

ON-THE-JOB TRAINING PROGRAM

WHAT IS THE OJT PROGRAM?

It is a federally-funded program designed to:

- Offer equal opportunity for the training and upgrading of women and minorities in the construction trades.
- Help contractors diversify their workforce, provide meaningful training, create valuable, skilled employees, and fill their contract requirements.

We assign training hours as a contract requirement on selected federally-funded projects. It is our expectation that the prime contractor will fulfill this requirement by making every effort to enroll women and minorities by recruitment through public and private sources and with the help of the Office of Civil Rights and Labor Compliance.

WORKING TOGETHER TO MAKE IT HAPPEN

COMMUNICATION:

The OJT Program Manager is available to answer questions and discuss the training program prior to the start and for the duration of the project. Consider the following:

- ◆ When (and how) will you start recruiting employees for this project?
- ◆ Do you have a current employee whom you would like to upgrade and place in a training program?
- ◆ Which training classification best fits the needs of the project and will be meaningful? (If there isn't a classification in the manual that describes what a trainee will be doing, we'll work with you to create one!)

RECRUITMENT & JOB PLACEMENT:

Our office will work closely with you to help recruit, assess, and place qualified, competent individuals in the training program. Every potential trainee we speak with completes an OJT Application and meets with us for a one-on-one assessment. It is our goal to only refer applicants in whom we have confidence that they are appropriate for the program. We don't believe in placing individuals in training programs simply because they are the right gender or ethnicity. The ultimate hiring decision, however, is up to you, the contractor.

After an individual is hired, there is a two-week probationary period – a “trial run” of sorts – when a trainee can get a feel for the work environment and job duties and the contractor can view the trainee's work style and attitude. After this probationary period, we will officially enroll the trainee on site.

OJT SUPPORTIVE SERVICES INCLUDE:

- ◆ Clothing, boots, and tools (if needed) for the job.
- ◆ Periodic site visits and check-in phone calls from the OJT Program Manager and individual case management.
- ◆ Funding of other training opportunities.



FOR MORE INFORMATION

BETH MEYER-EHRICH, OJT PROGRAM MANAGER
VTRANS OFFICE OF CIVIL RIGHTS & LABOR COMPLIANCE
ONE NATIONAL LIFE DRIVE
MONTPELIER VT 05633-5001

PHONE: 802.828.2715

FAX: 802.828.1047

E-MAIL: BETH.MEYEREHRICH@VERMONT.GOV