

On-the-Job Training Program Manual



Associated General Contractors of
Wyoming

PREPARED BY

AGC of Wyoming

PO Box 965

Cheyenne WY 82003

IN COLLABORATION WITH

Wyoming Department of Transportation

Office of Civil Rights

AND

U.S. Department of Transportation

Federal Highway Administration

An Equal Employment Opportunity Program

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Definitions

- A. Contractor – any person, corporation, partnership, or unincorporated association that holds an FHWA direct or federally assisted construction contract or subcontract regardless of tier.
- B. FHWA – Federal Highway Administration
- C. Journeyman/Journey person – a person employed in a trade or craft who has attained a level of skill, abilities, and competencies to perform any duties within a given job classification or craft.
- D. OJT Program – On-the-Job Training Program
- E. Program Sponsor – the entity that is responsible for proving the necessary reports to the State to ensure compliance with the Davis Bacon Act and other standards as outlined in the AGC of Wyoming OJT Program Manual.
- F. Trainee – a person who is receives on-the-job training through any program approved or accepted by the FHWA or U.S. Department of Labor
- G. Trainer/Supervisor – the main contractor employee assigned to mentor, train, supervise, and support the assigned trainee.
- H. WYDOT – Wyoming Department of Transportation

Introduction

The Associated General Contractors of Wyoming in conjunction with the Wyoming Department of Transportation(WYDOT) has established a Federal On-the-Job Training Program (OJT) in accordance with regulations of the DOT at 23 CFR Part 230, Subpart A, Equal Employment Opportunity on Federal and Federal-Aid Construction Contracts. It is the policy of the Federal Highway Administration (FHWA) to require full utilization of all available training and skill-improvement opportunities to assure the increased participation of minority groups and disadvantaged persons and women in all phases of the highway construction industry. Pursuant to 23 CFR Part 230, Subpart A, Appendix B – Training Special Provisions, this program provides on-the-job training aimed at developing full journeymen in the type of trade or job classification involved.

Nondiscrimination Statement

The Department, under Title VI of the Civil Rights Act of 1964 and related statutes, ensures that no person shall on the grounds of race, religion (where the primary objective of the financial assistance is to provide employment per 42 U.S.C. *2000d-3), color, national origin, sex, age and disability be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any Department programs or activities.

Nondiscrimination Authorities

The authorities applicable to the Department's OJT program include:

Title VII of the Civil Rights Act (1964)

The Title VII of the Civil Rights Act of 1964 prohibits discrimination in employment and was passed to bring equality in hiring, transfers, promotions, compensation, access to training, and other employment-related decisions.

Form FHWA-1273

Contractors are required to have an OJT program. According to Form FHWA-1273, section II.6(b),

Training and Promotion, consistent with the contractor's work force requirements and as permissible under Federal and State regulations, the contractor shall make full use of training programs, i.e., apprenticeship, and on-the-job training programs for the geographical area of contract performance.

Title 49, Code of Federal Regulations, Part 21

Title 49, Code of Federal Regulations (CFR), Part 21 of the DOT Regulations of the implementation of Title VI require assurances from states that no person on grounds of race, color, or national origin is excluded from participation, denied the benefits of, or in

any other way subjected to discrimination under any program or activity for which the recipient receives assistance from the DOT, including the FHWA.

Title 23 CFR 230

The provisions of 23 CFR 230 - are applicable to all state transportation agencies that receive federal financial assistance in connection with the Federal-aid Highway Program. Subpart A requires the establishment of the on-the-job training program and on-the-job training supportive services program.

YOUR RIGHT TO EQUAL OPPORTUNITY

It is against the law for a sponsor of a federally approved training program to discriminate against a trainee applicant or trainee based on race, color, religion, national origin, sex (including pregnancy and gender identity), sexual orientation, age (40 years or older), genetic information, or disability. The sponsor must ensure equal opportunity regarding all terms, conditions, and privileges associated with the program.

FILING A DISCRIMINATION COMPLAINT

If you think that you have been subjected to discrimination, you may file a complaint within 300 days from the date of the alleged discrimination or failure to follow the equal opportunity standards with:

Associated General Contractors of Wyoming, PO Box 965, Cheyenne, WY 82003, (307)632-0573, Executive Director Katie Legerski

You may also be able to file complaints directly with the Wyoming Department of Transportation. If those offices have jurisdiction over the sponsor/employer, their contact information is:

WYDOT Office of Civil Rights, 5300 Bishop Blvd., Cheyenne, WY 82009-3340, (307)777-4457, Office of Civil Rights Program Manager Lisa Fresquez

Each complaint filed must be made in writing and include the following information:

1. Complainant's name, address, and telephone number, or other means of contact, for contacting the complainant.
2. The identity of the respondent (i.e. the name, address, and telephone number of the individual or entity that the complainant alleges is responsible for the discrimination).
3. A short description of the events that the complainant believes were discriminatory, including but not limited to when the events took place, what occurred, and why the complainant believes the actions were discriminatory (for example, because of his/her race, color, religion, sex (including pregnancy and gender identity), sexual orientation, national origin, age (40 or older), genetic information, or disability).
4. The complainant's signature or the signature of the complainant's authorized representative.

Program Policies and Procedures

1. Any Employer that is a member of AGC of Wyoming is eligible to enroll a trainee into the OJT Program. Employers may enroll a trainee by submitting an Employer Application and Acceptance Agreement.
2. Trainees that have previously enrolled in, but not completed a training classification under the Program, whether for their current or previous employer, will be credited with the number of hours and course credits trained in that classification under the Program.
3. Upon enrolling a trainee in the Program, the employer agrees to comply with all Program provisions, including each element outlined in the curriculum for the training classification in which the trainee is registered.
4. All trainee applications must be received within two weeks of the trainee beginning the program. The Employer must send the original version with original signatures. Electronic versions or copies will be temporarily accepted until the original version arrives.
5. Employers must submit Monthly Status Reports within 30 days following the end of the month. Reports may be submitted electronically, by fax, or by mail. If submitting a copy electronically, the original must be kept on file for three years.
 - a. If a trainee works hours that are not used for training purposes, that must also be indicated on the Monthly Status Report.
6. Trainees may receive credit for hours worked on various pieces of equipment while being registered under a program that does not include it. The pieces of equipment, however, must be in the same training program level as the one they are currently registered in. For example, if trainee is being trained on an asphalt distributor and are assigned to operate a material spreader, those hours would count towards their total hours and credit. But if the asphalt distributor trainee was assigned to be a concrete finisher, those hours as a concrete finisher would not count towards completion of the program due to the level differences.
7. Trainees who complete Heavy Equipment Training from a vocational training institution will be credited 200 hours towards graduation from the training program. Please submit verification of completion of program with trainee registration and trainee will start program with 200 previous hours towards graduation.
8. If a trainee changes training programs prior to completion, they will be credited with 25% of the hours completed in the previous program for the new program.
9. There will be times when a trainee may be asked to perform other job duties outside of the training program requirements. The contractor may count those hours towards fulfillment of the training program requirements as long as it is not more than 25% of the normal work week.
10. Upon approval of the current OJT program plan/manual, any trainees currently enrolled in the previous training program are eligible to transfer to this program and

be credited towards graduation under the requirements contained in this version of the OJT program plan/manual.

Recruitment and Selection Procedure

1. Applications shall be accepted throughout the year. All persons requesting an application shall have one made available upon contacting the program administrator. Applications will be made available on www.agcwyo.org.
2. All applications shall be identical in form and requirements. The application form shall be numbered in sequence corresponding with the number appearing on the Applicant Log so that all applications can be accounted for. Columns will be provided on the Applicant Log to show race, ethnicity and gender identification, the progress by dates, and final disposition of each application.
3. Before completing the application, each applicant will be given the opportunity to read the OJT Program Manual and will be informed of the basic qualifications and documents needed to complete the application.
4. Receipt of the properly completed application form, along with the required supporting documents, if applicable, shall constitute the completion application. Applications should be returned within 30 calendar days.
5. Each applicant will have 14 calendar days to begin training.

Trainee Requirements

Employers are only required to have trainees in the program if they are planning to bid and be awarded Federal-aid highway construction contracts. The number of trainees required is based on the Employer's total Gross Receipts averaged over a three-year period.

Company's Total Gross Receipts averaged over the past Three Years	Required Trainees within the Overall Company Workforce
\$1,000,000.00 THRU \$5,000,000.00	1 Trainee
\$5,000,001.00 THRU \$10,000,000.00	2 Trainees
\$10,000,001.00 THRU \$20,000,000.00	3 Trainees
\$20,000,001.00 >	4 Trainees

Wage Rates

Trainees shall be paid a progressively increasing schedule of wages during the training program based on the acquisition of increased skill and competencies. The wage schedule for each trade covered in this manual is stated on the applicable Training Curriculum in this manual. These rates will be based on a percentage of each individual employer's journey person wage paid workers in each specific training classification. In no case will the starting wage rate pay less than the current Federal minimum wage. Trainees receiving credit for previous experience will be paid the wage rate of the period to which such credit advances them.

Any trainee working on a federally funded or assisted project must be paid the prevailing wage for their classification as set forth by the Davis-Bacon Act. The Employer shall not pay less than the rates listed in the county that they are working. For the most up to date wage rates, go to <https://beta.sam.gov/search?index=wd>.

Roles

Responsibilities of the AGC of Wyoming

1. The AGC of Wyoming shall serve as the Program Sponsor, the entity that is responsible for proving the necessary reports to the State to ensure compliance with the Davis-Bacon Act and other standards.
2. The AGC of Wyoming shall serve as the program coordinator and administrator.
3. The AGC of Wyoming will receive the completed documentation from both the employer and the trainee that shows that they are both eligible to be in the program. This includes the Trainee Application and Employer Eligibility Forms.
4. The AGC of Wyoming will maintain records for the OJT Program, including but not limited to Monthly Status Reports, correspondence with employers and trainees in regard to status, and will serve as liaison between employer and WYDOT.
5. The AGC of Wyoming, as the Program Sponsor, will retain the records of each trainee for a period of 3 years following the completion date of a trainee in the program. These records will remain available at reasonable times and places for inspection by authorized representatives of the DOT and the FHWA.
6. The AGC of Wyoming will conduct Trainee Interviews annually to ensure EEO and Labor Compliance.

Responsibilities of Education Committee

1. The Committee shall be composed of at least four members representing participating employers. Members of the Committee shall be selected by the AGC of Wyoming.
2. The AGC of Wyoming shall appoint a Committee Chairman and a Vice Chairman who shall serve one year or until successors are chosen. The Chairman and Vice Chairman shall have the power to vote on all questions. The Committee shall appoint a secretary from among its own members to keep minutes and record actions of each meeting.
3. The Committee shall meet annually, or as necessary, at a time and place selected by them. A meeting shall not be considered official unless at least three members are present. Notice of annual meetings will be emailed to all members of the Committee.
4. The Committee may request qualified consultants to participate, without vote, in conferences on problems related to trainee's training.

5. The Committee shall place all trainees under agreement for the term of training and to refer the trainee to employers who participate under the requirements of the On-the-Job Training Manual. Where it is impossible for any individual employer to provide the diversity of experience necessary to give the trainee all-around instruction or trade experience in the various branches of the trade, or where the employer's business is of such a nature as to be unable to provide continuous employment over the entire period of the training, the Committee may propose alternative employers to a trainee according to agreed procedures. This agreement, however, shall not obligate the Education Committee to keep the trainee employed by participating employers, but only provides that it shall use its best endeavor to keep the trainee continually employed.
6. The Committee hears and adjust written complaints or violations of trainee agreements within ten (10) days if the participating employer, who has first line of initial dispute resolution, is not able to settle the matter: A written appeal to the Education Committee may be made by the participating employer or the trainee within ten (10) days of initial dispute resolution, or it is waived.
7. The Committee will ensure that the record of each trainee is maintained showing his/her related instruction, work experience, and progress in learning the trade.
8. In general, the Committee is responsible for the successful execution of the AGC of Wyoming On-the-Job Training Program by performing the duties listed above and any others that may be later incorporated by keeping in touch with all parties concerned, including trainees and participating employers.
9. The Committee will establish such additional rules and regulations governing the operation of this OJT Program as required.

Responsibilities of the Employer

1. The Employers must register trainees in the approved training programs included in this manual. If there is a new training program or one that is not included, the Employer must submit the new training program to the Program Sponsor for review.
2. The Employer must assign someone as the designated trainer and must be able to prove that person is in fact the trainer. This will ensure a 1:1 ratio of trainees to journeymen.
3. The Employer shall instruct the trainee in safe and healthful work practices and shall ensure that the trainee is trained in facilities and other environments that are in compliance with all applicable safety and health laws and regulations of the United States and the State of Wyoming.
4. The Employers will ensure all trainees receive Anti-Harassment training and be able to provide this information of completion to the Program Sponsor upon request.

5. Employers will ensure that all trainees undergo the company's safety program and be able to provide this information to the Program Sponsor upon request.
6. Employers will post, or make available, all information from the Program Sponsor to ensure that this program is EEO compliant.
7. The Employer is expected to begin training trainees on a project as soon as feasible after the start of work utilizing the job classification involved. After training has started the contractor should strive to provide monitoring efforts to retain and successfully train employees.
8. In the event that an Employer may be unable to fill the required trainee slot during the current construction season, the Civil Rights Compliance Officer must be notified and contacted as soon as possible. Proper documentation must be provided as to why the trainee position was not filled, such as project carry-over until next year.

Responsibilities of the Trainee

1. The trainee shall diligently perform work assigned by the employer.
2. The trainee shall learn all duties as outlined in the classification in which they are enrolled.
3. The trainee shall immediately notify his/her employer should anything happen that would adversely affect the company or employment status.
4. The trainee shall be aware of the on-going progress toward completing the OJT Program and notify a supervisor of circumstances for which the progress is halted or delayed. This may involve notifying someone above an immediate supervisor.
5. The trainee shall be aware of their employer's rules and regulations and what steps to take should any issue arise while enrolled in the OJT Program.

Responsibilities of WYDOT

1. WYDOT reserves the right to conduct EEO or OJT reviews of the employer, at any time without prior notice, to ensure that trainees are getting the proper instruction from their trainer/supervisor.
2. Ensure that the program is current with FHWA regulation and requirements.

Training Curriculum

Carpenter

Minimum Training Time: 750 hours

I.	Orientation/Observation/Safety	
a.	Observation of company's general construction operations & policies.....	10
b.	Safety program practices and procedures.....	35
c.	Equipment orientation and material selection.....	20
d.	Layout and construction sequencing.....	20
II.	Applied Techniques of Carpentry	
a.	Identification and selection of materials.....	30
b.	Blueprint reading and application.....	40
c.	Sequencing of installation.....	40
III.	Actual Carpentry Operations	
a.	Carpentry Installation and Finishing.....	555
	TOTAL	750

The minimum wage rate under this program shall be:
60% of the journeyman rate for the first half of training
75% of the journeyman rate for the third quarter of training
90% of the journeyman rate for the fourth quarter of training

On federally funded or assisted projects, the minimum wage rate shall be prevailing minimum WYDOT Standard Job Classification wage based on the specific labor classification (<https://beta.sam.gov/search?index=wd>).

The actual training will vary, in most instances, from this approximate breakdown because of the type of construction the contractor has under contract, the stage of construction when the trainee is taking this basic course, and other similar circumstances. However, the basic intent of the training, as described in the criteria for the program, will be followed during the training of each trainee.

Concrete Finisher

Minimum Training Time: 800 hours

I.	Orientation/Observation/Safety	
	a. Observation of company’s general construction operations & policies.....	10
	b. Safety program practices and procedures.....	35
	c. Equipment orientation and materials selection.....	20
	d. Layout and construction sequencing.....	20
II.	Applied Techniques of Concrete Finishing	
	a. Identification and selection of materials.....	30
	b. Blueprint reading and application.....	40
	c. Sequencing of installation.....	40
III.	Actual Concrete Finishing Operations	
	a. Concrete forming, placing, and finishing.....	605
		TOTAL
		800

The minimum wage rate under this program shall be:
60% of the journeyman rate for the first half of training
75% of the journeyman rate for the third quarter of training
90% of the journeyman rate for the fourth quarter of training

On federally funded or assisted projects, the minimum wage rate shall be prevailing minimum WYDOT Standard Job Classification wage based on the specific labor classification (<https://beta.sam.gov/search?index=wd>).

The actual training will vary, in most instances, from this approximate breakdown because of the type of construction the contractor has under contract, the stage of construction when the trainee is taking this basic course, and other similar circumstances. However, the basic intent of the training, as described in the criteria for the program, will be followed during the training of each trainee.

Laborer, Group 1

Group 1: Erector & Installer (fences, guardrail & barrier); Flag persons (traffic control); Form Strippers; General Laborers, Heater Tender; Material Checker; Pilot Car Driver; Pick-up Truck Driver; Pre-watering; Presetting & Pre-irrigation (all work); Riprap Man; Tar & Asphalt

Minimum Training Time: 550 hours

I.	Orientation/Observation/Safety		
	a. Observation of company's general construction operations & policies.....	10	
	b. Safety program practices and procedures.....	35	
	c. Equipment orientation and material selections.....	20	
	d. Layout and construction sequencing.....	20	
II.	Applied Techniques		
	a. Identification and selection of materials.....	30	
	b. Blueprint reading and application.....	40	
	c. Sequencing of installation or operation.....	40	
III.	Actual Operations		
	a. Craft operations and techniques.....	355	
			TOTAL
			<u>550</u>

The minimum wage rate under this program shall be:
60% of the journeyman rate for the first half of training
75% of the journeyman rate for the third quarter of training
90% of the journeyman rate for the fourth quarter of training

On federally funded or assisted projects, the minimum wage rate shall be prevailing minimum WYDOT Standard Job Classification wage based on the specific labor classification (<https://beta.sam.gov/search?index=wd>).

The actual training will vary, in most instances, from this approximate breakdown because of the type of construction the contractor has under contract, the stage of construction when the trainee is taking this basic course, and other similar circumstances. However, the basic intent of the training, as described in the criteria for the program, will be followed during the training of each trainee.

Laborer, Group 2

Group2: Asphalt Raker and Tamper; Bin Wall Installer; Chain Saw Operator (clearing & grubbing); Concrete Saw (all types); Dump Man; Form Setter (paving); Hand Operated Vibratory Roller; High Scaler; Jackhammer & Pavement Breaker; Landscaper, Landscape Laborer; Maintainer (traffic control); Mortar Man on Stone Riprap; Nozzle Man (air, water, gunite & sandblasting); Pipe Setter (all pipe types); Tamper Operator(pneumatic, electric, gas & similar)

Minimum Training Time: 750 hours

I.	Orientation/Observation/Safety	
	a. Observation of company’s general construction operations & policies.....	10
	b. Safety program practices and procedures.....	35
	c. Equipment orientation and material selections.....	20
	d. Layout and construction sequencing.....	20
II.	Applied Techniques	
	a. Identification and selection of materials.....	30
	b. Blueprint reading and application.....	40
	c. Sequencing of installation or operation.....	40
III.	Actual Operations	
	a. Craft operations and techniques.....	555
	TOTAL	750

The minimum wage rate under this program shall be:
60% of the journeyman rate for the first half of training
75% of the journeyman rate for the third quarter of training
90% of the journeyman rate for the fourth quarter of training

On federally funded or assisted projects, the minimum wage rate shall be prevailing minimum WYDOT Standard Job Classification wage based on the specific labor classification (<https://beta.sam.gov/search?index=wd>).

The actual training will vary, in most instances, from this approximate breakdown because of the type of construction the contractor has under contract, the stage of construction when the trainee is taking this basic course, and other similar circumstances. However, the basic intent of the training, as described in the criteria for the program, will be followed during the training of each trainee.

Laborer, Group 3

Group 3: Drill Doctor; Form Setter and Mover; Spader: Spilling and/or Caisson Worker; Miner (driller); Machine Man; Timber Man; Powderman, Blaster, Tender; Wagon Drill, Air-Trac. (diamond and other drills for blasting powder or grouting).

Minimum Training Time: 800 hours

I.	Orientation/Observation/Safety	
	a. Observation of company's general construction operations & policies.....	10
	b. Safety program practices and procedures.....	35
	c. Equipment orientation and material selections.....	20
	d. Layout and construction sequencing.....	20
II.	Applied Techniques	
	a. Identification and selection of materials.....	30
	b. Blueprint reading and application.....	40
	c. Sequencing of installation or operation.....	40
III.	Actual Operations	
	a. Craft operations and techniques.....	605
		TOTAL
		800

The minimum wage rate under this program shall be:
60% of the journeyman rate for the first half of training
75% of the journeyman rate for the third quarter of training
90% of the journeyman rate for the fourth quarter of training

On federally funded or assisted projects, the minimum wage rate shall be prevailing minimum WYDOT Standard Job Classification wage based on the specific labor classification (<https://beta.sam.gov/search?index=wd>).

The actual training will vary, in most instances, from this approximate breakdown because of the type of construction the contractor has under contract, the stage of construction when the trainee is taking this basic course, and other similar circumstances. However, the basic intent of the training, as described in the criteria for the program, will be followed during the training of each trainee.

Power Equipment Operator, Group 1

Group 1: Air Compressor (all types); Backhoes & Excavators (to 5CY.); Batch Bin Weighman, Sissorman or Hopper; Broom Operator (self-propelled); Chip Spreader Operator; Conveyor Belt Operator; Crusher Oiler; Form Grader Operator; Joint Machine Operator; Longitudinal Float Operator; Oiler, Utility; Power Loader (belt & bucket type); Pump Operator; Roller Operator, self-propelled (Dirt); Skid Steer (all attachments); Tire Repairman (large construction equip. tires); Tractor Operator(farm with or w/o power attachments); Tugger (all types).

Minimum Training Time: 650 hours

I.	Orientation/Observation/Safety		
	a. Observation of company’s general construction operations & policies.....	10	
	b. Safety program practices and procedures.....	35	
	c. Equipment orientation and material selections.....	20	
	d. Layout and construction sequencing.....	20	
II.	Applied Techniques		
	a. Function of Equipment and Operating Theory.....	30	
	b. Equipment specific safety practices and procedures.....	30	
	c. Blueprint reading and application.....	40	
III.	Actual Operations		
	a. Equipment Operation.....	465	
	TOTAL		650

The minimum wage rate under this program shall be:
 60% of the journeyman rate for the first half of training
 75% of the journeyman rate for the third quarter of training
 90% of the journeyman rate for the fourth quarter of training

On federally funded or assisted projects, the minimum wage rate shall be prevailing minimum WYDOT Standard Job Classification wage based on the specific labor classification (<https://beta.sam.gov/search?index=wd>).

The actual training will vary, in most instances, from this approximate breakdown because of the type of construction the contractor has under contract, the stage of construction when the trainee is taking this basic course, and other similar circumstances. However, the basic intent of the training, as described in the criteria for the program, will be followed during the training of each trainee.

Power Equipment Operator, Group 2

Group 2: Articulated Rock Truck (all capacity); Asphalt Plant Operator; Backhoe, Excavator & Shovel (6 CY. & larger); Batch Plant Operator; Bituminous Laydown Machine Operator; Concrete Batch Plant Operator; Concrete Finish Machine Operator; Concrete Spreader & Paver Operator; Concrete Multi Blade Span Saw (Hunt process); Crusher Operator; Dozer Operator (all sizes & power attachments); Draglines, Cranes, Piledriver & Truck Mounted Cranes (Mfg. Rating: less than 3.5 CY., and /or less than 50 Tons, all attachments); Drilling Machine, Integrated (all types); Front End Loaders (1.5 to and including 10 CY.); Hydro-type Crane (to 50 tons); Mixer Operator, Concrete (over 1yd.); Motor Patrol Operator (all excluding finish); Mulching Machine Operator; Oiler (crane & shovels); Pavement Breaker; Hydro-Tamper & similar; Roller Operators, Asphalt (steel & pneumatic); Roto-Milling Machine (under 8 ft. wide); Scraper Equipment (all types and sizes; Screed Operator; Trenching Machine Operator.

Minimum Training Time: 750 hours

I.	Orientation/Observation/Safety		
	a. Observation of company’s general construction operations & policies.....	10	
	b. Safety program practices and procedures.....	35	
	c. Equipment orientation and material selections.....	20	
	d. Layout and construction sequencing.....	20	
II.	Applied Techniques		
	a. Function of Equipment and Operating Theory.....	30	
	b. Equipment specific safety practices and procedures.....	30	
	c. Blueprint reading and application.....	40	
III.	Actual Operations		
	a. Equipment Operation.....	565	
	TOTAL		750

The minimum wage rate under this program shall be:
 60% of the journeyman rate for the first half of training
 75% of the journeyman rate for the third quarter of training
 90% of the journeyman rate for the fourth quarter of training

On federally funded or assisted projects, the minimum wage rate shall be prevailing minimum WYDOT Standard Job Classification wage based on the specific labor classification (<https://beta.sam.gov/search?index=wd>).

The actual training will vary, in most instances, from this approximate breakdown because of the type of construction the contractor has under contract, the stage of construction when the trainee is taking this basic course, and other similar circumstances. However, the basic intent of the training, as described in the criteria for the program, will be followed during the training of each trainee.

Power Equipment Operator, Group 3

Group 3: Cranes (all types 90 tons & larger); Draglines, Cranes, Piledrivers & Truck Mounted Cranes (Mfg. Rating: 3.5 CY. or larger and/or 50 tons & larger, all attachments); Front End Loaders (over 10 CY.); Heavy Duty Mechanic; Machine Doctor; Hoist Operator (two or more drums, shafts, or raises); Mixer Operator (dual drum); Motor Patrol Operator (finish); Roto-Milling Machine (8 ft. & larger).

Minimum Training Time: 800 hours

I.	Orientation/Observation/Safety	
a.	Observation of company's general construction operations & policies.....	10
b.	Safety program practices and procedures.....	35
c.	Equipment orientation and material selections.....	20
d.	Layout and construction sequencing.....	20
II.	Applied Techniques	
a.	Function of Equipment and Operating Theory.....	30
b.	Equipment specific safety practices and procedures.....	30
c.	Blueprint reading and application.....	40
III.	Actual Operations	
a.	Equipment Operation.....	615
	TOTAL	800

The minimum wage rate under this program shall be:
60% of the journeyman rate for the first half of training
75% of the journeyman rate for the third quarter of training
90% of the journeyman rate for the fourth quarter of training

On federally funded or assisted projects, the minimum wage rate shall be prevailing minimum WYDOT Standard Job Classification wage based on the specific labor classification (<https://beta.sam.gov/search?index=wd>).

The actual training will vary, in most instances, from this approximate breakdown because of the type of construction the contractor has under contract, the stage of construction when the trainee is taking this basic course, and other similar circumstances. However, the basic intent of the training, as described in the criteria for the program, will be followed during the training of each trainee.

Truck Driver, Group 1

Group 1: "A" Frame Truck Driver; Coring Machine (self-propelled); Dump Truck Driver (to and including 13 CY.); Flat Rack Material Truck Driver (to 5 tons); Fuel Service Truck Driver; Gang Truck Driver; Gravel Spreader; Greaseman, Tireman; Serviceman; Oil Distributor Driver (to & including 3,600 gal.); Snow Plow Driver (the CY. rate of the truck); Transit Mix or Wet Mix Truck Driver; Utility Winch Truck Driver; Water Truck Driver (to & including 3,600 gal.).

Minimum Training Time: 400 hours

I.	Orientation and Observation		
	a. Observation of company's general construction operations & policies.....	10	
	b. Safety program practices and procedures.....	20	
	c. Equipment orientation.....	10	
	d. Study of highway driving laws.....	10	
	e. Pre-trip inspection.....	20	
II.	Care and Maintenance		
	a. Routine fueling and servicing.....	50	
III.	Operation of Equipment		
	a. Advance moving of equipment.....	30	
	b. Equipment Operation.....	<u>250</u>	
	TOTAL		400

The minimum wage rate under this program shall be:
 60% of the journeyman rate for the first half of training
 75% of the journeyman rate for the third quarter of training
 90% of the journeyman rate for the fourth quarter of training

On federally funded or assisted projects, the minimum wage rate shall be prevailing minimum WYDOT Standard Job Classification wage based on the specific labor classification (<https://beta.sam.gov/search?index=wd>).

The actual training will vary, in most instances, from this approximate breakdown because of the type of construction the contractor has under contract, the stage of construction when the trainee is taking this basic course, and other similar circumstances. However, the basic intent of the training, as described in the criteria for the program, will be followed during the training of each trainee.

Truck Driver, Group 2

Group 1: Dump Truck Driver (14 to 45 CY.); Flat Rack Material Truck Driver (over 5 tons); Low Boy & Tandem Axle Float Driver; Multiple Axle Type Truck (semi); Oil Distributor Driver (over 3,600 gal); Truck Mechanics; Water Truck Driver (over 3,600 gal.); Winch Trailer Truck Driver.

Minimum Training Time: 500 hours

I.	Orientation and Observation	
	a. Observation of company's general construction operations & policies.....	10
	b. Safety program practices and procedures.....	20
	c. Equipment orientation.....	10
	d. Study of highway driving laws.....	10
	e. Pre-trip inspection.....	20
II.	Care and Maintenance	
	a. Routine fueling and servicing.....	50
III.	Operation of Equipment	
	a. Advance moving of equipment.....	30
	b. Equipment Operation.....	<u>350</u>
	TOTAL	500

The minimum wage rate under this program shall be:
60% of the journeyman rate for the first half of training
75% of the journeyman rate for the third quarter of training
90% of the journeyman rate for the fourth quarter of training

On federally funded or assisted projects, the minimum wage rate shall be prevailing minimum WYDOT Standard Job Classification wage based on the specific labor classification (<https://beta.sam.gov/search?index=wd>).

The actual training will vary, in most instances, from this approximate breakdown because of the type of construction the contractor has under contract, the stage of construction when the trainee is taking this basic course, and other similar circumstances. However, the basic intent of the training, as described in the criteria for the program, will be followed during the training of each trainee.

Welder

Minimum Training Time: 900 hours

I.	Orientation and Observation	
	a. Observation of company's general construction operations & policies.....	10
	b. Safety program practices and procedures.....	30
	c. Equipment orientation & materials selection.....	40
	d. Observation of welder.....	20
II.	Applied Techniques of Welding	
	a. Acetylene-cutting, brazing and welding.....	250
	b. Electric-cutting and welding.....	250
III.	Actual Welding Operations	
	a. Equipment Operation.....	<u>300</u>
	TOTAL	900

The minimum wage rate under this program shall be:
60% of the journeyman rate for the first half of training
75% of the journeyman rate for the third quarter of training
90% of the journeyman rate for the fourth quarter of training

On federally funded or assisted projects, the minimum wage rate shall be prevailing minimum WYDOT Standard Job Classification wage based on the specific labor classification (<https://beta.sam.gov/search?index=wd>).

The actual training will vary, in most instances, from this approximate breakdown because of the type of construction the contractor has under contract, the stage of construction when the trainee is taking this basic course, and other similar circumstances. However, the basic intent of the training, as described in the criteria for the program, will be followed during the training of each trainee.



EMPLOYER APPLICATION AND ACCEPTANCE AGREEMENT

The undersigned hereby subscribes to the provisions of the On-the-Job Training Program Manual as formulated by the Associated General Contractors of Wyoming and approved by the Federal Highway Administration.

We agree to carry out the intent and purpose of the said program and to abide by the provisions of the program as well as the rules and procedures adopted by the Associated General Contractors of Wyoming.

We have been furnished a true copy of the On-the-Job Training Program Manual and have read and understand them and do hereby request certification as a participating employer under the provisions of said On-the-Job Training Program Manual, until voluntarily canceled or revoked for good cause.

Registered trainees are hereby guaranteed assignment to competent journeypersons, and it is guaranteed that the work assigned to the trainee(s) will be to ensure proper training as prescribed in said program manual.

The term of training, ratio, wage schedule, schedule of work experience, and supplemental related instruction for which we request certification are stated in the On-the-Job Training Program Manual.

We hereby accept and acknowledge the terms of this agreement with the Associated General Contractors of Wyoming.

Employer Name: _____

Employer Address: _____

Signature

Print Name

Title

Date

APPROVED BY ASSOCIATED GENERAL CONTRACTORS OF WYOMING

Signature

Print Name

Title

Date

APPROVED BY EDUCATION COMMITTEE

Education Committee Member

Date

**Associated General Contractors of Wyoming
On-the-Job Training Program Application**

(Please print or type all information. See additional instructions on back of form.)

THIS PORTION IS TO BE COMPLETED BY CONTRACTOR AND TRAINEE.

Trainee Name _____	Contractor _____	Prime ()	Sub ()
Street Address; Route/Box; Box Number _____	Prior Hours _____	Start Date _____	Starting Wage _____
City, State, Zip _____	Training Program _____		
Trainer _____	Contractor Signature _____		
Trainee Signature _____	Contractor Signature _____		
Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female	Ethnic Group: <input type="checkbox"/> Native Hawaiian/Other Pacific Islander		
Trainee Employment:	<input type="checkbox"/> American Indian <input type="checkbox"/> Two or More Races		
<input type="checkbox"/> New Hire <input type="checkbox"/> Current Employee Upgrade	<input type="checkbox"/> African American/Black <input type="checkbox"/> Hispanic/Latino		
<input type="checkbox"/> Trainee will be working on multiple concurrent projects	<input type="checkbox"/> Economically Disadvantaged <input type="checkbox"/> Asian <input type="checkbox"/> White		
If multiple projects checked, please list projects: _____			
<input type="checkbox"/> We have read and understand the OJT Training Manual and what is required to remain eligible in participating in this program.			

COMPLETE ABOVE AND MAIL FORM TO AGC OF WYOMING AT ADDRESS BELOW

THIS PORTION IS TO BE COMPLETED BY THE AGC OF WYOMING.

Received Date _____

Training Classification _____

Minimum Starting Wage (based on Job Classification)

Program Hours _____

= _____

MAKE TRAINEE WAGE ADJUSTEMENTS AS NECESSARY DURING COURSE OF PROGRAM (See WAGE RATES in OJT MANUAL)

Two copies of this registration will be returned to the contractor following approval - one for contractor and one for trainee.

Approval Date _____

_____ Approved as of Start Date

By _____

_____ Approved with conditions, see below

Member, AGC of Wyoming Education Committee

Rebecca Sanchez, AGC of Wyoming OJT
Program Administrator
PO Box 965
Cheyenne, WY 82003
e-mail: rebecca@agcwyo.org
phone: 307.632.0573

Comments: **SHOW INDIVIDUAL ON PAYROLL AS "TRAINEE".
FILE TRAINEE STATUS REPORTS AS REQUIRED.**

OJT Registration Instructions

The firm who will be training the individual (normally the prime contractor) is responsible for completing the upper portion of the registration form. This form should be completed and mailed to the AGC of Wyoming office (address show in bottom portion of form) no later than two weeks after the trainee begins the training program. It is better if the form can be sent before training begins. **The original signed registration must be submitted.** Copies are not accepted.

“Trainee Name”	Legal Name by which the trainee is known. Please do not use nicknames or abbreviations. Normally use first name, middle initial, last name.
“Street Address, etc.”	Mailing address of Trainee
“City, State, Zip”	Use Zip plus 4 zip code if known.
“Trainer”	Name of person who will be providing the trainee with the proper training.
“Trainee Signature”	Signed, in ink, by trainee.
“Contractor”	Name of employer doing the training, check whether prime or sub.
“Project Number”	Department of Transportation project number as it appears on contract. Please include PCEMS number after the project number.
“Prior Hours”	Applicable only if the trainee has been enrolled as an OJT for this same classification in the past --- use hours completed during the prior enrollment(s).
“Start Date”	Date on which training begins or date you plan to begin training.
“Start Wage”	Hourly base wage to be paid to trainee at start of training.
“Training Program”	Use job classification title such as “Scraper Operator”, “Form Builder” etc. Be clear and be specific. Use titles as they appear in the WYDOT OJT Training Manual and/or Davis-Bacon wage scale. DO NOT USE WAGE CODES. Any classification not found in the WYDOT OJT Training Manual must be approved by WYDOT and FHWA prior to Trainee beginning training. Copy of the booklet can be found at: https://wca-agc.build/on-the-job-training-program/
“Contractor Signature”	Form signed by contractor’s representative who completes the form.
“Gender”	Check the appropriate box for gender.
“Trainee Employment”	Check <u>either</u> New Hire or Upgrade as appropriate.
“Multiple Concurrent Jobs”	When a trainee will be working on two or more projects at the same time without quitting one and starting another.
“Ethnic Group”	Check which ethnic background applies to the trainee. Check “disadvantaged” if individual meets the Department of Labor guidelines for socially and economically disadvantaged. An ethnic background box <u>and</u> the disadvantaged box can be checked.

If the trainee will be working on two projects concurrently over a period of time, please note the additional project(s) in the space provided. This is only if the trainee will be going between the projects and not in cases when the trainee will complete work on one project and then transfer to the next project.

Send the original registration form to Associated General Contractors of Wyoming (address on the front of the form), for final approval and determination of minimum wages. Once this has been done on all WYDOT Required Project Trainees, the original registration form will be held at the Associated General Contractors of Wyoming office, the contractor will receive a copy of approved registration with an additional copy for the Trainee. If necessary, a copy of the approved registration will be sent to a subcontractor if they are handling one of the trainee slots of the project. For all other trainees after approval and determination of minimum wages has been completed, the original will be filed in the AGC of Wyoming office and copies will be sent to the Contractor including one for the Trainee. The firm doing the training has the responsibility to monitor trainee wages and hours to ensure that proper minimum wages are paid based on information, which will be provided on the completed registration form. **Monthly Trainee Status Reports must be filed regularly on ALL Trainees.** Copies of forms can be found at: <https://wca-agc.build/on-the-job-training-program/>



REPORT OF EMPLOYER SKILLED WAGE RATE – TRAINEE RATIO – WORKFORCE ANALYSIS

1. As provided in the On-the-Job Training Program Manual, trainee wage rates will be based on a percentage of the employer's journey person wage paid workers in each specific training classification. One of these forms must be submitted for each craft for which the Participating Employer intends to register apprentices.

This form is for the _____ training classification.

Please record the company's average journey person wage rate: _____ (For this training classification)

2. One (1) trainee may be employed for the first journey person. Thereafter, one (1) trainee may be employed for each additional one (1) journey worker that is REGULARLY employed.

No more trainees shall be employed than can be given proper supervision on the job and afforded employment opportunities upon completion of the training. Please record your company employees in this craft(as listed above) in the blanks below:

a. Number of journey persons (men & women) regularly employed in the craft _____

Number of: Caucasian _____ Black _____ Hispanic _____ Other _____

American Indian or Alaskan Native _____ Asian or Pacific Islander _____

b. Number of journey women regularly employed in the craft _____

c. Number of Trainees (men & women) currently employed _____

Number of: Caucasian _____ Black _____ Hispanic _____ Other _____

American Indian or Alaskan Native _____ Asian or Pacific Islander _____

d. Number of Trainees currently employed who are women _____

All trainees currently employed by the contractor in this craft shall be allowed to continue and complete their training, with the understanding that no additional trainees shall be employed until the ratio conforms to that stated above.

This form is to be submitted prior to a participating employer registering the first trainee under the specific craft in the program. The form must be **updated by March 31st of 2021** by any participating employer who employs trainees and must be returned to the AGC of Wyoming by no later than March 31st.

Submitted this _____ day of _____, 20 _____ by:

NAME OF COMPANY _____

ADDRESS OF COMPANY _____

Signature _____ Date _____

ASSOCIATED GENERAL CONTRACTORS OF WYOMING

APPROVED BY _____ Date _____

OJT PROGRAM ADMINISTRATOR

Associated General Contractors of Wyoming

PO Box 965 Cheyenne Wyoming 82003

Phone: 307.632.0573

Trainee Monthly Status Report

Employer/Contractor: _____ Trainer Name: _____

Trainee Name: _____ Job Classification: _____

Project Number (WYDOT)/Name: _____ Location: _____

Training Month/Year: _____ Trainee Wage Rate: _____

Training Hours Worked: _____ Non-Training Hours Worked: _____

Complete these items as appropriate:

A. Is the trainee working multiple projects concurrently? (*check one*) [] Yes [] No

If "Yes", please separate hours by project in the table below.

Project/Location	Week Ending	Hourly Wage	Training Hours Worked	Non-Training Hours

B. Has trainee been transferred/laid off/quit/fired? (*check one*) [] Yes [] No

If "Yes", date? _____

Reason _____

C. Has trainee graduated? (*check one*) [] Yes [] No

If "Yes", date? _____

Is the graduate now employed with your firm at journey level? (*check one*) [] Yes [] No

This company certifies that it has provided supervised training as reported above in accordance with the Training Special Provision and the Approved Training Program.

Signature of Person Preparing Report

Date

AGC of Wyoming Review:

Rec'd Date _____ Review Date _____ By _____

PLEASE READ ALL INSTRUCTIONS.

GENERAL: This report is to be completed following the last day of every month. The report is due in the AGC of Wyoming office within one month following the last day of the month OR within one month of the ending of the period during which the trainee graduates, is suspended/laid-off, quits or is terminated. Blank copies of this form can be found at: <https://wca-agc.build/on-the-job-training-program/>

Training Month/Year – Please report for previous month of work in the form of Month YYYY, i.e. “May 2020”, “December 2021”. etc.

Trainee Name – Trainee’s name as show on the registration form.

Job Classification – The job classification as shown in the OJT Program Manual, i.e. “Concrete Finisher”, “Ironworker”, etc.

Contractor – Name of firm providing training; may be prime or subcontractor.

Project Number/Name – Project Number as it appears on contract, as “NHPPI-I804260” If working on multiple projects, please list all projects listed as a trainee.

IF USING THE TABLE:

Project/Location -- If the Trainee works on multiple projects during the monthly period be sure to indicate every project and indicated the number of hours. If work on multiple projects in same work week, please list each project separately in the table.

Week Ending – Date of last day of pay period as “3-10-06” or “10-26-06”. (when using the table)

Hourly Wage/Trainee Wage Rate – Wage Rate as shown on payroll.

Hours Worked – Training hours only – total of regular and overtime training hours worked during the pay period. DO NOT show regular and overtime hours separately on this report. DO NOT show non-training hours. Also it is important to show all Training hours even those not on federal-aid construction projects. If the Trainee works on multiple projects during the period, please indicate in the margin the number of hours per project.

Non-Training Hours – Number of hours that are worked outside the training program. The trainee will receive credit for 25% of their total program hours to towards graduation. For example, if a trainee is registered in a training program that requires 800 hours to graduate, the trainee will receive credit for 200 Non-Training hours worked; however, all Non-Training Hours must be reported.

NOTE: If a trainee has a change in hourly wage rate during a pay period, split that pay period across two lines – use the first to show information for the hours up to the change and then use the next line, same payroll number, week ending, etc. to show the new rate and the hours worked at that rate. The same procedure should be used if a Trainee works on more than one project in the same week.

REMEMBER – REPORT IS DUE FOLLOWING THE LAST DAY OF THE MONTH OR IMMEDIATELY IN THE CASE OF TERMINATION, LAYOFF OR QUIT. PENALTIES MAY BE ASSESSED FOR LATE REPORTS.

Monthly Trainee Status Reports may be mailed, faxed or e-mailed to:

Rebecca Sanchez – AGC of Wyoming OJT Program Administrator

PO Box 965

Cheyenne WY 82003

E-mail: rebecca@agcwyo.org

Trainer Responsibilities

The job of the Trainer is to make sure that the Trainee is receiving the proper training to achieve full journeyworker status. There are some responsibilities that the Trainer has to be able to help the Trainee. The following are a few things that the Trainer can do:

As their Mentor:

- Let them know they can trust you.
- Don't expect them to be great at the beginning. Not everyone will have the experience you have had.

As their Supervisor:

- Encourage them to continue exceeding at work. Nothing is better than knowing you are exceeding at a new task.
- Instead of yelling at them for everything they do wrong, tell them what the problem is and show them how to fix it.

As their Supporter:

- Show them that they can go to you with anything. They need to know that they have someone that will take care of situations out of their control.
- Praise them! Again, telling someone how good they are doing makes them want to continue to do a great job.
- Encourage them to do their best every day.

As their Trainer:

- Encourage them to try new equipment. This could help the project and allow them to get more experience.
- Be their Trainer! They need someone there who can show them "the ropes" during the first few days. Every job is different so don't expect them to know how you want it done.
- Make sure they get the proper training. As long as they are on the job you should be training them and they should be learning from you. Don't just think they will be fine after a few days and leave them to figure it out on their own. They need someone they can ask questions

Please print a copy and give to your Trainers. This will help them with what should be expected of them.