

SECTION 698 - TRAINING

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3
4 **698.01 Description.** This section describes providing on-the-job training aimed
5 at developing full journeymen in type of trade or job classification involved.

6
7 **698.02 Materials.** None.

8
9 **698.03 Construction.**

10
11 As part of the Contractor's Equal Employment Opportunity Affirmative Action
12 Program, provide training as follows:

13
14 **(A)** Number of trainees to be trained under contract documents will be as
15 specified in proposal schedule. Determine number of trainees that
16 Subcontractor(s) will train, if any. Assume full responsibility for meeting
17 training requirements. Also, make this training provision applicable to such
18 subcontract(s). Where feasible, provide 25 percent of apprentices or trainees
19 in each occupation who are in their first year of apprenticeship or training.

20
21 **(B)** Distribute number of trainees among work classifications on basis of
22 needs and availability of journeymen in various classifications within
23 reasonable area of recruitment. Before starting construction, submit training
24 plan describing the following for acceptance:

25
26 **(1)** Number of trainees to be trained in each selected classification.
27 Specify starting time of each classification.

28
29 **(2)** Number of hours of training.

30
31 **(3)** Training program to be used.

32
33 Before starting time of each classification, submit complete list of
34 trainees or apprentices on form provided by the Engineer.

35
36 **(C)** Training and upgrading of minorities and women toward journeyman
37 status is a primary objective of this provision. Make every effort to enroll
38 minority and women trainees to extent that such persons are available within
39 reasonable area of recruitment. For example, conduct systematic and direct
40 recruitment through public and private sources likely to yield minority and
41 women trainees. Demonstrating steps taken in pursuance thereof, before
42 determination as to whether compliance with contract documents is met.
43 Training commitment is not intended, and shall not be used, to discriminate
44 against any applicant for training, whether member of minority group or not.

46 (D) Do not use employees as trainees in classifications that employees
47 have successfully completed training courses leading to journeyman status or
48 have been employed as journeymen. Include appropriate questions in
49 employee's application to satisfy this requirement. Document employee's
50 records of these findings.

51
52 (E) Select minimum length and type of training for each classification to be
53 established in training program acceptable to the Engineer and Federal
54 Highway Administration. Tailor program to meet equal employment
55 opportunity obligations, and qualify average trainee for journeyman status in
56 classification concerned by end of training period. Also, consider
57 apprenticeship or training program registered with or recognized by U.S.
58 Department of Labor or with State Department of Labor and Industrial
59 Relations as acceptable, provided that program is administered in
60 accordance with equal employment requirements of Federal-Aid highway
61 construction contracts.

62
63 Intent of these provisions is to provide training in construction crafts.
64 The Engineer may permit training in laborer classification if training is
65 significant and meaningful. Offsite training is permissible provided training is
66 integral part of accepted training program and does not comprise significant
67 part of overall training.

68
69 (F) The Engineer will reimburse the Contractor \$0.80 per hour of training.
70 The Engineer will make reimbursement even though the Contractor receives
71 additional training program funds from other sources, provided sources do
72 not prohibit the Contractor from receiving other reimbursement. The
73 Engineer may make reimbursement for offsite training indicated above only if
74 the Contractor does one or more of following, and trainees are concurrently
75 employed on a Federal-Aid project:

- 76
77 (1) Contributes to cost of training.
78
79 (2) Provides information on apprenticeship program to trainee(s).

80
81 (G) The Engineer will not make payment when either failure to provide
82 required training or failure to hire trainee as journeyman is caused by the
83 Contractor, and the Contractor evidences a lack of good faith in meeting
84 requirements of this provision.

85
86 Normally, trainee begins training on project as soon as feasible after
87 start of work utilizing skill involved, and remains on project as long as training
88 opportunities exist in work classification, or until trainee completes training
89 program. Trainees are not required to be on board for entire length of
90 contract. Determine number trained by total number enrolled on the contract
91 for significant period.

92

93 **(H)** Pay trainees at current negotiated rates accepted by Departments of
94 Labor or Transportation for existing programs.

95
96 **(I)** Furnish trainee copy of program that trainee will follow. Provide each
97 trainee with certificate showing type and length of training completed.

98
99 **(J)** Maintain records and furnish reports on a monthly basis documenting
100 trainee's performance.

101
102 **698.04 Measurement.** The Engineer will measure training per hour of number of
103 trainees employed on project in accordance with contract documents.

104
105 **698.05 Payment.** The Engineer will pay for accepted training at contract unit
106 price per hour. Payment will be full compensation for work prescribed in this section
107 and contract documents.

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

110	111 Pay Item	112 Pay Unit
113	Training (_____ Trainees)	Hour

114
115 The Engineer will pay for:

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

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

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

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

124
125 The Engineer will not consider extension of contract time for delays caused
126 by late submittal of training plans.

127
128 The Engineer will reduce final payments for non-compliance with training
129 provisions. Reduction shall be at the rate of \$3,000 for each trainee below required
130 number specified in proposal schedule.

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132

133

134

END OF SECTION 698