

ATTACHMENT D

**FAQ – Accessing MassDOT/Local 127 - Training Funds**

**1. Am I eligible for the training funds?**

You are eligible if you were hired before January 31, 2014, participated in one of the workshops conducted by the Executive Office of Labor and Workforce Development, Department of Career Services where you completed the LMI/TORQ assessment.

**2. If I didn't go to one of the workshops, will I be able to go later?**

There are no additional workshops scheduled at this time. If there is money left over in the Training Fund, MassDOT may schedule future workshops but this has not yet been determined.

**3. I went to a workshop and have my LMI/TORQ assessment. What are the next steps for me to access training funds?**

You need to go to one of the designated Career Centers and meet with a counselor. A list of the participating Career Centers appears below:

Boston Career Link  
1010 Harrison Ave  
Boston, MA 02119  
617-541-1400

Employment and Training Resources  
1671 Worcester Rd.  
Framingham, MA 01701  
508-766-5700

Workforce Central Career Center  
44 Front St.  
Worcester, MA 01608  
508-799-1600

The Career Place  
100 Trade Center  
Suite G-100  
Woburn, MA 01801  
781-932-5500

FutureWorks  
One Federal St. Bldg.103-3  
Springfield, MA 01105  
413-858-2800

**4. Should I call the Career Center and set up an appointment in advance?**

Yes, to ensure the most is made out of your time. When you call for an appointment you should identify yourself as a Toll Collector from MassDOT.

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5. **What will happen when I go to a Career Center?**

You will meet with a counselor who will assist you to identify career and training opportunities based on your LMI/TORQ assessment profile and the current job market, and assist you with the enrollment process. This meeting should take approximately one hour.

6. **What types of education and training opportunities am I eligible for?**

The Career Centers have an extensive list of training programs approved by the Executive Office of Labor and Workforce Development. These include vocational, technical and academic programs provided by various vendors and institutions in locations across Massachusetts.

7. **Can I use Training Funds for courses at a State University or Community College and also get tuition remission?**

Yes. The Training Funds are an additional benefit and can be used with your tuition remission benefits. To access tuition remission benefits you should contact the Human Resources Department at 857-368-8500.

8. **What if a program I want to attend is not on the approved list?**

You should not enroll in any program until it has been approved by the Career Center. The Career Center will assist you with the approval process.

9. **If I already know what kind of training I want to take, do I still have to go through a Career Center?**

Yes. The Career Center must review and discuss with you the appropriateness of the training you have chosen. The counselor will also assist you to complete and submit necessary forms to make sure that timely payments are made to the training providers.

10. **Will I have to pay tuition or fees “out of pocket” and wait for reimbursement?**

The providers will be paid directly through a voucher system administered by a third party administrator up to a maximum of \$7,500. Of course, non-covered expenses or amounts in excess of \$7,500 are the responsibility of the employee.

11. **What do the training funds cover?**

The training funds will cover direct expenses like tuition, fees, and books and other items required to complete training. Certain expenses for things like travel and parking, meals, computers, laptops, or other electronic devices are not covered. The above examples are provided for purposes of illustration only and there may be other expenses that are not covered. Your Career Center counselor can provide you with additional guidance.

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**12. What happens if I start a program and fail to pass or fail to complete it?**

If you fail to complete a program or course, except for reasons beyond your control, you will not be eligible for additional training funds. If you fail to pass a program or course that you completed, you will remain eligible for funds up to the \$7,500 limit.

**13. How long do I have to use the funds?**

All funds must be used by June 30, 2018.

**14. Will I be allowed to attend a training program or classes during my scheduled work hours?**

No. It's your responsibility to arrange your training or classes to fit your work schedule.

**15. Can I change my current work schedule so that I can attend training?**

Schedules for full-time employees are determined by section seniority and can't be changed. Requests for voluntary shift swaps will be considered on a case by case basis but approval must be obtained in advance. For part-time employees, consideration will be given to an employee's training or class schedule, provided that there is no impact on operations or inconvenience to other employees.