

DOCUMENT 00875  
TRAINEE SPECIAL PROVISIONS  
Revised October, 2016

THE REQUIRED NUMBER OF TRAINEES TO BE TRAINED UNDER THIS CONTRACT WILL BE **5**

The contractor shall provide on-the job training aimed at developing full journeyworkers in the type of trade of job classification involved.

In the event that a contractor subcontracts a portion of the contract work, the General Contractor shall determine how many, if any, of the trainees are to be trained by the subcontractor, provided, however, that the contractor shall retain the primary responsibility for meeting the training requirements imposed by this special provision. The contractor shall also insure that this training special provision is made applicable to such subcontract. Where feasible, 25 percent of apprentices or trainees in each occupation shall be in their first year of apprenticeship or training.

The number of trainees shall be distributed among the work classifications on the basis of the contractor's needs and the availability of journeyworkers in the various classifications within a reasonable area of recruitment. Prior to commencing construction, the contractor shall submit to the Massachusetts Department Of Transportation (MassDOT) for approval the number of trainees to be trained in each selected classification and training program to be used. Furthermore, the contractor shall specify the starting time for training in each of the classifications. The contractor will be credited for each trainee employed on the contract work who is currently enrolled or becomes enrolled in an approved program and will be reimbursed for such trainees as provided hereinafter.

Training and upgrading of minorities and women toward journeyworker status is a primary objective of the Training Special Provision. Accordingly, the contractor shall make every effort to enroll minority and women trainees (e.g., by conducting systematic and direct recruitment through public and private sources likely to yield minority and women trainees) to the extent that such persons are available within a reasonable area of recruitment. The contractor will be responsible for demonstrating the steps that have been taken in pursuance thereof, prior to a determination as to whether the contractor is in compliance with this Training Special Provision. This training commitment is not intended, and shall not be used, to discriminate against any applicant for training.

No employee shall be trained under this Special Provision in any classification in which he or she has successfully completed a training course leading to journeyworker status or in which he or she has been employed as a journeyworker. The contractor should satisfy this requirement by including appropriate questions in the employee application or by other suitable means. Regardless of the method used the contractor's records should document the finding in each case.

The minimum length and type of training for each classification will be as established in the training program selected by the contractor and approved by the Massachusetts Department Of Transportation and the Federal Highway Administration. The Massachusetts Department Of Transportation and the Federal Highway Administration shall approve a program if it is reasonably calculated to meet the equal employment opportunity obligations of the contractor and to qualify the average trainee for journeyworker status in the classification concerned by the end of the training period. Furthermore, apprenticeship programs registered with the U.S. Department of Labor, Bureau of Apprenticeship and Training, or with a State apprenticeship agency recognized by the Bureau and training programs approved but not necessarily sponsored by the U.S. Department of Labor, Manpower Administration, Bureau of Apprenticeship and Training shall also be considered acceptable provided it is being administered in a manner consistent with the equal employment obligations of Federal-aid highway construction contracts. Approval or acceptance of a training program shall be obtained from the State prior to commencing work on the classification covered by the program. It is the intention of these provisions that training is to be provided in the construction crafts rather than clerk-typist or secretarial-type positions. Training is permissible in lower level management positions such as office engineers, estimators, timekeepers, etc. where the training is oriented toward construction applications. Training in the laborer classification may be permitted provided that significant and meaningful training is provided and approved by the Federal Highway Administration division office. Some offsite training is permissible as long as the training is an integral part of an approved training program and does not comprise a significant part of the overall training.

## **Reimbursement**

Under these Training Special Provisions, reimbursement will be as follows:

The Contractor will only be reimbursed 80 cents for each hour of on the job training as specified in the approved Training Program.

The Contractor is advised and encouraged that it may train additional persons in excess of the number specified and will be reimbursed as stated above. Reimbursement will be made even though the contractor receives additional training program funds from other sources, provided such other source does not specifically prohibit the contractor from receiving other reimbursement.

If less than full training specified in the approved training programs is provided, payment to the contractor will be made at a rate of 80 cents for each hour of training completed under this contract. However, no payment shall be made to the contractor if either the failure to provide the required training, or the failure to hire the trainee as a journeyworker, is caused by the contractor and evidences a lack of good faith on the part of the contractor in meeting the requirements of this Training Special Provision.

## **Payment**

Trainees will be paid:

1. Percentage (%) of the journeyworker's rate as provided in the existing programs approved by the Department of Labor or Transportation as of September 15, 1970.
2. For journeyworker programs submitted by the Contractor and approved by Massachusetts Department Of Transportation and the Federal Highway Administration at least 60 percent of the appropriate minimum journeyworker's rate specified in the contract for the first half of the training period, 75 percent for the third quarter if the training period, and 90 percent for the last quarter of the training period.
3. For skilled laborer programs, the minimum starting wage rate of unskilled laborer. At the conclusion of training, he or she will be paid the minimum wage rate of the Classification for programs submitted by the Contractor and approved by the Massachusetts Department Of Transportation and the Federal Highway Administration.
4. For the purposes of meeting the legal requirements of State Prevailing Wage Law, please be advised that no person may be paid the Apprentice wage rate as listed on a MA Prevailing Wage Rates schedule, unless that person and program is registered with the Department of Labor Standards/Division of Apprentice Standards (DLS/DAS). Any person or program not registered with DLS/DAS, regardless of whether or not they are registered with any other federal, state, local, or private entity must be paid the journeyworker's rate for the trade.

The contractor shall provide each trainee with a certification showing the type and length of training satisfactorily complete.

The contractor will provide for the maintenance of records and furnish periodic reports documenting his performance under this Training Special Provision.

Form FHWA-1409, Federal-aid Highway Construction Contracting Semi Annual Training Report, shall be submitted as per instructions on the Form.

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