SECTION 698 - TRAINING

698.01 Description. This section describes providing on-the-job training aimed at developing full journeymen in type of trade or job classification involved.

698.02 Materials. None.

698.03 Construction.

As part of the Contractor’s Equal Employment Opportunity Affirmative Action Program, provide training as follows:

(A) Number of trainees to be trained under contract documents will be as specified in proposal schedule. Determine number of trainees that Subcontractor(s) will train, if any. Assume full responsibility for meeting training requirements. Also, make this training provision applicable to such subcontract(s). Where feasible, provide 25 percent of apprentices or trainees in each occupation who are in their first year of apprenticeship or training.

(B) Distribute number of trainees among work classifications on basis of needs and availability of journeymen in various classifications within reasonable area of recruitment. Before starting construction, submit training plan describing the following for acceptance:

(1) Number of trainees to be trained in each selected classification. Specify starting time of each classification.

(2) Number of hours of training.

(3) Training program to be used.

Before starting time of each classification, submit complete list of trainees or apprentices on form provided by the Engineer.

(C) Training and upgrading of minorities and women toward journeyman status is a primary objective of this provision. Make every effort to enroll minority and women trainees to extent that such persons are available within reasonable area of recruitment. For example, conduct systematic and direct recruitment through public and private sources likely to yield minority and women trainees. Demonstrating steps taken in pursuance thereof, before determination as to whether compliance with contract documents is met. Training commitment is not intended, and shall not be used, to discriminate against any applicant for training, whether member of minority group or not.
(D) Do not use employees as trainees in classifications that employees have successfully completed training courses leading to journeyman status or have been employed as journeymen. Include appropriate questions in employee’s application to satisfy this requirement. Document employee’s records of these findings.

(E) Select minimum length and type of training for each classification to be established in training program acceptable to the Engineer and Federal Highway Administration. Tailor program to meet equal employment opportunity obligations, and qualify average trainee for journeyman status in classification concerned by end of training period. Also, consider apprenticeship or training program registered with or recognized by U.S. Department of Labor or with State Department of Labor and Industrial Relations as acceptable, provided that program is administered in accordance with equal employment requirements of Federal-Aid highway construction contracts.

Intent of these provisions is to provide training in construction crafts. The Engineer may permit training in laborer classification if training is significant and meaningful. Offsite training is permissible provided training is integral part of accepted training program and does not comprise significant part of overall training.

(F) The Engineer will reimburse the Contractor $0.80 per hour of training. The Engineer will make reimbursement even though the Contractor receives additional training program funds from other sources, provided sources do not prohibit the Contractor from receiving other reimbursement. The Engineer may make reimbursement for offsite training indicated above only if the Contractor does one or more of following, and trainees are concurrently employed on a Federal-Aid project:

(1) Contributes to cost of training.

(2) Provides information on apprenticeship program to trainee(s).

(G) The Engineer will not make payment when either failure to provide required training or failure to hire trainee as journeyman is caused by the Contractor, and the Contractor evidences a lack of good faith in meeting requirements of this provision.

Normally, trainee begins training on project as soon as feasible after start of work utilizing skill involved, and remains on project as long as training opportunities exist in work classification, or until trainee completes training program. Trainees are not required to be on board for entire length of contract. Determine number trained by total number enrolled on the contract for significant period.
(H) Pay trainees at current negotiated rates accepted by Departments of Labor or Transportation for existing programs.

(I) Furnish trainee copy of program that trainee will follow. Provide each trainee with certificate showing type and length of training completed.

(J) Maintain records and furnish reports on a monthly basis documenting trainee’s performance.

698.04 Measurement. The Engineer will measure training per hour of number of trainees employed on project in accordance with contract documents.

698.05 Payment. The Engineer will pay for accepted training at contract unit price per hour. Payment will be full compensation for work prescribed in this section and contract documents.

The Engineer will pay for the following pay item when included in proposal schedule:

<table>
<thead>
<tr>
<th>Pay Item</th>
<th>Pay Unit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Training (______ Trainees)</td>
<td>Hour</td>
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The Engineer will pay for:

(A) 20 percent of contract bid price upon completion of submitting pre-construction training plans and acceptable to the Engineer.

(B) 60 percent of contract bid price upon completion of recruiting, training, and maintaining records.

(C) 20 percent of the contract bid price upon completion of furnishing each trainee a certificate of accomplishment.

The Engineer will not process progress payment until the Contractor submits pre-construction training plans acceptable to the Engineer.

The Engineer will not consider extension of contract time for delays caused by late submittal of training plans.

The Engineer will reduce final payments for non-compliance with training provisions. Reduction shall be at the rate of $3,000 for each trainee below required number specified in proposal schedule.

END OF SECTION 698