

ON-THE-JOB TRAINING (OJT) FACT SHEET

OJT is available to the local business community and provides a 50% hourly wage reimbursement for new hires. OJT must be utilized for Workforce Innovative and Opportunity Act (WIOA)-eligible persons (Dislocated Workers or low-income Adults). Call us before you hire to see if you and/or a potential hire qualifies for these training resources.

- Position offered must be full-time permanent as defined by the individual company at a minimum rate of \$10.00/hour or more.
- A new hire must be a direct employee of the company, not a “temp. to hire”.
- A new hire needs to be qualified for services under the Workforce Innovative and Opportunity Act (WIOA) of 2014 either as a Dislocated Worker or as an income-eligible adult. Please call the number below for further information.
- New hires cannot have worked for the prospective employer in any capacity (past employee, contractor, leased or temporary).
- Training funds cannot be utilized if the new hire would displace any currently employed worker or any employee that is on layoff from the same job as the new hire.
- On-the-Job Training Agreements must not impair existing contracts for service or collective bargaining agreements.
- An On-the-Job Training Master Agreement/Addendum will be negotiated defining the details of the program. Included will be items such as the training outline provided by the company, start date, training time frame (the number of hours or weeks to be reimbursed), and the total contracted amount.
- Orientation, holiday, vacation, sick leave and overtime are not included as reimbursable hours.
- Invoices will be provided to track and submit training time for reimbursement. Progress reports are also provided to track employee progress/skill levels. Invoices and progress reports must be received within 10 days after the conclusion of any given month.
- The contract time frame is based on the following factors: training outline as provided by company, the difficulty of the occupational code, the classification of the occupation, any new skills which need to be acquired to perform the job successfully, and the skill gap of the new hire*.

The company is required to:

- Monitor and support the newly hired employee while in training.
- Retain the new hire as a permanent employee upon satisfactory completion of the contract.
- Provide notification of any pay increase during the course of the contract to ensure continued 50-90% reimbursement (contract amendment).
- Provide notification if the new hire leaves or is terminated during the contracted period.
- Provide notification if the new hire is not performing work to the company’s expectations during the course of the contracted period.

Should you have any questions, please contact Barbara Sankar at 570-344-1042