Michigan Department of Transportation 0343 (03/16)

# ON-THE-JOB TRAINING (OJT) PROGRAM CONTRACTOR ALLOCATION WAIVER REQUEST

<u>INSTRUCTIONS:</u> Contractor Equal Employment Opportunity Officer complete and submit form to: *Michigan Department of Transportation, Office of Business Development, P.O. Box 30050, Lansing, MI 48909 or Email to <u>MDOT-OJT@michigan.gov.</u>* 

PLEASE NOTE: Submission of this form <u>DOES NOT</u> grant your firm a waiver. You will be notified by writing of the official determination by the Office of Business Development.

		ATTA	CH ADDIT	TIONAL SHE	ET(S) IF MORE SPA	ACE IS	S NEE	EDED				
CONTRACTOR NAME	RNAME			RESS			CITY		STATE	ZIP CODE		
EQUAL EMPLOYMENT OPPO	ORTUNITY (E			EMAIL ADDRESS				TELEPH	HONE NO.			
TOTAL TRAINEE ALLOCATION Year # of Slots	V	IUMBER OF VAIVERS EQUESTED		GRANTED A	FIRM EVER BEEN A WAIVER? R YEAR:	NO	TOTAL VALUE OF MDOT CONTRACTS WITHIN LAST 12 MONTHS \$					
BASIS FOR WAIVER REQUES	ST:											
1. UNION AFFILIATION AN	D OTHER I	RECRUITING	AND TRAI	NING DATA				DOES CONTRACT	OP			
UNION TITLE OR IDENTIFICATION	UNION LOC	CAL NUMBER		IVE REFERRA	AL UNION SPON TRAINING PE			PARTICIPATE IN UI APPRENTICE TRAII PROGRAM?	NION	DOES CONTRACTOR SPONSOR IN-HOUSE TRAINING PROGRAM?		

#### 2. RECRUITING SOURCES CONTACTED BY THE CONTRACTOR THAT WERE LIKELY TO YIELD MINORITIES AND WOMEN

NAME, ADDRESS AND TELEPHONE NUMBER	RESULTS OF CONTACT (Confirmation Calls, etc.,)

### 3. NEW HIRE PRACTICES AND RECRUITING DURING THE PAST 6 MONTHS

JOB CATEGORIES		TAL .OYED		RACIAL/ INIC RITIES	BLACK (Not of Hispanic Origin)		HISPANIC		AMERICAN INDIAN OR ALASKA NATIVE		ASIAN		NATIVE HAWAIIAN OR OTHER PACIFIC ISLANDER		TWO OR MORE RACES		WHITE (Not of Hispanic Origin)	
	М	F	М	F	М	F	М	F	М	F	М	F	М	F	М	F	М	F
TOTAL																		

#### 4. EMPLOYMENT PROCESSES AND PRACTICES:

a) PROMOTIONS IN THE LAST 6 MONTHS

NAME	GENDER/E	THNICITY	CLASSIFICATION	DATE		
NAIVIE	MALE/FEMALE	ETHNICITY	FROM	то	DATE	

b) TERMINATIONS IN THE LAST 6 MONTHS

NAME	GENDER/E	THNICITY	DF.400.V	TERMINATION DATE		
NAME	MALE/FEMALE	ETHNICITY	REASON			

5. COMPANY'S TOTAL FEDERAL AID ON THE JOB TRAINING PROGRAM DATA FOR ALL ACTIVE MICHIGAN PROJECTS

PROJECT NUMBER	CONTRACTOR EMPLOYING THE OJT	TRAINEE NAME	ETHNICITY/ GENDER	PROGRAM T		PROGRAM HOURS	START DATE	HOURS COMPLETED & DATE
	%	MINORITY TRAINEES		% FE	MALE	TRAINEES		%
COMMENTS:								

### 6. TOTAL COMPANY EMPLOYMENT DATA FOR ALL EMPLOYEES WHO WORKED ON MICHIGAN PROJECT(S) OVER THE LAST 12 MONTHS

6. TOTAL CONFANT E							TAB												TABLE B							
JOB CATEGORIES	TO' EMPL	TAL .OYED	RAC ETH	TAL CIAL/ INIC RITIES	BLACK Hisp Ori	(Not of panic gin)		HISPANIC AMERICAN INDIAN OR ALASKA NATIVE		NATIVE HAWAIIAN OR INDIAN OR ALASKA  NATIVE HAWAIIAN OR OTHER MORE RACES Origin  NATIVE HAWAIIAN OR TWO OR Hispanic Origin)		INDIAN OR ALASKA		INDIAN OR ASIAN ALASKA		ASIAN HAWAIIAN OR OTHER PACIFIC PACIFIC WHITE (Not of Hispanic Origin)					. Hispanic				TRAINEES	
	М	F	М	F	М	F	М	F	М	F	М	F	М	F	М	F	М	F	М	F	М	F				
TOTAL																										
IUIAL																										

Development review and does not guarantee an approval. Furthermore, I understand my firm is s	till responsible for complying with the On-the-Job Training Program
requirements during the processing of this waiver request and will make continuous efforts to ren	nain compliant.
CONTRACTOR EEO OFFICER SIGNATURE (e-signature acceptable)	DATE

By signing this form, I certify the information provided on this form is factual and accurate. I understand that the waiver request is subject to MDOT Office of Business

#### Excerpted from the Code of Federal Regulations Appendix A to Subpart A of Part 230—Special Provisions

#### SPECIFIC EQUAL EMPLOYMENT OPPORTUNITY RESPONSIBILITIES

- 1. General. a. Equal employment opportunity requirements not to discriminate and to take affirmative action to assure equal employment opportunity as required by Executive Order 11246 and Executive Order 11375 are set forth in Required Contract, Provisions (Form PR-1273 or 1316, as appropriate) and these Special Provisions which are imposed pursuant to section 140 of title 23 U.S.C., as established by section 22 of the Federal-Aid Highway Act of 1968. The requirements set forth in these Special Provisions shall constitute the specific affirmative action requirements for project activities under this contract and supplement the equal employment opportunity requirements set forth in the Required Contract Provisions.
  - b. The contractor will work with the State highway agencies and the Federal Government in carrying out equal employment opportunity obligations and in their review of his/her activities under the contract.
  - c. The contractor and all his/her subcontractors holding subcontracts not including material suppliers, of \$10,000 or more, will comply with the following minimum specific requirement activities of equal employment opportunity: (The equal employment opportunity requirements of Executive Order 11246, as set forth in volume 6, chapter 4, section 1, subsection 1 of the Federal-Aid Highway Program Manual, are applicable to material suppliers as well as contractors and subcontractors.) The contractor will include these requirements in every subcontract of \$10,000 or more with such modification of language as is necessary to make them binding on the subcontractor.
- 2. Equal Employment Opportunity Policy. The contractor will accept as his operating policy the following statement which is designed to further the provision of equal employment opportunity to all persons without regard to their race, color, religion, sex, or national origin, and to promote the full realization of equal employment opportunity through a positive continuing program:

It is the policy of this Company to assure that applicants are employed, and that employees are treated during employment, without regard to their race, religion, sex, color, or national origin. Such action shall include: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship, preapprenticeship, and/or on-the-job training.

THIS SECTION TO BE COMPLETED BY MDOT								
COMMENTS:								
# OF WAIVERS REQUESTED	MDOT REVIEWER APPROVAL SIGNATURE	DATE						
# OF WAIVERS APPROVED								