style="list-style-type: none"> ➤ Supervise trainee on the worksite ➤ Complete monthly training logs
<p>OJT Trainee</p>	<ul style="list-style-type: none"> ➤ The trainee shall diligently perform work assigned by the employer. ➤ The trainee shall learn all duties as outlined in their enrolled classification. ➤ The trainee shall immediately notify their employer should something happen that would adversely affect the company or employment status. ➤ The trainee shall be aware of the on-going progress toward completing the OJT Program and notify a supervisor of circumstances for which their progress is halted or delayed. <i>This may involve notifying someone above an immediate supervisor.</i> ➤ The trainee shall be aware of their employer's rules and regulations and what steps to take should any issues arise while enrolled in the OJT Program.

What happens during participation in the NCDOT OJT program?

- **Enrollment:** The contractor shall use the most current version of the NCDOT OJT Web-Based Trainee Enrollment Form to enroll trainees. An employee will not be considered an Alternate OJT Trainee until the enrollment form has been submitted.
- **Orientation:** Each contractor is required to provide trainees with an OJT Orientation. During the orientation, potential OJT Trainees should be educated on the NCDOT OJT Program as follows:
 - Provided with OJT Trainee guide; and
 - Provided a copy of the training classification requirement; and
 - Provided with verification of training wage, and wage increases; and
 - Provided a copy of company's EEO Policy and Discrimination complaint procedure; and
 - Provided time/space to watch OJT Welcome Video; and
 - The scheduled date and time for the initial interview.
- **Case Management and Supportive Services:** As a part of A-OJT, trainee case management is provided. For this program, case management is defined as three distinct touch points during the training process where a designated member of the NCDOT OJT team engages with trainees to verify initial and continuous enrollment; gather feedback regarding the program experience, and conduct a worksite visit.
 - ✓ **Initial Interview:** Initial Interview will be scheduled with A-OJT POC and should be conducted during work hours using the communication tool provided by NCDOT OJT.
 - ✓ **Worksite Interview:** OJT will schedule a worksite visit within 60 to 90 days of trainee enrollment with an A-OJT POC.
 - ✓ **Exit Interview:** A final A-OJT interview will be scheduled with the A-OJT POC when a trainee has 75% of training completed and should be conducted during scheduled work hours using the communication tool provided by NCDOT OJT.
 - ✓ **Professional Development Series:** NCDOT OJT and Consultants will be available to assist with information on training classes via MS Teams or Face-to-Face training in the areas of preparing for job interviews, resume building, etc.
 - ✓ **Advanced Skill Training:** NCDOT OJT and Consultants will be available to assist with information on training classes to help further along with job advancement (example: CDL Licenses, Heavy Equipment Operation Training, etc.)
 - ✓ **Supportive Services:** NCDOT OJT and Consultants will be available to assist you with information and possible funding assistance in the areas of need such as housing, transportation, education and training activities, and childcare services.
- **Monthly Report of Progress:** The contractor shall be submitted by the **10th day** of each month for the previous month until the trainee has completed or terminated the program. **Monthly training reports are required each month until the trainee graduates or terminates.**
- **Wage Adjustments: Required Wage Rates During the Training Period:** In no instance shall a trainee be paid less than the local minimum wage. It is the contractor's responsibility to adhere to whichever minimum rate will satisfy State

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and Federal labor laws. More information regarding the Davis-Bacon can be obtained from the NCDOL. Contractors are generally permitted to compensate trainees on a graduating pay scale based upon a percentage of the prevailing minimum journeyman wages (Davis-Bacon Act). According to the FHWA, minimum pay shall be as follows:

- 60 percent of the journeyman wage for the first half of the training period,
- 75 percent of the journeyman wage for the third quarter of the training period,
- 90 percent of the journeyman wage for the last quarter of the training period.

- **Completion:** Once the Trainee has completed the classification training hours and the Contractor has submitted Exit forms. The Trainee will participate in the Exit Interview. Then the Certificate of Completion will be mailed to the OJT Representative. An example of the certificate is below.



Appendix: Sample Certificate of Completion

NORTH CAROLINA DEPARTMENT OF TRANSPORTATION

On-the-Job Training Program

PRESENTED TO

XXXXXX

IN THE RECOGNITION OF SUCCESSFULLY COMPLETING THE NORTH CAROLINA DEPARTMENT OF TRANSPORTATION ON-THE-JOB TRAINING PROGRAM

Classification Name: **Truck Driver (Multi-Rear-Axle)**

Number of Hours: **1040**

Date of Graduation: **1/10/2019**

Training Conducted by: **Dragados USA Inc**

XXX, OJT Manager

On-the-Job Training Program



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What do I do if I have problems while in the NCDOT OJT?

- **Company EEO policy:** Construction contractors and subcontractors that hold a federal construction contract or subcontract for \$10,000 or more have certain specific affirmative action requirements under Federal law. When entering a Federal contract or subcontract, construction contractors agree to affirmative action obligations concerning females, minorities, individuals with disabilities, and veterans. Uniquely, construction contractors must take specific affirmative actions to ensure equal employment opportunities in recruitment, training, policies, and record-keeping. A federal contract that triggers these obligations will likely have an EEO clause, Notice of Requirement for Affirmative Action, and EEO Contract Specification.

Your employer should have provided you with the company's EEO Officer and policy when you were hired. If at any point during your employment, you feel your protected rights have been violated, please contact the company's EEO Officer.

- **Discrimination:** If you are experiencing any form of discrimination: 1) Contact your company's HR representative to file a complaint. Your company handbook should state how to file a complaint. If you have filed a complaint, and there hasn't been any contact between you or your HR Representative, then 2) Contact the EEOC at:

Raleigh Area Office Location

434 Fayetteville Street, Suite 700
Raleigh, NC 27601 United States
Phone: [1-800-669-4000](tel:1-800-669-4000)
Fax: [919-856-4151](tel:919-856-4151)
TTY: [1-800-669-6820](tel:1-800-669-6820)

- **NCDOT OJT Hotline:** Information will be available on the NCDOT OJT website or you can reach out to the NCDOT OJT Consultants for more information.

What if I decide the NCDOT OJT program is not for me; can I quit?

If employment ends before completing at least **50%** of the program, the contractor will not be credited for enrollment. The contractor will only receive credit for trainees that have completed at least **50%** of the scheduled training program.

How to contact OJT?

Give us a call: (984)365-0596

Send us an email: ojt@ncdot.gov

Web: <https://connect.ncdot.gov/business/SmallBusiness/OnTheJobTraining/Pages/default.aspx>

NCDOT OJT Consultants

BeNita Moore Consulting LLC	(919) 949-8001	benitamooreconsulting@gmail.com
UMCNC	(919) 817-8626	info@umcnc.org