



New Hampshire
DOT
Department of Transportation


**FED 4 Adoption of Standard
On-the-Job Training Manual**

A handwritten signature in blue ink, appearing to read "C. H. Varnell", written over a horizontal line.

Approved by: Deputy Commissioner

12/28/2018

Date

POLICY NUMBER: FED 4	POLICY NAME: ADOPTION OF STANDARD 23 CFR, Part 230 On-the-Job Training/Supportive Services
ADOPTION DATE: November 20, 2018	LAST UPDATED: November 20, 2018
POLICY APPROVED BY: Commissioner, NHDOT	SIGNATURE: 
RESPONSIBLE OFFICE: Commissioner/ Deputy Commissioner	CONTACT PERSON: Chief of Federal Compliance
REQUIREMENTS: 23 CFR § 230.111, Implementation of Special Requirements of On-the-Job Training	PROCEDURES AND RESOURCES: <ul style="list-style-type: none"> • FED 1 Non-Discrimination • FED 4 OJT Training Manual • 23 USC 140(b), SAFETEA-LU, Executive Order 13216, Executive Order 13230, Executive Order 13256, Executive Order 13270

POLICY STATEMENT

It is the policy of New Hampshire Department of Transportation (NHDOT), as a recipient of Federal financial assistance, to adopt and fulfill our legal obligations pursuant to *Title 23, Part 230 On-the-Job Training (OJT)/Supportive Services (SS)* of the U.S. Department of Transportation Regulations.

SCOPE

This policy shall apply to all employees in all organizational units of NHDOT.

DEFINITIONS

On-the-Job (OJT) Training: Training provided by a contractor in a federally-assisted designated construction contract with the goal to offer equal opportunity for the training and/or job advancement of women, minorities, and disadvantaged individuals in the highway construction trades.

Minority: A person who is: 1) Black: a person having origins in any of the black racial groups of Africa; 2) Hispanic or Latino: a person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race; 3) Asian American: a person having origins in any of the original peoples of the Far East, Southeast Asia or the Indian subcontinent; 4) American Indian and Alaskan Native: a person having origins in any of the original people of North America, South America (including Central America), and who maintains cultural identification through tribal affiliation or community recognition; or 5) Native Hawaiian and Other Pacific Islander: a person having origins in any of the original peoples of Hawaii, Guam, Samoa or other Pacific Islands.

“Disadvantaged” Individual: A person who meets at least one of the following criteria:

- A person who receives, or is a member of a family and/or household which receives, cash payments under a Federal, State, or local income-based public assistance program.
- A person who is a member of a family and/or household that receives (or has been determined within the 6-month period prior to registration for the program involved to be eligible to receive) Food Stamps/EBT card under the Food Stamp Act of 1977.
- A person who is a foster child on behalf of whom State or local government payments are made.
- A person who does not have a high school diploma.
- A person from a family whose total annual household income is below the limits listed below:

INDIVIDUALS IN FAMILY/HOUSEHOLD	POVERTY GUIDELINES
1	\$12,140
2	\$16,460
3	\$20,780
4	\$25,100
5	\$29,420
6	\$33,740
7	\$38,060
8	\$42,380

- For families/households with more than 8 persons, add \$4,320 for each additional person.
- A person with a disability whose personal income meets the established income criteria above, even if the individual’s family does not meet the income eligibility criteria.
- A person who qualifies as a homeless individual, as defined in the Steward B. McKinney Homeless Assistance Act. The poverty guidelines are updated periodically in the Federal Register by the U.S. Department of Health and Human Services under the authority of 42 U.S.C. 9902(2). *Federal Register, Vol. 83, No. 12, January 18, 2018, pp. 2642-2644.*

Any additional definitions related to this policy may be viewed on the SOS **Approved Definitions** page.

COMMENTS

1. The New Hampshire Department of Transportation (NHDOT) is committed to the principles of equal opportunity and takes measures to ensure that no person shall, on the grounds of state or federally protected categories (race, color, national or ethnic origin, age, religion, disability, sex, sexual orientation, gender, gender identity, genetics, veteran status) be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination, harassment, or retaliation under any program or activity.

2. Additionally, NHDOT as a recipient of federal funding is obligated to further this commitment through the adoption of Federal and State Standards by developing, implementing, and reporting on mandatory programs as required. As such, NHDOT is committed to continuous improvement in administration of the Federal Highway Administration (FHWA) OJT Program with the goal to increase the number of minorities, women, and disadvantaged individuals in the highway construction trades in which they have been historically under-represented.
3. NHDOT implements its legal obligation to support and enforce the requirements of *23 CFR, Part 230 On-the-Job Training/Supportive Services* through the following:
 - a) Establishment of an adequately staffed Office of Federal Compliance charged with responsibility to implement and oversee requirements under this regulation.
 - b) The designation of a position in the Office of Federal Compliance with formally assigned responsibility to administer the On-the-Job Training and Supportive Services Programs
 - c) The development and implementation of the **FED 4 OJT/SS** program and associated supporting documents and reports
4. NHDOT will communicate and enforce its commitment to this policy to our employees, consultants, contractors, and other interested parties. Contract managers (design) are responsible to ensure appropriate OJT/SS documentation is included in the contract documents. Contract administrators (construction) are responsible to oversee implementation of the contract requirements.
5. Any previous references or guidance related to policies, directives, procedures, manuals, and forms not included in the SOS are superseded by approved SOS documents.
6. Any employee found to have violated the SOS policies and/or procedures will be subject to appropriate disciplinary action up to and including discharge from employment pursuant to ***PART Per 1002 of the Rules of the Division of Personnel.***
7. The Standard Operating System (SOS) and all documents pertaining to it will be located in the ***Index*** on the Department's Intranet, accessible to all employees with computer access. For employees without computer access, hard copies of the SOS will be made available upon request and at all Department work facilities.

ON-THE-JOB TRAINING MANUAL

PURPOSE AND OVERVIEW

PURPOSE

This manual is issued by the New Hampshire Department of Transportation (NHDOT), Office of Federal Compliance (OFC) to help contractors be successful in the On-the-Job Training (OJT) Program.

Contractors should use this manual as a guide to recruit trainees and to prepare for, and implement, the training program. The training provided by contractors through this program should meet the needs of the project, introduce or advance the trainee's career in the highway construction field, and meet the required training hours needed to fulfill the contract requirement. This manual is available in alternative formats. For information, please contact the External Equal Employment Opportunity (EEO) Coordinator.

AUTHORITY

This manual is issued under the authority of NHDOT **EX 1 Standard Operating System** policy and approved by the Deputy Commissioner of the NHDOT. The NHDOT Responsible Office is the Office of Federal Compliance and the contact person is the External EEO Coordinator.

SCOPE

This manual shall apply to all employees in all organizational units of the NHDOT, as well as to any contractors who have program responsibilities including the support and implementation of Federal Programs to ensure non-discrimination in all activities.

REFERENCES

This OJT Manual is supported by NHDOT **FED 1 Non Discrimination** policy and the Commissioner's Title VI Assurances Statement.

GENERAL

The New Hampshire Department of Transportation 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 resulting training requirements appear as Training Special Provisions (Appendix 4) and are contained in designated federally-assisted construction contracts.

TRAINING

Training to support this manual and the success of the OJT Program is provided through the New Hampshire Department of Transportation, Office of Federal Compliance (OFC) and Supportive Services Contract. The names and contact information for resources are provided in "Section 2: Important Contacts."

OVERVIEW

The primary goal of the OJT Program is to offer equal opportunity for the training and job advancement of women and minorities in the highway construction trades. OJT is a program of the Federal Highway Administration (FHWA) which requires state transportation agencies to establish apprenticeship and training programs targeted to move women, minorities, and disadvantaged individuals into journey-level positions. See Appendix 6 for Definitions. This program exists to ensure that a competent workforce is available to meet highway construction hiring needs and to address the historical underrepresentation of members of these groups in highway construction skilled crafts.

If you have an OJT requirement in your contract, you are part of efforts being made by many contractors across the country, who are working to create more opportunities for women and minorities in the construction industry. Thank you for your participation in this important program!

5) SUPPORTING TRAINEE SUCCESS

Trainee Orientation

Prior to beginning training, the designated trainer or supervisor will conduct an orientation to advise the trainee about workforce policy and culture. See the checklist below to ensure your orientation meets all the required criteria:

- The seasonal nature of construction work;
- Adverse weather conditions under which work may occur;
- Work hours, to include any possible overtime, who to report to, and leave policy;
- The qualities the company considers desirable in its workers i.e. reliability, work ethic, honesty and punctuality;
- Company promotion policy, if not covered under EEO policy;
- Expectations regarding dress; (i.e. steel toe boots, inclement weather gear, etc.);
- Safety, including OSHA and company programs;
- Contractor's EEO policy, Affirmative Action plan, sexual harassment policy, complaint procedures, and who the EEO Officer is;
- The trainee should encourage other minority group members and females to respond to employment and training opportunities within the company;
- Disciplinary procedures, termination, and layoff policies;
- Method and frequency of wages paid and benefits credited.

Training and Supervision

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

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 program.

REMEMBER! Any modifications to the original OJT Form 1: 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 oversee 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 *OJT Form 3: Weekly Training Report* (Appendix 2).

The NHDOT External EEO Coordinator or Compliance Officer will conduct periodic on-site interviews with the trainee and training supervisor. The purpose of these interviews is to monitor program

APPENDIX 1

TRAINING PROGRAMS AND CLASSIFICATIONS

Table of Positions and Program Hours

Classification	Hours
Bridge Construction Worker Trainee – Level 1 (Laborer)	500
Bridge Construction Worker Trainee – Level 2 (Laborer)	500
Bridge Construction Worker Trainee – Level 3 (Carpenter)	500
Highway Construction Worker Trainee (Laborer)	500
Pipelay Trainee (Laborer)	500
Traffic Control Coordinator Trainee	500
Equipment Operator Trainee	600
Truck Driver Trainee	600
Construction Foreperson Trainee	600
Field Engineer Trainee	600

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 new training classification. The new classification will be subject to NHDOT approval.

Highway Construction Worker Trainee (Laborer)

PROGRAM HOURS: 500

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

- Traffic control
- Carpentry
- Grading
- Signing
- 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>
PHASE I FAMILIARIZATION	40
<ul style="list-style-type: none"> a. Company policies and procedures b. General workplace safety, including accident prevention and response c. Use of personal protective equipment d. Tools of the trade: power and hand tools, heavy equipment e. Workplace etiquette 	
PHASE II CORE TRAINING*	460
A. TRAFFIC CONTROL	
<ul style="list-style-type: none"> a. Traffic Control: public traffic, on site, off-highway traffic b. Manual on Uniform Traffic Control Devices (MUTCD), sign erection and maintenance 	
B. DRAINAGE	
<ul style="list-style-type: none"> a. Trenching b. Bedding c. Positioning, joining, aligning, and sealing pipe sections, including culvert and multi-plate d. Backfill and compaction e. Setting and adjusting frames and grates 	
C. CONCRETE STRUCTURES	
<ul style="list-style-type: none"> a. Setting precast concrete drainage structures (catch basins, drop inlets, manholes) to correct line grade b. Setting/adjusting frames and grates c. Box culverts, inlets, and headwall form work, including reinforcing bars d. Placing concrete e. Stripping and salvaging forms for re-use 	
D. ENVIRONMENTAL CONTROLS	

- a. Perimeter controls
 - b. Storm water management
 - c. Best management practices (BMPs)
- E. GRADING
- a. Assisting in stakeout of roadway
 - b. Rough grading, fine grading of materials
- F. SURFACING
- a. Placing concrete, asphalt, gravel, and other materials using hand tools
- G. CLEANUP
- a. Placing and spreading loam
 - b. Seeding and mulching
 - c. Equipment and tool maintenance

***Training in Phase II must incorporate at least 5 of the 7 labor disciplines with a minimum of 20 hours in each selected discipline.**

Pipelayer Trainee (Laborer)

PROGRAM HOURS: 500

Lays clay, concrete, plastic, or cast-iron pipe for storm drains, sanitation sewers, or conduits for utilities. Performs any combination of the following tasks related to pipe installation:

- Grading
- Bedding
- Laying
- Backfilling

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

<u>Duties</u>	<u>Hours</u>
PHASE I FAMILIARIZATION	40
a. General workplace safety, including accident prevention and response	
b. Use of personal protective equipment	
c. Material identification and handling	
d. Laying of pipe	
e. OSHA rules and regulations (excavation and trenching)	
f. Workplace etiquette	
 PHASE II CORE TRAINING*	 460
a. Pipe layout	
b. Trench grading	
c. Rigging and lowering of pipe	
d. Laying of pipe to proper line and grade	
e. Installation and construction of drainage structures (catch basins, drop inlets, manholes) to correct line and grade	
f. Backfill and compaction of trench	
g. Setting and adjusting frames and grates	

***Training in Phase II must incorporate at least 5 of the 7 labor disciplines with a minimum of 20 hours in each selected discipline.**

Traffic Control Coordinator Trainee

PROGRAM HOURS: 500

The OJT will act within a work crew at construction sites and will supervise all jobsite flag personnel. This individual will be responsible for all of the project's construction signage, blueprint reading and associated layout, and proper setup and relocation of construction sign packages, arrow boards, and variable message boards, including programming of variable message boards. The trainee will also become familiar with all types of asphalt paving, reclamation, grading, pipe installation, and fence and guardrail and will perform related duties.

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

<u>Duties</u>	<u>Hours</u>
<p>PHASE I FAMILIARIZATION</p> <ul style="list-style-type: none"> a. Safety b. Learning company policies and procedures c. Federal and state regulations <ul style="list-style-type: none"> 1. NHDOT Traffic Control Standards 2. MUTCD (Manual on Uniform Traffic Control Devices) d. Proper hand and sign signaling e. Review of project traffic control plan (TCP) f. Workplace etiquette 	40
<p>PHASE II CORE TRAINING</p> <ul style="list-style-type: none"> a. Knowledge of proper equipment and safe signing b. Use of radio equipment c. Control of construction equipment through work area d. Coordination of activities with proper management and supervisory personnel e. Daily start-up and shut-down involving safety equipment f. Scheduling of flag personnel g. Crew and equipment coordination h. Planning and layout of sign packages i. Installation and removal of permanent construction sign packages j. Implementation of TCP and phasing plans k. Installation and maintenance of traffic control devices (cones, barrels, message boards, etc.) 	460

Equipment Operator Trainee

PROGRAM HOURS: 600

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:

- Bulldozer
- Roller
- Backhoe
- Excavator
- Crane
- Loader
- Grader

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

<u>Duties</u>	<u>Hours</u>
PHASE I FAMILIARIZATION	60
a. General workplace safety, including accident prevention and response	
b. Use of personal protective equipment	
c. Fueling, lubrication, and hydraulic systems	
d. Starting - stopping vehicle	
e. Safe operation of vehicle	
f. Vehicle capabilities and limitations	
g. Materials, earthwork, and site preparation	
h. Workplace etiquette	
 PHASE II CORE TRAINING	 540
a. On- and offsite road travel and traffic control	
b. Grading	
c. Earth moving	
d. Rolling (compaction and vibration)	
e. Trenching and pipe laying	
f. Backfill and curbing	
g. Rigging and hoisting	
h. Safe maintenance	
i. Safety training	
j. Lubrication	

Truck Driver Trainee

PROGRAM HOURS: 600

Trainee will learn safe operation and maneuvering of various types of heavy duty, on- or off- highway trucks used in highway and bridge construction.

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

<u>Duties</u>	<u>Hours</u>
PHASE I FAMILIARIZATION	60
<ul style="list-style-type: none"> a. General workplace safety, including accident prevention and response b. Use of personal protective equipment c. Fueling, lubrication, and hydraulic systems d. Starting - stopping vehicle e. Safe operation of vehicle f. Vehicle capabilities and limitations g. Construction materials, earthwork, and site preparation h. Jobsite navigation i. Workplace etiquette 	
PHASE II CORE TRAINING	540
<ul style="list-style-type: none"> a. Proper loading and unloading of materials, and operation of single, tandem and-or tri-axle on-highway trucks. b. Proper loading and unloading of materials and operation of specialized off- highway earth-moving equipment. c. Safe maintenance of equipment (minor repairs and parts replacement) 	

APPENDIX 6: DEFINITIONS

On-the-Job (OJT) Training: Training provided by a contractor in a federally-assisted designated construction contract with the goal to offer equal opportunity for the training and/or job advancement of women, minorities, and disadvantaged individuals in the highway construction trades.

Minority: A person who is: 1) Black: a person having origins in any of the black racial groups of Africa; 2) Hispanic or Latino: a person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race; 3) Asian American: a person having origins in any of the original peoples of the Far East, Southeast Asia or the Indian subcontinent; 4) American Indian and Alaskan Native: a person having origins in any of the original people of North America, South America (including Central America), and who maintains cultural identification through tribal affiliation or community recognition; or 5) Native Hawaiian and Other Pacific Islander: a person having origins in any of the original peoples of Hawaii, Guam, Samoa or other Pacific Islands.

“Disadvantaged” Individual: A person who meets at least one of the following criteria:

- A person who receives, or is a member of a family and/or household which receives, cash payments under a Federal, State, or local income-based public assistance program.
- A person who is a member of a family and/or household that receives (or has been determined within the 6-month period prior to registration for the program involved to be eligible to receive) Food Stamps/EBT card under the Food Stamp Act of 1977.
- A person who is a foster child on behalf of whom State or local government payments are made.
- A person who does not have a high school diploma.
- A person from a family whose total annual household income is below the limits listed below:

INDIVIDUALS IN FAMILY/HOUSEHOLD	POVERTY GUIDELINES
1	\$12,140
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- For families/households with more than 8 persons, add \$4,320 for each additional person.
- A person with a disability whose personal income meets the established income criteria above, even if the individual's family does not meet the income eligibility criteria.
- A person who qualifies as a homeless individual, as defined in the Steward B. McKinney Homeless Assistance Act. The poverty guidelines updated periodically in the Federal Register by the U.S. Department of Health and Human Services under the authority of 42 U.S.C. 9902(2). Federal Register, Vol. 83, No. 12, January 18, 2018, pp. 2642-2644.

APPENDIX 4: 41 CFR § 60-4.2 SOLICITATIONS

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.

	Goals for minority participation in each trade	Goals for female participation in each trade
STANDARD METROPOLITAN STATISTICAL AREAS (SMSA)		
SALEM - PLAISTOW	4.0	6.9
MANCHSTER-NASHUA	0.7	6.9
NON-SMSA COUNTIES		
COOS, GRAFTON, SULLIVAN	0.8	6.9
BELKNAP, MERRIMACK, CARROLL, STRAFFORD	3.6	6.9
CHESHIRE	5.9	6.9
ROCKINGHAM	4.0	6.9
HILLSBOROUGH	0.7	6.9

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 non-federally 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

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: 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 § 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.