



External Workforce Programs

- Equal Employment Opportunity (EEO) Program
- On-the-Job Training (OJT) Program





Equal Employment Opportunity (EEO)

Program Purpose:

- Ensure equal employment opportunity to all individuals regardless of race, gender, religion, or national origin.
- Ensure EEO is applied to all conditions of employment, including hiring, layoff, transfer, and training/advancement opportunities.
- Investigate allegations of discrimination.
- 23 CFR Part 230



EEO Requirements:

- Contained in and apply to all federal-aid contracts & subcontracts valued \$10,000 or more.

EEO referenced in the contract:

- FHWA 1273, Required Contract Provisions Federal-Aid Construction Contracts (last dated March 10, 1994)
- Supplemental Required Contract Provisions, On-Site Workforce Affirmative Action Requirements for Women and Minorities (last updated April 1998)



EEO Reports

- Applicable to primes and subs for all federal aid projects.



Monthly Employment Utilization Form

731-0394 [\(instructions\)](#)

- Required for all contractors and subcontractors with aggregate total contracts of \$10,000 or more on a project
- Due to the PM office 5th of each month beginning with the first day worked through last day of work.
 - Required for months in which no work is performed.
- Not required for state-funded projects
- Reporting period is calendar month
- Must include contract number & contractor's name
- Recommend PM submit to FC with transmittal or email with contract number, contractor's name and year/month in subject line



MONTHLY EMPLOYMENT UTILIZATION REPORT (MEUR)
 This report must be project specific for one complete calendar month.

1. NAME AND ADDRESS OF CONTRACTOR																	
2. REPORTING PERIOD		3. ODOT CONTRACT NUMBER				4. BUNDLE NO. (IF APPLICABLE)		5. COUNTY OF WORK				<input type="checkbox"/> NO WORK PERFORMED					
BEGINNING	ENDING																
6. CONSTRUCTION TRADE	7. CLASSIFICATION	8a. TOTAL EMPLOYEE WORKHOURS		8b. BLACK (NOT OF HISPANIC ORIGIN)		8c. HISPANIC		8d. ASIAN OR PACIFIC ISLANDER		8e. AMERICAN INDIAN OR ALASKAN NATIVE		9. MINORITY %	10. FEMALE %	11. TOTAL NUMBER OF EMPLOYEES		12. TOTAL NUMBER OF MINORITY EMPLOYEES	
		M	F	M	F	M	F	M	F	M	F			M	F	M	F
Laborer	JRNY WORKER																
	APPRENTICE																
	OJT TRAINEE																
	SUB TOTAL																
Carpenter	JRNY WORKER																
	APPRENTICE																
	OJT TRAINEE																
	SUB TOTAL																
Equipment Operator	JRNY WORKER																
	APPRENTICE																
	OJT TRAINEE																
	SUB TOTAL																
Cement Mason	JRNY WORKER																
	APPRENTICE																
	OJT TRAINEE																
	SUB TOTAL																
Mason Tender	JRNY WORKER																
	APPRENTICE																
	OJT TRAINEE																
	SUB TOTAL																
Ironworker	JRNY WORKER																
	APPRENTICE																
	OJT TRAINEE																
	SUB TOTAL																

Electrician	JRNY WORKER																			
	APPRENTICE																			
	OJT TRAINEE																			
	SUB TOTAL																			
Truck Driver	JRNY WORKER																			
	APPRENTICE																			
	OJT TRAINEE																			
	SUB TOTAL																			
Painter	JRNY WORKER																			
	APPRENTICE																			
	OJT TRAINEE																			
	SUB TOTAL																			
Highway / Parking Striper	JRNY WORKER																			
	APPRENTICE																			
	OJT TRAINEE																			
	SUB TOTAL																			
	JRNY WORKER																			
	APPRENTICE																			
	OJT TRAINEE																			
	SUB TOTAL																			
	JRNY WORKER																			
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	JRNY WORKER																			
	APPRENTICE																			
	OJT TRAINEE																			
	SUB TOTAL																			
TOTAL JOURNEY WORKERS																				
TOTAL APPRENTICES																				
TOTAL TRAINEES																				
GRAND TOTAL																				
COMPANY OFFICIAL'S SIGNATURE AND TITLE							TELEPHONE NUMBER (INCLUDE AREA CODE)					DATE SIGNED					FINAL MEUR?		YES	<input type="checkbox"/>
																			NO	<input type="checkbox"/>



External Civil Rights Discrimination Complaints [\(Slide\)](#)

- Employees of primes or subcontractors may use ODOT's External Civil Rights Complaint Form (731-0333) to file formal discrimination complaints.
- PM's have three days to resolve complaints.
- If unresolved after three days, the complaint must be forwarded to Civil Rights for investigation.





On-the-Job Training (OJT) / Apprenticeship Program





Program Purpose

- To provide opportunities for skilled workers by offering training in the highway construction trades.
- Use affirmative actions to recruit for those positions from diverse applicants including minorities and women.



Overview of OJT and Apprenticeship

- **On-the-Job Training (in-house training programs):** Adopted by contractor, approved by Agency/FHWA -provides field/classroom trade specific experience under supervision of journey workers. Affirmative Action program – targets women & minorities.
- **Apprenticeship:** Approved by BOLI, provides field/classroom trade specific experience under supervision of journey worker. Race/gender neutral for applicable ODOT contracts.



OJT/Apprenticeship Requirements

- OJT/Apprenticeship is referenced in the special provisions of ODOT contracts:
 - Federal OJT Training Special Provisions (Traditional)
 - Reimbursable OJT/Apprenticeship Contract Provisions (ROA)
 - State OJT Special Provisions
 - 10% Per Craft (WDP)



If your project has OJT/Apprenticeship

- It is a federally required program (occasionally required on state funded projects)
- Number of positions/hours is included in the OJT special provisions
- Number of hours is a bid item



Training Program Form 731-0335

(Slide)

- Contractor is to submit a Training Program at the pre-construction meeting, indicating how they intend to fill the requirement.
- Subcontractors can participate in the OJT/Apprentice program



Apprentice/Trainee Approval Request (ATAR) Form 731-0294

[\(Slide\)](#)

- Contractor must submit ATAR's prior to apprentice starting work
- Project Manager's office forwards Training Program & ATARs to Civil Rights Field Coordinator for approval.



Monthly Progress Record

- Contractor to submit Monthly Progress Records to the project manager by the 10th of the month, if applicable
- Copies of these are forwarded to Civil Rights to track progress of trainees.
- Payment is made to the contractor under the bid item.

INSTRUCTIONS FOR MONTHLY PROGRESS RECORD (MPR)

Form #731-0332. This report shall be for one calendar month for one ODOT project.

- (1) Name of Apprentice/Trainee submitting report
- (2) Social Security Number of Apprentice/Trainee submitting report
- (3) Craft - apprenticeships such as Carpenter, Cement Mason, Electrician, etc., or name of In-house Training Program such as Utility Trainee, Carpenter Trainee, Construction Assistant, etc.
- (4) Contract Number - ODOT Contract Number on which these hours were worked. Include hours for only one contract on each report form
- (5) Bundle Number (If applicable) - OTIA III Bundle number
- (6) & (7) Month and Year hours were worked
- (8) List work processes performed. If trainee enrolled in contractor's in-house training program such as Utility Employee, processes listed here must match training program.
- (9) Total Hours To Date brought forward from Column 12 of last month's report for the work processes listed for this project
- (10) Daily break down of hours worked by work process
- (11) Total hours worked this month by work process
- (12) Total hours worked to date on this project. Box 9 plus box 11
- (13) Total Hours - Total daily hours, total hours for month, and total hours to date for this contract
- (14) Enter Class Hours Attended - List any classroom hours here
- (15) Instructor Comments - Place for instructor to put comments about your work
- (16) Instructor's Signature
- (17) Employer's name on this project
- (18) Signature of Apprentice/Trainee and signature date certifying that work processes and hours reported are correct
- (19) Employer Questions - Employer should answer these questions before submitting report to ODOT Project Manager
- (20) Employer Signature & Date



Overruns/Shortages (if applicable)

- Contractor must obtain approval from PM to overrun OJT hours beyond the bid item
 - OJT Program Coordinator documents concurrence of overrun
- At project final, shortages of OJT must be documented and shortage reason stated
 - OJT Program Coordinator documents concurrence



Field Coordinators

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