

APPENDIX 302g**MEMORANDUM OF UNDERSTANDING****Transportation Communications Union – International Association of Machinists and Aerospace Workers (TCU/IAM)**

Where the Transportation Communications Union – International Association of Machinists and Aerospace Workers (TCU/IAM) Program operates, the provisions of this Memorandum of Understanding (MOU) apply to TCU/IAM Job Corps officials and staff, and Center Directors (including designees). No deviations from the MOU are authorized without the specific and written approval of the Job Corps National Director.

Wherever the acronym TCU/IAM appears throughout this MOU, it represents the TCU/IAM Job Corps program. Should any differences exist between this MOU and the Statement of Work (SOW) for TCU/IAM, the provisions of the SOW take precedence.

1. PURPOSE

This document constitutes a working agreement between TCU/IAM and the _____ Job Corps Center Director entered into this _____ day of _____, 2015. (Appropriate signatures are required at the end of this Agreement.)

2. CENTERS, PROGRAMS, SLOTS, AND RATIOS

TCU/IAM shall provide contracted advanced career technical training instructors at 9 centers, totaling 920 slots (these figures are valid as of October 2014).

TCU/IAM Advanced Training Programs	Number	Slots
Atlanta	1	100
Excelsior Springs	1	100
Gary	1	100
Hubert Humphrey	1	100
Los Angeles	1	120
Potomac	1	100
St. Louis	1	100
San Jose	1	100
Shriver	1	100

To modify any of the above figures, TCU/IAM is required to follow the Career Technical Training Change Request process established by the Office of Job Corps (PRH Change Notice

No. 05-17 and PRH Appendix 307), in conjunction with Job Corps Regional Offices and Center Directors. All changes in any of the above categories shall be reflected through fully executed Contract Modifications initiated by the Office of Job Corps.

Unless a formal deviation of slots has been approved by the Office of Job Corps, TCU/IAM shall offer training programs in accordance with the student/instructor ratio of 25:1. Regardless of the distribution of programs, all TCU programs will maintain 2 full-time instructors. The operator may utilize other staff to supplement the training, in accordance with their contract and approved budget.

TCU/IAM Training Program	Total Slots per Center
All Advanced Programs, to include:	100
Transportation Services Worker	
Rail Mechanical Services Worker	
Machinist, Rail Worker	

3. **BASIC RESPONSIBILITIES FOR PROGRAMS AND SERVICES**

TCU/IAM, in collaboration with centers where TCU/IAM programs operate and provide services, and to the extent that adequate resources are made available, shall provide all necessary administrative and training personnel, services, off-center administrative facilities and materials, and staff travel and subsistence required to accomplish contracted training services with Job Corps. TCU/IAM shall deliver these in accordance with the:

- Workforce Investment Act (WIA) of 1998, as amended, and implementing regulations;
- President's High Growth Job Training Initiative;
- Job Corps Policy and Requirements Handbook (PRH), as well as other Job Corps instructions and policy issuances;
- Career Development Services System (CDSS); and
- Memorandum of Understanding (MOU) signed by a TCU/IAM Executive or designee and each Center Director or designee where TCU/IAM operates career technical training programs.

The following are specific responsibilities for TCU/IAM and all Center Directors where TCU/IAM programs exist:

- A. **NTC Operation Plan** – TCU/IAM shall develop, in conjunction with centers and Regional Offices, as appropriate, an *Operational Plan* and submit it to the Job Corps

NTC Contracting Officer's Representative (COR) within 90 days of the plan template being available following final contract definitization and award in the base year. For each option year, provided that the Office of Job Corps extends the contract with TCU/IAM, TCU/IAM shall revise its *Operation Plan* and submit a summary of all changes, if applicable, to the COR within 60 days of contract extension award. In accordance with Job Corps policy, regulations, and requirements, the *Operation Plan* should contain detailed descriptions of TCU/IAM's Job Corps Program's administrative structure, operation systems, and processes for recruitment, training, placement (including registered apprenticeship programs), and follow-up services to students; TCU/IAM staff qualifications and annual professional development plans, and activities to align training to the latest industry skill/training standards. The format of the *Operation Plan* can be similar to a Job Corps Center Plan.

- B. **Industry Skill/Training Standards** – TCU/IAM shall provide training programs that lead to high growth, high demand, and high wage positions in the transportation industry. TCU/IAM shall align all their technical training programs to the latest skills/training standards of the transportation industry.

As a contractor for advanced training programs, TCU/IAM shall develop instructional materials and completion requirements that exceed the level of rigor in basic training programs in the same technical fields. The instructional and curricular materials and completion requirements must be approved by the Office of Job Corps before being executed.

- C. **Training Outcomes** – TCU/IAM shall provide assigned students training in career technical, career success, and applied academic skills so that they become agile workers with expanded career options, and maintain long-term attachment to the labor market or educational opportunities. Specifically, training outcomes from TCU/IAM programs include the following categories:

- a. Students enter a registered apprenticeship training program leading to full journeyman status, a customized employer-based training program that leads to career opportunities, or
- b. Students enter a specific area of the craft/trade that pays sustainable wages and offers the opportunity for long-term employment and career advancement, or enter the U.S. Armed Forces, or
- c. Students enter a community college or technical training school-level program to pursue further technical training or degree-based education, if they choose not to pursue further training or job placement in the occupation for which TCU/IAM has provided the training, or

d. Students earn a passing score on written and/or performance tests associated with national recognized certification and/or state licensure. Instructors certify students have completed necessary training and certification(s) to fulfill program requirements.

- D. **Placement Services** – To the extent that adequate resources are made available, TCU/IAM shall provide initial job placement services for the period of time specific in PRH Chapter 4, 4.2, R.2.a from separation, to those graduates of their programs. In addition to job placement services, TCU/IAM may also provide career transition support services to graduates, such as making arrangements for housing and transportation, where TCU/IAM has the capability to effectively deliver such services and the provisions of such services has first been coordinated with the designated career transition services (CTS) provider.

TCU/IAM instructors and field staff shall work collaboratively with Job Corps regional officials and center staff to ensure that TCU/IAM-provided job placement and, as applicable, CTS, are coordinated with the development and implementation of each center's CDSS Plan.

- E. **Enrollment of Female Students and Instructors** – As an entity that provides instruction and job placement in trades predominantly occupied by males, TCU/IAM shall make every effort to recruit female students to achieve meaningful improvement in the number of female graduates.

In an effort to achieve the above objective, TCU/IAM shall develop and use creative and effective techniques and strategies during Outreach and Admissions (OA) and the Career Preparation Period (CPP), to educate and interest female students about careers in transportation. As applicable, TCU/IAM will work closely with Job Corps Regional office officials, recruitment contractors, the national public relations contract staff and center staff who manage CPP about adopting such recommendations.

TCU/IAM is also encouraged to seek and develop meaningful partnerships with local, state, and national organizations that provide assistance in recruiting qualified female instructors, as vacancies occur.

Center Directors shall provide assistance to TCU/IAM in these efforts.

- F. **Collaboration with Other Job Corps Entities** - TCU/IAM shall establish and maintain open and professional communication with the USDOL regional officials, center staff, center operators, and OA and CTS contractors. The National Office of Job Corps encourages TCU/IAM to work with all related entities referenced above, within established protocol, to address and resolve areas of concern prior to seeking the involvement of the NTC COR and the Office of Job Corps. TCU/IAM will conduct a

minimum of one video or teleconference meeting with each USDOL Regional Director in each program year to synchronize goals, priorities, and solutions to problems.

Center Directors shall provide corresponding cooperation to TCU/IAM in all areas related to TCU/IAM contracted services.

- G. **Center Curriculum Development** – TCU/IAM shall have appropriate staff fully participate in the curriculum development process at each center where TCU/IAM operates a career technical training program. This includes serving as an active member of the center Curriculum Development Committee and, if authorized by TCU/IAM national executive, sharing TCU/IAM-developed instructional resources, techniques, and methods that contribute to student success.

Standards-Based Education and Training – TCU/IAM shall fully support the advancement to standards-based education and training across all Job Corps Centers. When fully integrated, centers will have incorporated some or all of the following components: Industry or CTT Foundations courses, student cohorts, evening studies, revised CTT schedules for students, multi-step instruction for students, and assigned collaboration time for staff. TCU/IAM will be required to participate in the associated staff development sessions and collaborative meetings, as applicable. TCU/IAM will work collaboratively with the Job Corps centers, regional offices, and National Office staff to implement required Job Corps policies applicable to TCU/IAM CTT providers.

- H. **Center Industry Council and Business Community Liaison Functions** – TCU/IAM shall fully support the functioning of the Center Industry Council, and the Business and Community Liaison (BCL) in improving the quality of career technical training programs and creating meaningful linkages with individual employers, labor and business organizations, One-Stop centers/partners, state and local Workforce Investment Boards, and local Youth Councils.

On centers where TCU/IAM career technical training programs operate, the TCU/IAM instructors or Field coordinator shall serve as primary contact for communications with TCU/IAM affiliated union, district council, association, or organizations and employers signatory to TCU/IAM local and national agreements. Further, TCU/IAM instructors and Field Coordinator shall fully assist BCLs, CTS contractors, and center staff in obtaining accurate graduate placement and upgrade verification information through CIS case notes and other methods of contact.

- I. **Disability Issues** – TCU/IAM shall follow all federal laws, government regulations, and Job Corps policy related to accommodations for students with disabilities. TCU/IAM will work closely with the Center Director's designee for disability issues to ensure that students with disabilities who are interested in TCU/IAM trades are provided reasonable accommodations/modifications, if needed, to perform the trade-related skills required by

the Training Achievement Records (TARs). TCU/IAM shall ensure that no Job Corps students with disabilities are denied entry into TCU/IAM programs for any discriminatory reason.

- J. **Safety** – TCU/IAM shall follow federal, state, local, center, and TCU/IAM-specific safety regulations and requirements during the technical training process and, in cooperation with center officials, ensure that all training areas are clean and well-maintained. TCU/IAM shall advise the centers and NTC COR, in writing, of current industry standards and employer-partner specifications in terms of safety design, requirements, and operation in the training facilities on centers.
- K. **Recruits From Industry/Business** – As applicable, TCU/IAM shall inform local unions, transportation-related associations, major providers of transportation services, other established business/industry affiliates, apprenticeship committees/councils, contractors, and individual employers, of the opportunity to refer potential employees, who are eligible for Job Corps, to related TCU/IAM training at Job Corps centers. TCU/IAM staff shall coordinate with the appropriate OA contractor(s) and center staff to ensure the availability of program openings prior to finalizing arrangements for potential enrollees.

Center Directors and designated staff shall support TCU/IAM in such recruitment efforts.

- L. **Student Selection of TCU/IAM Programs** – TCU/IAM shall follow center procedures for the assignment of students to advanced career technical programs. To the greatest extent possible, these should include the participation of TCU/IAM instructors in the selection process, and providing students an opportunity to learn as much as possible about TCU/IAM specialty training programs before final selection, including an opportunity to observe and participate in daily training activities, when feasible.

As slots are available, qualified Job Corps students will apply to TCU/IAM programs through their designated centers. These students are required to meet the eligibility criteria outlined in PRH, Chap. 3.13 (R6).

Center Directors and/or designated staff shall collaborate with TCU/IAM staff to ensure eligible candidates are able to enroll into the advanced training programs.

- M. **Enrollment Criteria for TCU/IAM Programs** - The specific selection criteria for students participating in TCU/IAM training programs are as follows:

a. Age

No student can be denied access to a TCU/IAM program because of age. However, because most TCU/IAM programs and related employers, as a condition of employment in the transportation industry, require applicants to be at least 18 years of age, and certain

TCU/IAM trades have significant safety-related responsibilities, the Center Director, or his/her designee, and TCU/IAM instructor(s)/field coordinator shall jointly address these issues. Based upon relevant factors, particularly student safety, but also including demographics and employment opportunities, a solution shall be agreed upon that will not adversely impact students or TCU/IAM performance.

b. Driver's License

Students in TCU/IAM programs must be provided every opportunity to obtain a valid driver's license before they graduate. Center directors, regional offices, and TCU/IAM shall make every effort to enable every TCU/IAM graduate to attain a driver's license before post-Job Corps employment.

c. Health

Unless the center physician determines that participation in a particular program would be a direct threat to the student, other students and/or the instructor, the condition of a student's health shall not be a factor affecting his/her participation in a TCU/IAM trade. In this regard, and in accordance with Job Corps Program Instruction No. 01-11, dated November 27, 2001, TCU/IAM is not authorized to collect information, formally or otherwise, regarding the health/disability status/history of a potential enrollee, or a student who has or has not, as yet, entered a TCU/IAM trade. These matters are solely within the purview of the center physician (PRH, Appendix 302).

The center shall maintain a Respirator Medical Evaluation Program in compliance with OSHA (29 CFR, Part 1919.134 App. C). Students shall be approved for training by the center physician prior to the student's assignment to applicable TCU/IAM training programs. A copy of the signed approval shall be provided to the TCU/IAM instructor for his/her records. Once a student is enrolled in a TCU/IAM program, the center physician and wellness staff is responsible for immediately notifying TCU/IAM instructors when a student's health condition, including prescribed medication, may be aggravated by certain training activities or environmental conditions associated with particular training activities.

For students with disabilities who have a reasonable accommodation plan, TCU/IAM instructors will ensure that the reasonable accommodations/modifications indicated in the plan and provided by the center operator are made available during training. The center disability coordinator will inform TCU/IAM instructors and/or the supervisors of the existence of an accommodation plan for a particular student.

d. Academics

Academics - Students must meet the requirements for advanced training, including a proficiency level in reading and math that will enable learning in the TCU/IAM trade, understanding and following instructions and, where applicable, adhering to safety regulations and procedures. These proficiencies are particularly essential for trades that require the proper use of power tools, equipment, machinery, and adherence to specific OSHA/industry safety guidelines. NTCs will work closely with Job Corps staff to ensure every student is given an opportunity to become proficient, in order to succeed in the advanced training programs for transportation.

e. TCU/IAM Specific Enrollment Requirements

TCU/IAM is authorized to establish and implement additional specific enrollment requirements for students, in accordance with prevailing transportation industry labor standards and employment practices, and with approval from the Office of Job Corps of Job Corps. Job Corps centers are expected to comply with TCU/IAM specific enrollment requirements when transferring students to this NTC.

4. STUDENT TRAINING

- A. **Career Preparation Period** – During the CPP, TCU/IAM instructors may assist and collaborate with center staff to train all students to learn, demonstrate, and practice personal responsibility and career success skills required at the workplace.
- B. **Career Development Period** – TCU/IAM instructors shall work collaboratively with center officials and staff to ensure that student learning and training experiences, including those arranged through employer partnerships, meet center-based and Work-Based Learning (WBL) standards described in the PRH.
- a. **TCU/IAM Work Experience Program (WEP) and Federal Internship Training Program (FITP)** - These programs are intended to assist TCU/IAM students through the transition from classroom instruction to actual on-the-job working conditions. If TCU/IAM determines that the student will have insufficient funds to successfully complete WEP or FITP and make the transition to independent living, TCU/IAM may use their contract funds, if available, to provide additional assistance such as lodging, meals, transportation, clothing, or other job-related expenses.

If it is determined that the student will require additional financial assistance beyond the normal WEP period (30 work days), TCU/IAM may, with prior approval of the NTC COR, provide additional financial assistance for the COR approved extension period.

- b. **Assessing Student Readiness for Work-Site Assignments** – During the Career Development Period, there must be a process for determining each student’s readiness to benefit from work-site experience. This process includes input from all relevant components at the Job Corps center, including TCU/IAM instructors.
- c. **Standards-Based Education in Work Experience** – TCU/IAM instructors and field staff shall work cooperatively with center officials and staff to make working opportunities viable learning experiences that incorporate Job Corps applied academic standards for the transportation industry. In this regard, TCU/IAM instructors will be actively involved in the development and teaching (including coordinated instruction and team teaching) of lessons that include transportation industry applied academic standards. TCU/IAM instructors will also use evidence-based instructional approaches, identified by Job Corps to support standards-based training to the extent funding is available.
- d. **Management of Class Size** – TCU/IAM will ensure that the staff to student ratio is maintained at the contracted level at all times. Students will be assigned to fill slots that are open due to activities such as WBL, full time academics, or career transition readiness assignments.

If class sizes drop below 60 percent, TCU/IAM instructors shall assist with the following:

- Monitoring existing WEP sites, and helping to develop new sites;
- Strengthening working relationships with local unions, district councils, employer organizations, and individual employers/contractors;
- Working with Job Corps entities to plan and establish various career technical training clusters;
- Working with academic instructors to develop relevant academic lessons;
- Providing short-term (up to 10 days) introductory training to students on the waiting list for TCU/IAM’s advanced training, who continue to have a strong desire to enter and complete.

The overarching issues of scheduling and classroom management will be included as part of the PRH Revision Workgroup.

C. **Related Training Issues**

a. **Realistic Working Environment** – All TCU/IAM training shall be conducted in an environment and under conditions as close as possible to those found in the transportation industry, and, as applicable, shall be the same as required for apprentices as outlined in the craft Apprenticeship Training Standards published by the USDOL’s Office of Apprenticeship, when such training standards exist.

b. **TAR Completion and Certification/Apprenticeship Enrollment Test** – TCU/IAM shall ensure instructional materials are upgraded as necessary to remain aligned with the latest transportation industry and/or apprenticeship skills/training standards. TCU/IAM TAR(s) shall be developed and formatted in a manner consistent with these standards.

TCU/IAM shall assist each student completing a TCU/IAM program to take the appropriate industry certification or qualifying test for apprenticeship training programs, if applicable. E-TARs will be closed in accordance with the CIS Training Module Technical Guide. Only the student’s NTC instructor or designated NTC representative is authorized to sign off on a student’s skill. The center’s CTT Manager or Designee can close an NTC e-TAR if the instructor is not available.

c. **Career Success Skills** – Throughout their training, students will be taught the importance of attaining and applying the career success and applied academic standards listed in each TAR. They will be provided assistance and support in mastering and demonstrating these skills during their career technical training experience, including actual work experiences.

d. **Scheduling** – TCU/IAM staff shall work closely with center staff to develop student schedules. Every effort shall be made to schedule students to attend career technical classes for the maximum period per day, including an appropriate amount of time for lunch. However, the training day may be less than the traditional 8 hours to accommodate activities that clearly and directly support students’ success in securing and retaining training-related employment. For example, the time required by both academic and TCU/IAM instructors to plan for curriculum integration, establishing mentoring arrangements and WBL sites with employers, fall into this category. Such exceptions notwithstanding, and in accordance with the PRH, “Centers shall: develop a schedule which ensures that, prior to graduation, students receive substantial practice and experience in working an 8-hour day, or working hours and conditions consistent with the anticipated workforce.”

e. **Hands-on Training vs. Classroom Instruction** – Hands-on training and related shop-classroom instruction shall be divided approximately 70 percent and 30 percent, respectively.

f. **Training Week** – A standard training week shall be 40 hours, Monday through Friday, excluding center-observed holidays.

g. **Length of Training** – TCU/IAM shall require students to receive technical training in a time frame commensurate with typical industry time requirements for technical training, before being eligible for graduation. The TCU/IAM instructor has the responsibility to determine when a student has satisfactorily completed all training requirements and is capable of performing pre-apprenticeship level skills at a training-related work site.

h. **TCU/IAM Instructor Supervision** – During the training period, TCU/IAM instructors shall be responsible for:

- *Center Safety and Occupational Health Plan*, as well as industry, state, local, and OSHA trade-related safety rules, regulations, and standards;
- Center rules and regulations, including those pertaining to safety;
- Student conduct standards; and
- Student accountability, including and especially during CTST projects and activities.

TCU/IAM instructors shall work closely with the Center Safety Officer, and the Health and Wellness Manager/Administrator, on all matters concerning the health and safety of students.

E. **Student Conduct Standards**

a. **Student Conduct Standards** – TCU/IAM staff shall use Center Director-established student conduct standards and disciplinary procedures as the basis for dealing with any significant student problem while in career technical training.

b. **Suspension and Dismissal of Students for Safety and Disciplinary Reasons** – To prevent injuries to students/instructors, TCU/IAM instructors have the authority to immediately suspend from class a student who has violated safety/disciplinary rules or regulations. In these situations, TCU/IAM instructors shall advise the Center Director of the action taken as soon as practicable, with adequate documentation. Further, TCU/IAM instructors shall recommend to the career technical training manager and Center Director the permanent removal of students from TCU/IAM trades who continue to disregard safety rules and procedures, with adequate documentation.

TCU/IAM instructors shall be part of the center's process for determining the readmission of such students to TCU/IAM classes.

F. **Student-Related Activities**

- a. **Involvement With Center Activities** – As appropriate, and to the extent that commitments during the training day permit, TCU/IAM instructors shall be actively involved with center officials and staff in helping to establish programs, activities, and training conducted during the CPP as defined in PRH Chapter 2.
- b. **Evaluation of Student Progress Panel** – TCU/IAM instructors shall actively participate in the Evaluation of Student Progress (ESP) Panels for students enrolled in TCU/IAM training programs. TCU/IAM and center staff will work cooperatively to ensure that the scheduling of these activities results in the least disruption to career technical training classes.
- c. **Coordination of CTS for Graduating Students** – TCU/IAM instructors shall notify appropriate center staff, on a timely basis, when students are within 60 days of career technical training completion, so that career transition planning can be initiated. However, in those instances when a training-related job becomes available on short notice, particularly a registered apprenticeship opportunity, TCU/IAM instructor and center management shall work expeditiously to ensure that the scheduling of career transition readiness activities is not a deterrent to the job-related placement of the graduate. In this situation, every effort will be made to provide departing graduates with transition allowances and WBL funds, ensure that they receive all appropriate transitional services, and where applicable, meet with assigned CTS staff.
- d. **Driver Education** – TCU/IAM shall work closely with Center Directors in support of each center's responsibility to provide Driver's Education Training for all eligible students beginning in the CPP. This is especially important for those students assigned to the transportation trades. TCU/IAM shall make every effort to collaborate with center management to help students attain a valid driver's license or learner's permit before graduation.

5. **TCU/IAM STAFF RESPONSIBILITIES**

A. **TCU/IAM Field Staff/Coordinators**

- a. **Monitoring Performance** – TCU/IAM field staff shall be fully knowledgeable about the performance of TCU/IAM programs and instructors. As required by the Career Technical Training Reporting and Improvement System (CTTRIS), for individual training programs performing below established standards or on probation, TCU/IAM field staff shall work collaboratively with the instructor, as well as center and regional staff, to develop, implement, and monitor Continuous Improvement Plans (CIPs). TCU/IAM field staff shall actively participate in the Regional Appeal Process for their programs facing sanctions, including closure and reduction. In this regard, also, slot

utilization is a cost-effectiveness issue that must continually be monitored. When warranted, TCU/IAM field staff shall collaborate with centers and Regional Offices to effectively address issues related to slot utilization.

To ensure effective and efficient use of resources, TCU/IAM field staff will first make productive use of all available means of communication, including electronic, and fully assess performance reports generated by the Job Corps Data Center and TCU/IAM, before center visits are planned. Center travel shall be limited to situations where face-to-face contact is absolutely essential.

b. **Technical Assistance** – TCU/IAM will supply structured training in classroom management. Instructors will be expected to deal effectively with a wide range of student behaviors. When necessary, regional field staff shall provide additional training in a timely fashion.

c. **Interaction With Center Activities** – TCU/IAM field staff shall ensure that TCU/IAM instructors are contributing to the effectiveness of the center CDSS Plan, and the goals of the overarching program. Performance standards shall reflect a team approach with center and career transition staff to ensure students have every opportunity to achieve their goals.

d. **Actions on Staff Issues** – Where significant problems associated with a particular TCU/IAM instructor are verified, either in the performance of his/her basic responsibilities or as a participant in other center activities and programs, TCU/IAM field staff shall take immediate and appropriate corrective action. If warranted, such action may ultimately include the permanent removal of a TCU/IAM instructor. However, before a final decision of this type is made, the Center Director and assigned regional COR/Project Manager shall be notified. These individuals shall have the opportunity to expeditiously assess the impact of such a decision on the operations and administration of the center, and to share this information with the appropriate TCU/IAM official(s) for consideration prior to a final decision being made by TCU/IAM.

e. **Business Linkages** – TCU/IAM field staff shall play a vital role in establishing meaningful relations with business agents and other local union officials, business councils, and affiliated organizations in labor markets where students return to seek employment in the transportation industry. Such efforts are intended to promote and establish registered apprenticeship and other career opportunities for qualified graduates.

f. **Communication With Center Directors During Visits** – As stated above, while effective use of desk monitoring, conference calls, and e-mail is strongly encouraged, TCU/IAM field staff will visit centers, when justified. To the extent practicable in these situations, the Center Director shall be notified in advance of visits. Further, following each visit, TCU/IAM field staff shall conduct an exit conference with the Center

Director, or her/his designee, and other officials, as appropriate, to review significant findings, and address issues affecting program performance, particularly if the program is on probation and/or under a CIP.

g. **Communication With Regional CORs/Project Managers** – TCU/IAM field staff shall also establish and maintain contact with appropriate regional CORs/project managers concerning TCU/IAM programs and instructor performance, as well as significant findings/issues resulting from monitoring that could not be resolved at the center level. TCU/IAM field staff is strongly encouraged to share monitoring reports with appropriate project managers, especially for those programs on probation and/or under a CIP.

h. **Meeting with Regional Directors** – TCU/IAM field staff and their executives shall meet with the regional directors via teleconferencing or videoconferencing at least once each program year to share Labor Market Information and economic factors that impact TCU/IAM program performance, review program outcomes, and discuss program change options, etc.

B. **NTC Instructors**

While TCU/IAM instructors perform as part of a TCU/IAM national contract, they shall cooperate with and be a part of the center and its operation. As required of all center staff, TCU/IAM instructors shall function as mentors, models, and monitors of all Career Success Standards when working with students. In addition, they shall be active partners with center staff in evaluating student progress and meeting students' needs in support of their social and career development.

a. **Career Technical Training** – TCU/IAM instructors shall plan, deliver, and evaluate career technical training to Job Corps students in various specialty areas, including both classroom instruction (theory learning) and hands-on practices. Instructors are expected to provide students the opportunity to complete all required Training Achievement Records (TARs) in their chosen program. They are also expected to train students to be sufficiently competent to enter: a registered apprenticeship training program; a high growth/high demand/high wage occupation for career development; a community/technical college for advanced training; or the U.S. Armed Forces, and earn a passing score on written and/or performance tests associated with nationally recognized certification and/or state licensure, as applicable.

b. **Professional Development** – To the extent that adequate resources are made available, TCU/IAM instructors shall participate in all professional development activities sponsored by TCU/IAM, centers, Regional Offices, and the National Office, as applicable, to increase their effectiveness in developing and delivering standards-based

integrated instruction; coordinating instruction; utilizing evidence-based instructional techniques; and implementing effective student-engagement strategies.

c. **Role-Modeling** – TCU/IAM instructors are expected to serve as role models for students. Any abusive or other inappropriate behavior by instructors toward students or staff, failure to properly supervise students and maintain order, effectiveness, and safety, or a disregard for center rules and regulations, will not be tolerated and will result in disciplinary action, possibly the loss of employment. TCU/IAM field and headquarters officials shall take immediate and appropriate action when such incidences are verified. Where an NTC fails to respond expeditiously and adequately, the NTC COR will become involved and initiate whatever corrective actions/measures may be needed.

d. **Communication With Center Staff** – TCU/IAM instructors shall periodically communicate with other center staff who also serve TCU/IAM students in other program areas (e.g., academic and residential). The purpose of such contact is to determine if TCU/IAM students are meeting their responsibilities in these other required activities, and especially to identify students having problems that could lead to early separation if not dealt with immediately and effectively. Where this appears to be the case, the TCU/IAM instructor, acting as a role model, shall endeavor to positively influence the student and steer him/her in a better direction.

The responsibility described above is in addition to TCU/IAM instructors' participation in Evaluation of Student Progress (ESP) panels, and is primarily intended to prevent Zero Tolerance (ZT) terminations, AWOLs, etc., and increase the number of TCU/IAM career technical training graduates and placements.

e. **Center Activities** – TCU/IAM instructors are expected to support and participate in pre-planned, scheduled activities/projects that have been established by center officials and staff to support center goals and objectives. Such activities/projects, which usually involve most center components, may take place outside of normal working hours, including weekends, and at sites other than the Job Corps center.

f. **Business Linkages** – TCU/IAM instructors shall play a vital role in establishing meaningful relations with business agents and other local union officials, business councils, and affiliated organizations in labor markets where students return to seek employment. Such efforts are intended to promote and establish registered apprenticeships and other career opportunities for qualified graduates, and will be carried out to the extent that adequate resources are available for this purpose.

g. **Driving Compliance** – TCU/IAM instructors shall comply with all related PRH and TCU/IAM/center-specific requirements related to driving privileges for employment as well as operating NTC/Center/GSA vehicles. When requested by center officials, TCU/IAM instructors who use center vehicles must show proof of a valid driver's

license. TCU/IAM instructors will also immediately notify appropriate center officials of any changes/restrictions to their licenses, when these occur.

6. **RESOLVING ISSUES**

- A. **Process for Resolving Issues** – TCU/IAM instructors shall work cooperatively with Center Directors and appropriate staff to informally resolve all issues. Where necessary, these efforts shall also involve the assigned field coordinator, TCU/IAM headquarters officials, and the regional COR/Project Manager. However, in the event that an informal resolution is not possible, the TCU/IAM leadership shall immediately request the assistance of the NTC COR; concurrently, the Center Director shall notify the assigned Regional COR/Project Manager to assist in the resolution process.

The NTC COR and Regional COR/Project Manager shall work cooperatively and expeditiously to fully investigate matters that could not be resolved informally, and jointly render a final decision that will be binding on all parties involved. However, if this is not achievable, the Job Corps National Deputy Director shall be the final arbiter. At no time during this entire process shall the Center Director or NTC officials/staff, including field staff and instructors, take any action that could adversely affect the training of students in the TCU/IAM program or functioning of the center.

- B. **Center Request(s) for TCU/IAM Personnel Change(s)** – In the instances where the Center Director requests permanent removal of a TCU/IAM instructor, such requests shall be in writing and concurrently transmitted to the NTC COR and the designated Regional COR/Project Manager, with copies to the assigned TCU/IAM field coordinator and TCU/IAM executive leadership. The written communication shall include the specific reason(s) justifying the request for removal, along with any documented violations of center rules, operating policy, etc., that were committed by the instructor in the past. In consultation with the organization's Human Resources and Legal staff, TCU/IAM will follow its policies and procedures in determining the appropriate course of action.
- C. **Center Request(s) for TCU/IAM Program Change(s)** – In the instances where the Center Director requests the permanent addition or removal of a TCU/IAM training program, such requests shall be submitted to the Job Corps National Office, through the Regional Director who must approve the request. All requests must be submitted in accordance with Appendix 307 - *Job Corps Career Technical Training Change Request*. The request shall be developed in collaboration with the center operator, the regional COR/Project Manager, and TCU/IAM. The Job Corps National Office will make a final determination of the request after verification of all facts and reasoning in conjunction with all related parties.

- D. **TCU/IAM Request(s) for Program Change(s)** – To initiate any changes to the contracted training programs (program and slots), TCU/IAM is required to follow the Career Technical Training Change Request process established by the National Office of Job Corps (PRH Appendix 306). Following approval from the Regional Office, the Job Corps National Office will make a final determination of the request after verification of all facts and reasoning in conjunction with all related parties, including centers and Regional Offices. The Department of Labor Contracting Officer and the NTC COR will develop and execute a Contract Modification for each TCU/IAM program change, following approval from the National Director of Job Corps.

The above four provisions apply to all Job Corps centers where TCU/IAM programs operate, including agency-operated centers.

7. **PERFORMANCE**

- A. **Annual Performance Assessment** – TCU/IAM performance shall be evaluated annually by Job Corps Regional Staff, the NTC COR, and other appropriate Job Corps National Office staff, using data from the Career Technical training Report Card (CTTRC) and assessment mechanisms specific in the PRH Appendix 501d. For programs that have performed at the “unsatisfactory” level (Grade ‘D’ on the CTTRC) for 1 year and have been recommended by the National Office of Job Corps for probation, TCU/IAM shall develop a Continuous Improvement Plan (CIP), in cooperation with impacted centers and Regional Staff. A copy of the CIP will also be submitted to the NTC COR.

TCU/IAM shall work with appropriate center management and regional officials/staff to implement CIPs so that performance outcomes of such programs in the following program year will be elevated to the “average” level (Grade ‘C’), at a minimum. For programs that have performed at the “unsatisfactory” level (Grade ‘D’) for 2 consecutive years, and recommended by the National Office of Job Corps for closure or slot reduction, TCU/IAM can develop, in close cooperation with related centers, an appeal to file with the National Office of Job Corps. Following the appeal process, the National Office will render a final decision, which could result in program closure or slot reductions.

- B. **Registered Apprenticeship and Industry-Based Placements** – TCU/IAM shall develop and maintain a productive and meaningful relationship with associated local unions, Registered Apprenticeship programs, district councils, national/regional/local business-industry organizations, and individual employers that can place Job Corps graduates into Registered Apprenticeship training programs and other meaningful career opportunities that offer sustainable wages. In addition to meeting all performance expectations stipulated in PRH Appendix 501d, TCU/IAM staff are expected to annually increase graduate placement into Registered Apprenticeship programs and/or industry-based training programs or employment, based on historical data and realistic projections and

with consideration of local, regional, and national economic conditions impacting the transportation industry.

Where applicable, TCU/IAM shall collaborate with specific employers to develop and implement training programs/modules tailored specifically to their labor needs.

Job Corps centers are expected to cooperate with TCU/IAM in placing graduates in Registered Apprenticeship programs and training-related jobs. In this regard, it is particularly important for centers to ensure that prior to graduation TCU/IAM students have an opportunity to secure a valid driver's license.

8. REQUIREMENTS FOR FACILITY, EQUIPMENT, AND SUPPORT SERVICES

In consultation with appropriate unions, industry groups, individual employers, and OSHA (as well as state and local OSHA counterparts), TCU/IAM shall determine the equipment, tools, materials, and supplies necessary to ensure quality training and protect students'/instructors' safety and health. As appropriate, these activities will be coordinated with the Center Safety Officer and/or the Health and Wellness Manager/Administrator.

The Center Operator shall provide TCU/IAM with appropriate and adequate career technical shop training and administrative space and the support services described below. Subject to a center's fire, security, and related safety policies, TCU/IAM shall be responsible for maintaining security of the assigned space during training hours – including the establishment of a limited access policy.

TCU/IAM shall work cooperatively with centers to implement these policies to ensure effective maintenance, stewardship, and accountability of government-owned personal property during normal TCU/IAM operation hours and in accordance with all government property management regulations and requirements.

The center operator shall provide TCU/IAM, at no cost, the following equipment and support services as part of the center operator's contract.

(A) Shop and career technical training equipment, materials, and supplies (a detailed listing of equipment by TCU/IAM for each career technical training program that they offer at a specific center shall be included as part of the MOU). Desks and chairs for classrooms will also be provided.

(B) Reasonable accommodations/modifications, where needed, to provide students with disabilities the opportunity to successfully complete the TAR(s) required in the trade.

- (C) Acquisition, maintenance, repair, and replacement of career technical and administrative equipment.
- (D) Telephone installation in instructor offices and ongoing service, including local and long distance service, in support of providing job development, placement, transition support services, follow-up activities, and for other official Job Corps business. In addition, cell phones will be provided to TCU/IAM instructors when working with students off center, or at remote areas on center, to ensure that the need for medical/emergency support can be quickly communicated.
- (E) FAX and copying services in instructor offices. Where this is not possible, other arrangements shall be in place that are convenient for instructors to use such services.
- (F) Safe and adequately equipped vehicles to support training activities/projects.
- (G) Mail (postage).
- (H) Trash and garbage collection.
- (I) Utilities.
- (J) Locking file cabinets.
- (K) Computer equipment. This includes hardware and software in each TCU/IAM instructor's office, capable of accessing the Internet, CIS3g, CTS, and the Job Corps Community Website. It also includes hardware and software in each TCU/IAM classroom/shop, capable of accessing the Internet, to support student learning. Instructors will also be provided with a printer. Computer training, if scheduled for center staff, shall also be made available to TCU/IAM staff.
- (L) DVD/CD players, VCRs, monitors, and related equipment, as necessary, to support training.
- (M) Transportation and meals for students participating in CTST, WBL, and other work-experience activities.
- (N) Fire protection and OSHA-approved safety programs at career technical facilities.
- (O) OSHA-required safety equipment (e.g., eye, hand, face, and fall protection), and other personal protective equipment that is required in the trade and meets OSHA and industry standards.

- (P) The provision of Federal Tax Credit Conditional Certifications for eligible graduates, prior to separation, as long as these programs continue to be statutorily authorized and target-group documentation is accessible.
- (Q) Student career technical training clothing including, where applicable, special and foul weather clothing, hard-toed safety shoes, and replacement items (including those students who may be assigned by the center above the contracted class/surge level). Clothing provided shall have the logo of the NTC clearly visible, as applicable, and when financially feasible.
- (R) Appropriate attire for WBL and WEP assignments and, as applicable, requirements imposed by OSHA, state law, and industry standards, as well as the specific job site.
- (S) Immediate and accurate entry into the CIS, the following TCU/IAM-provided information/ data: (a) career technical student data, including entry dates and completion status, as they occur; (b) any and all corrections, when notified by TCU/IAM along with verification to TCU/IAM when the corrections are made; and (c) placement results, as determined by the center or as provided by TCU/IAM.
- (T) Copies of the 678 Forms and CTTRC 10 and 20 Reports, or subsequently developed career technical training performance reports, on a regular and timely basis, and provision of quality staff training regarding the CTTRC reports, when necessary.
- (U) Shipping tool kits to students, when required by TCU/IAM programs.
- (V) Transportation to and from WBL, industry/trade certification-accreditation sessions/tests, and job interviews.
- (W) Consistent with the Center CDSS Plan, as described in the PRH, TCU/IAM staff will be a part of all training designated for career technical instructors, including standard First-Aid and CPR.
- (X) Secretarial/clerical assistance, when the need is justified.
- (Y) Security for career technical training facilities, including on-center CTST sites, outside of normal working hours.

9. TRAINING MATERIALS AND SUPPORT

- A. **Instructional Materials** – TCU/IAM shall provide each student and instructor with instructional materials and publications, as necessary, to adequately conduct quality career technical training. Training-related courseware (CD-ROM or Internet-based) or videos that have proven to be successful in supporting classroom instruction will also be

made available by TCU/IAM, as well as an updated listing of Internet websites that contribute to student learning and the professional development of TCU/IAM instructors.

- B. **Student Tool Kits** – TCU/IAM shall provide tool kits for students in training, in accordance with established policy in the Policy and Requirements Handbook. Tool kits shall be made available at no cost to TCU/IAM students who successfully complete career technical training and obtain a job training match upon initial placement. A copy of approved tool lists shall be provided to Center Directors by TCU/IAM.

The NTCs will work in partnership with the Center Director to ensure that the tool kits meet, as much as practicable, the needs of the industries involved so that students can be successful in securing and retaining training-related jobs.

10. **AUTOMATED CAREER TRANSITION SYSTEM (CTS)**

It is imperative that TCU/IAM comply with Job Corps policies (Program Instructions No. 06-08 and No. 06-25) to safeguard students' Personally Identifiable Information (PII), and use the CDSS Suites of Job Corps' Center Information System (CIS3g) exclusively for all data purposes related to recruitment, training, placement, follow-up, and other student services. TCU/IAM shall also protect students' PII in all the paper-based documents, including TARs, in accordance with Job Corps policies and procedures.

Center Directors shall collaborate with and provide assistance to TCU/IAM to meet this important requirement.

- A. **Data Entry into CTS** – TCU/IAM instructors and field staff/coordinators shall be responsible for the timely and accurate entry of the following data into the automated Career Transition System.
- a. Post-center contact with graduates including updated graduate contact information, job development, referral and placement activity, and transition support needs and services provided.
 - b. Upgrade information related to graduates, especially acceptance into registered apprenticeship programs, wage increases, and job training match data.
- B. **Verification of Placement Data by CTS Providers** – Each Career Transition Services (CTS) provider assigned a TCU/IAM graduate is responsible for verifying the placement, when TCU/IAM records such accomplishment in the CTS. Verification activities shall be initiated by the CTS provider in a timely manner and, when this process is fully completed, the CTS provider has the responsibility to report the verified placement to the CIS as expeditiously as possible.

- C. **Resolving Issues With CTS Providers** – If a CTS provider routinely delays the verification and/or placement reporting process, TCU/IAM shall report this matter to the appropriate official in the CTS provider organization, the Center Director, and the assigned Regional COR/Project Manager, in an attempt to correct the problem. Where this is not successful, the NTC COR shall be notified in writing including, at a minimum, the following information:
- a. The name of the CTS-provider (contractor) organization involved, and the dates and names of the organization’s official(s) contacted by TCU/IAM to resolve the delays.
 - b. The TCU/IAM graduate’s name, student identification number, the date the placement was recorded in the CTS reporting system by TCU/IAM, and how many calendar days it took for the CTS provider to:
 - (1) Complete the verification process, and
 - (2) Record the verified placement in the CTS.

Other pertinent information should be reported, such as: delay(s) that extend beyond the window for recording placements; the impact on annual performance results, and, if applicable, the future of the specific TCU/IAM training program where the student completed training.

11. **ADMINISTRATIVE PROVISIONS**

A. **TCU/IAM Staff Leave Provisions**

- a. **Workday** – The workday (starting and ending times) shall be in accordance with center policy.
- b. **Annual Leave** – With the exception of emergencies, leave must be scheduled and coordinated with the Center Director sufficiently in advance to ensure that there is no adverse effect on center operations and that quality student instruction continues uninterrupted. The TCU/IAM Executive Director shall review and approve/ disapprove annual leave, sick leave, and overtime requests from TCU/IAM staff members. When requested by center management, lead instructors at TCU/IAM sites will provide advanced notices of TCU/IAM staff’s annual leave plans and sick leave notifications.

If there is an extended length of absence of a TCU/IAM instructor, the center director will be notified for informational purposes and confirmation that the TCU/IAM program is 100 percent operational.

c. **Sick Leave** – To the extent practicable, TCU/IAM instructors are expected to notify the Center Director, or her/his designee, prior to the first scheduled class when sick leave must be taken.

d. **Overtime** – No overtime or center holiday work shall be performed unless requested in writing by the government and accepted by the NTC; overtime pay, when approved, will be reimbursed at the rate established for the area in which the work is performed.

B. Substitute Instructors

TCU/IAM shall provide qualified substitute instructors for planned and unplanned staff absences. TCU/IAM does not utilize Center instructors, but maintains their own pool of qualified substitutes.

C. Time Sheet Verification

TCU/IAM maintains full responsibility for ensuring the accuracy of employee time and attendance records, and conducting regularly scheduled audits.

12. SIGNATURES

Name and Title of Center Director or Designee (Please Print)

Signature of Center Director or Designee Date

Name and Title of TCU/IAM Executive or Designee (Please Print)

Signature of TCU/IAM Executive or Designee Date