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*Rhode Island Department of
Transportation
Office of Civil Rights*

On-the-Job Training (OJT) Program

Trainee Manual

Rhode Island Department of Transportation

Table of Contents

Introduction

Welcome Letter	2
Program Background	3

Program Guidelines

On-The-Job Training (OJT)	4
Benefits of RIDOT OJT Program	5

Trainee Guidelines

Requirements to participate in OJT	5
Participation in the OJT Training Program	6
Responsibilities as an OJT Trainee	7

Contractor Guidelines

Prime Contractors' responsibilities	7
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Department Responsibilities

RIDOT'S OJT Compliance Officers' responsibilities	8
RIDOT's Office of Civil Rights contact information	9

Welcome Letter

Congratulations and welcome to RIDOT'S On-The-Job Training Program. The RIDOT'S Office of Civil Rights (OCR) is committed to non-discrimination in implementing, administering, and promoting all programs, activities, and services. RIDOT'S On-the-Job-Training Program is an Equal Employment Opportunity Program targeting women, minorities, and disadvantaged individuals to journey-level positions. This ensures that a competent workforce is available to meet highway construction hiring needs and address the historical under-representation of members of these groups in highway construction skilled crafts. We developed the OJT Trainee Manual to provide helpful information about our program. Here you will learn about your role and responsibilities as a Trainee and the roles and responsibilities of your employer's EEO Officer and RIDOT'S OJT Compliance Officers. We hope this will serve as a valuable tool for you as you embark on your new journey as an OJT Trainee. For any additional questions regarding the OJT Program, please do not hesitate to call RIDOT'S Office of Civil Rights at 401-563-4456.

Sincerely,

Darleen Reyes

Darleen Reyes
Principal Equal Opportunity Officer

Meg dela Dingco

Meg dela Dingco
Senior Equal Opportunity Officer

Program Background

The Federal-Aid Highway Act of 1968 includes a special section devoted to promoting and ensuring Equal Employment Opportunity (EEO) in Federal-Aid highway construction. This Act passed by Congress outlined how the incorporation of equal opportunity legislation and regulations would be accomplished. It also reiterated that the inclusion of these provisions reflected the congressional commitment to developing an effective EEO program. Under this Act, the inclusion of an approved affirmative action plan became a critical element in the pre-qualification of contractors for federal aid projects. This Act identified the training as one specific area of Equal Employment Opportunity.

The OJT Program is a tool to ensure non-discrimination in hiring, employment, and training and to meet the goals of training and retaining women, minorities, and disadvantaged persons in the highway construction industry. Under the Job Training Partnership Act of 1982, training was identified as a tool to fulfill affirmative action obligations. This Act permitted contractors to establish or participate in training programs for eligible individuals designed to assist such contractors in meeting specified affirmative action obligations.

It sets forth requirements for such training programs. It directs the Director of the Office of Federal Contract Compliance Programs to promulgate affirmative action compliance review regulations of such training programs. It permitted such contractors to maintain an abbreviated written affirmative action program and provided that successful performance or operation of such a training program shall create a presumption that a good faith effort to meet affirmative action obligations has been made. The provision of [23 CFR 230](#) applies 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.

On-The-Job Training Program (OJT)

The Federal Highway Administration (FHWA) mandated the On-The-Job Training program. This training aims to train and upgrade minorities, women, and disadvantaged persons to journeyman-level status in the highway construction industry, establish a diverse pool of skilled workers in the highway industry, and demonstrate that equal opportunity exists in the highway industry. The State of Rhode Island Department of Transportation, Office of Civil Rights administers a hybrid OJT program. That is both project-specific and contractor-based.

- **Project Specific:** OJT goals are assigned to specific federal-aid contracts. Goals are to be met by the project's substantial completion date. Trainees must be enrolled under the specific project to meet its contract's Training Specific Program requirement. All training hours attained by the trainee will be applied toward the project's OJT goal.
- **Contractor-Based:** Registered and approved OJT trainees are permitted to work among multiple RIDOT projects when necessary. However, all worked training hours will be applied toward meeting the specific project's OJT goal in which the trainee was enrolled.

RIDOT assigns contractors their training program hours and a specific number of trainees based on each project, allowing a contractor to train a trainee on different projects.

OJT is an opportunity for individuals (like you!) to gain new training skills while on the job. For example, suppose a contractor hired you in general labor. In that case, the contractor on the job can enroll you into the OJT program to complete apprenticeship training to become a carpenter or heavy equipment operator. This training usually takes place right at the job site.

Benefits of RIDOT'S OJT Program

- Gain additional skills to advance yourself in the highway construction field
- The ability to have an increase in pay once fully trained
- Earn a certificate upon completion
- Build a career

Requirements to participate in OJT Training Program

- You are a woman, Black American/African American, Hispanic, or Latino, Asian, American Indian or Alaskan Native, Native Hawaiian or other Pacific Islander, or two or more races
- If you do not identify with one of those groups, you may qualify for the program as a disadvantaged person, which refers to veterans and/or individuals currently participating in any government assistance program for low-income individuals administered by the RI Department of Human Services
- You are an individual who has not been enrolled in the OJT program before
- Enrolled Trainees shall not have more than 2000 hours of prior experience in related work or have previously participated in more than two (2) training programs, pursuant to fulfilling the TSP requirements on a RIDOT contract.
- The training term shall be no less than 2,000 hours and shall not exceed 4,000 for non-apprenticeship positions. Hours for apprenticeship positions may exceed 4000 hours when they are predetermined and approved by the DOL. [RIDOT - On-the-Job Training \(OJT\) Program](#)

Participation in the OJT Training Program

- The contractor will enroll you using a Trainee Enrollment Form.
- An OJT Compliance Officer will provide you with a copy of the Trainee Manual.
- The Prime Contractor will assign you to a journey worker, supervisor, or knowledgeable employee.
- RIDOT will only count the training hours for the classification the contractor enrolled you in.
- The Prime Contractor will report all your completed training hours to the RIDOT'S OJT Compliance Officers.
- The Prime Contractor will also submit monthly OJT hours to the RIDOT, OJT Compliance Officer.
- An OJT Compliance Officer will conduct a worksite visit to ensure that you are being trained on your classification.
- Upon accomplishing your OJT hours, you will receive a certificate of completion from RIDOT'S OJT Compliance Officer.

Responsibilities as an OJT Trainee

- Perform all work-related tasks assigned to you.
- Learn all duties as outlined in your classification.
- Be aware of the ongoing progress being made to complete your OJT training hours.
- Notify the Prime Contractor of any circumstantial change that may affect the progress of your training or delay your training.
- Be aware of Prime Contractor rules and regulations.
- Know to contact the Prime Contractor's Compliance Officer (or RIDOT'S OJT EEO Officer) if any issues arise while enrolled in the OJT training program.

Prime Contractors' responsibilities

- Provides you with company policies and procedures.
- Informs you of their EEO Officer.
- Provides you with human resources procedures and policies for personnel
- Provides you with copies of all your training requirements, weekly training reports, and signed training agreement(s).
- Informs you of the point-of-contact responsible for your training.
- Submits weekly & monthly tracking forms to OJT Compliance Officer.

RIDOT'S OJT Compliance Officers' responsibilities

- Assign OJT goals to FHWA projects.
- Oversight of Prime Contractors, specifically the OJT Training Program.
- Ensure that the OJT Training Program provides meaningful training opportunities.
- Manage program data (# of Trainees on each project, completion of hours, reimbursement approval).
- Approve eligible trainees.
- Manage program reporting to the FHWA.
- Ensure Prime Contractors are following all FHWA regulations.
- Attend on-site audits.
- Ensure Trainees receive OJT Trainee Manual.

RIDOT's Office of Civil Rights contact information

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