

# Apprentices and Trainees

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Apprentices and trainees are allowed to be paid at rates that are below the prevailing rates as long as they are registered in the approved apprenticeship programs discussed below. They are to be paid a percentage of the prevailing rate based upon their level of progression within their program.

### **DBRA:**

An apprentice is a person employed and individually registered in a bona fide apprenticeship program registered with the USDOL, Employment and Training Administration, Bureau of Apprenticeship and Training (BAT); or with a state apprenticeship agency recognized by BAT, or a person who in the first 90 days of probationary employment as an apprentice in such an apprenticeship program; is not individually registered in the program, but who has been certified by BAT or a state apprenticeship agency to be eligible for probationary employment as an apprentice. The contractor must provide the engineer with a current signed apprentice certification letter from the BAT that lists each apprentice. The apprentice certification letter is valid for the 90 day period listed on the letter. The apprentice certification is to be updated and kept current through the life of the contract if the apprentice wage rates are to be paid. This is to be submitted with the certified payroll where the apprentice is listed for the first time. An example apprentice certification letter is shown in Exhibit A.

If additional information is needed to verify proper wages are being paid to apprentices, the contractor shall provide a copy of the current apprentice agreement. An example apprentice agreement is shown in Exhibit B. If any of the above requirements are not met, the contractor shall be required to pay the journeyman rates listed in the wage decision. Fringe benefits are to be paid to apprentices in accordance with the apprentice agreement. If the apprentice agreement is silent on fringe benefits, the apprentice is to receive full benefits. In general, the maximum allowable ratio of apprentices to journeymen for the contractor or any subcontractor is one to one for all trades. Any questions regarding the apprentice program should be directed to the C&T Division prevailing wage compliance specialist or the region coordinator for prevailing wage compliance.

### **State Prevailing Wage:**

In order for the contractor to pay apprentice rates to employees, all of the following criteria must be met:

- The employee must be registered with the USDOL, BAT and
- Be working during the period covered by the BAT apprentice certification letter and
- The contract must include apprentice prevailing wage rates as part of the prevailing wage rate schedule.

If any of the above criteria are not met, the contractor shall be required to pay the journeyman rates in the prevailing wage decision.

If additional information is needed to verify proper wages are being paid to apprentices, the contractor shall provide a copy of the current apprentice agreement (see Exhibit B). Fringe benefits are to be paid to apprentices in accordance with the apprentice agreement. If the apprentice agreement is silent on fringe benefits, the apprentice is to receive full benefits. Any questions regarding the apprentice program should be directed to the C&T Division prevailing wage compliance specialist or the region coordinator for prevailing wage compliance.

### **MDOT's On-the-Job Training (OJT) Program**

Trainees are persons employed by the contractor and are covered under MDOT's OJT program. The program is managed by the Business Development Division.

For trainees, the wage rates schedule is listed in the Special Provision for On-The-Job Training Program in the contract as a percentage of the journeyman level prevailing wages. Trainees are to receive fringe benefits during their entire training period. For additional information and questions regarding the OJT program, contact the OJT technician in the Business Development Division at 517-241-2981.