



ODOT Apprenticeship Exception Process

ODOT recognizes there may be exceptions to the apprenticeship goals set out in ODOT's Workforce Development Plan. In these cases, exceptions from the apprenticeship goals may be granted for some occupations, such as Ironworker or Operating Engineer, as these occupations have a high ratio of journey workers to apprentices.

23 CFR, Part 230, Subpart A, Appendix B, that states in part, "The number of trainees shall be distributed among the work classifications on the basis of the contractor's needs and the availability of journeymen in the various classifications within a reasonable area of recruitment." All exceptions will be made with the intent of meeting this regulation.

Exceptions may be caused due to the following circumstances:

- Inability to meet a trade classification apprenticeship ratio.
- Anticipated very low hours for a total trade classification.
 - Less than 1,000 total classification hours.
- Trade work which may be classified as specialty, i.e., computer installation
 - No apprenticeship approved program for trade classification.
- Master labor agreement with trade or union organization prevent meeting ratio.

Contractor shall make all exception requests to ODOT Project Manager. Subcontractor shall make all exception requests to prime contractor and the prime contractor shall submit subcontractor's request to ODOT Project Manager. The contractor and subcontractor shall submit a written request on the contractor's letterhead with the following information as a minimum: If the contractor is requesting for a subcontractor, contractor shall also provide the subcontractor's cover letter to support the request.

Exception shall include, at a minimum:

- Requested occupation classification exception.
- Total anticipated hours for classification.
- Total anticipated journey classification employees.
- Total anticipated apprentices for classification.
- Is the contractor expanding its workforce on this project?
- Does the contractor anticipate other training opportunities in this classification?
 - Describe On-The-Job opportunities on project
- For what percentage of total hours is classification exception being requested?
 - Example: Contractor XZY is requesting to only perform 80% of total apprenticeship requirement based on ratio and total anticipated hours of the operating engineers' classification.



Contractor shall submit exception to ODOT Project Manager at pre-construction conference. The contractor may be contacted by ODOT's Office of Civil Rights for clarification of the request. ODOT will respond in writing within 10 business days of pre-construction conference with one of the following dispositions:

- Request approved as submitted
- Request approved with adjustments
- Request denied

ODOT reserves the right to refuse all other requests after the preconstruction conference for exceptions to the apprenticeship goals. The exception process is only applicable to ODOT'S Workforce Development Program Pilot projects.