

South Dakota Department of Transportation
Civil Rights Program
Transfer Registration

(Please print or type all information. See additional instructions on back of form.)

Trainee Name

Contractor

Current Project Number, PCN Number

New Project Number, PCN Number

Training Program

Effective Date of Transfer

Trainer

Prior Hours

COMPLETE ABOVE AND MAIL FORM TO CIVIL RIGHTS PROGRAM AT ADDRESS BELOW

THIS PART TO BE COMPLETED BY CIVIL RIGHTS PROGRAM

Classification _____

Training Program _____ Program Hours _____

Minimum Starting Wage (not less than General Laborer's Rate) 60% of journeyman wage _____

Minimum Wage after $\frac{1}{4}$ = _____ 70% of journeyman wage _____

Minimum Wage after $\frac{1}{2}$ = _____ 80% of journeyman wage _____

Minimum Wage after $\frac{3}{4}$ = _____ 90% of journeyman wage _____

Minimum Wage upon completion 100% of journeyman wage _____

Received Date

Approval Signature

Approval Date

Comments:

June Hansen, Civil Rights Program
Department of Transportation
700 East Broadway Avenue
Pierre, SD 57501-2558
E-mail: June.Hansen@state.sd.us
Phone: 605-773-3540

OJT Transfer Registration Instructions

The firm who will be training the individual (normally the prime contractor) is responsible for completing the upper portion of the transfer form. This form should be completed and mailed to the Civil Rights Program (address show in bottom portion of form) no later than two week in which the trainee begins the training program. It is better if the form can be sent before training begins.

PLEASE PRINT OR TYPE ALL INFORMATION

- “Trainee Name” Legal Name by which the trainee is known. Please do not use nicknames or abbreviations. Normally use first name, middle initial, last name.
- “Contractor” Name of firm doing the training, check whether prime or sub.
- “Current Project Number” Department of transportation project number as it appears on the contract. This will be the project that the trainee will be transferring out of. Please include PCN number after the project number.
- “New Project Number” Department of Transportation project number as it appears on contract. This will be the project that the trainee is being transferred to. Please include PCN number after the project number.
- “Training Program” Use job classification titles such as “Scraper Operator”, “Form Builder”, etc. Be clear and be specific. Use titles as they appear in the SDDOT OJT Manual and/or wage scale. DO NOT USE WAGE CODES. Any classification not found in the SDDOT OJT Manual must be approved by SDDOT and FHWA prior to Trainee beginning program. Copy of the manual can be found at: <https://dot.sd.gov/programs-services/civil-rights/on-the-job-training-ojt>
- “Effective Date” The date in which you want the transfer to take effect.
- “Trainer” The individual that is responsible for providing the training for the trainee and oversees that the trainee gets the proper training.
- “Prior Hours” Hours that the trainee has worked in the prior to the transfer.

Send this form to Civil Rights Program, South Dakota Department of Transportation, for final approval and determination of minimum wages. Once this has been done on all SDDOT Required Project Trainees, a copy of the transfer form will be sent to the appropriate Area Office, the contractor will receive a copy of approved transfer with an additional copy for the Trainee. For all other trainees after approval and determination of minimum wages has been completed, the original will be filed in the Civil Rights office and copies will be sent to the Contractor including one for the Trainee. The firm doing the training has the responsibility to monitor trainee wages and hours to ensure that proper minimum wages are paid based on information, which will be provided on the completed transfer form.

Monthly Trainee Status Reports must be filed regularly on ALL Trainees.

Copies of forms can be found at: <https://dot.sd.gov/programs-services/civil-rights/on-the-job-training-ojt>