

Alternate On-The-Job Training Program Agreement

WHEREAS the Mississippi Department of Transportation (Department) has the responsibility to oversee and administer an On-The-Job Training Program for projects let to contract by the Department and funded in whole or part with Federal Funds; and

WHEREAS the Department and the undersigned Contractor (Contractor) desire to administer training in an efficient manner for all parties involved, including the individual trainee; and

WHEREAS the Contractor acknowledges his obligation to establish an equal opportunity affirmative action program, as provided by 23 USC 140 (a); and

WHEREAS the Department and the Contractor agrees to waive individual project training requirements for projects let to contract during Calendar Year 200_.

BE IT THEREFORE AGREED the Contractor shall provide on-the-job training aimed at developing full journey workers in the type of trade or classification involved. Preference shall be given to providing training in the following skilled work classifications:

Equipment Operators	Asphalt Roller/Oiler, Greaser
Truck Drivers	Estimators
Carpenters	Iron/Reinforcing Steel Workers
Concrete Finishers	Mechanics
Pipe Layers	Welders

Within 60 days of the date of this agreement, the Contractor shall submit to the Department's OJT Coordinator his Trainee Utilization Plan for the calendar year covered by this agreement. Should revision in the plan be required, the Department's OJT Coordinator shall be notified. The initial and revised utilization plans shall be submitted on forms provided by the Department and shall be approved by the Department prior to implementations.

The number of trainees specified in this agreement shall be distributed among the skilled work classifications on the basis of the Contractor's needs and the availability of journey workers in the various classifications within a reasonable area of recruitment. The Contractor shall submit to the Department the training status of each trainee. The submission shall be made monthly on forms provided by the Department. The Contractor will be credited for each trainee employed by him who is currently enrolled or becomes enrolled in an approved program and who receives training for at least 50% of the specific program requirement.

Training and upgrading of minorities and women towards journey worker status is a primary objective of this program and agreement. Accordingly, the Contractor shall make every effort to enroll minority trainees and women (e.g., by conducting systematic and direct recruitment through public and private resources likely to yield to 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 he has taken in the pursuance thereof, prior to a determination as to whether the Contractor is in compliance with this agreement. This training commitment is not intended, and shall not be used, to discriminate against any applicant for training, whether a member of a minority group or not.

No employee shall be employed as a trainee in any classification in which he has successfully completed a training course leading to journey worker status or in which he has been employed as a journey worker. 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 finding in each case.

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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 Department and the Federal Highway Administration.

The Contractor shall furnish the trainee a copy of the program he will be following providing the training. The Contractor shall provide each trainee with a certificate showing the type and length of training satisfactorily completed.

Failure on the part of the Contractor to carryout the terms of this agreement will be considered grounds to preclude the Contractor from participating in this Alternate On-The-Job Training Program. In the event the Department is required to preclude the Contractor from participating in this Alternate On-Job-Training Program, the Contractor will be required to adhere to the Training Special Provisions contained in the individual project contracts.

IT IS FURTHER AGREED that the *Contractor* will enroll and provide for training in accordance with this agreement ____ trainee(s) during Calendar Year 200__.

This agreement signed: _____
Month Day Year

Contractor's Name

By: _____

Title: _____

For the Mississippi Department of Transportation

Approved:

Approved:

Carolyn F. Bell
Civil Rights Director

Evelyn W. Chaffin
OJT Coordinator