

Rule No.: 941 - 6203 -00400

Agency: Mississippi Department of Transportation

Agency Effective Date: May 15, 2005

Agency Issued Date: March 8, 2005

Secretary of State Authority Date: May 15, 2005 Supercedes Rule:

Division: Office of Civil Rights

Rule Title: ALTERNATE ON-THE-JOB TRAINING PROGRAMS

The person to be contacted regarding the proposed rule is: Facility and Records Management Director

Name of person originating the proposed rule: Carolyn Bell, Civil Rights Director

Name of supervisor or person who approved the proposed rule: Larry L. Brown, Executive Director

Purpose:

To establish implementation of special requirements for the provision of on-the-job training as outlined in 23 CFR. This provision can be found on-line at www.gpoaccess.gov/cfr/index.html.

Summary:

In accordance with 23 CFR, Special Provisions of the contract outlines the process by which contractors may provide on-the-job training aimed at developing full journeymen in the type of trade or job classification involved. The number and type of trainees will be determined by the Contractor and the Office of Civil Rights in conjunction with the Federal Highway Administration.

The full text of the proposed rule is:

All cites herein refer to the most current version of the cited document.

Contractor Requirements

1. When trainees are used and prior to commencing construction, the contractor shall submit to the Office of Civil Rights, for approval, the selected classifications and the approximate starting date of each trainee. The Contractor shall submit to the Office of Civil Rights using the Trainee Schedule Form and Program Agreement Form for approval.
2. When each trainee/apprentice is assigned to a project the contractor will immediately submit, Trainee Enrollment Form, directly to the Office of Civil Rights, OJT Coordinator. The contractor shall identify on this form the name of the trainee, classification, and number of trainee hours.
3. The contractor will complete Monthly Time Report, directly to the Office of Civil Rights, OJT Coordinator. The contractor shall identify on this form the hours required for the job classification, keep up with hours trainee has earned on the job and the trainee work progress.
4. The contractor and trainees may be required to participate in on-site reviews and interviews to document progress of training.

Payments

Payment to the contractor for training provided will be made on submission of company's invoice, the contractor will be reimbursed at the rate of \$3.00 per hour of training authorized and given.

All forms associated with Alternate On-the-Job Training Program may be obtained by contacting the MDOT Office of Civil Rights at P.O. Box 1850, Jackson, MS 39215-1850.