

Policy Name.	<b>On-the-Job (OJT) Training Policy</b>
Effective Date	1/1/19
Date Approved	5/31/19
Last Date Modified	5/13/19
Owner	Workforce Manager/Youth Workforce Manager

## Purpose of OJT:

On-the-Job Training (OJT) is a work-based training strategy under the Workforce Innovation and Opportunity Act (WIOA) that enhances access of job-seeking individuals to employment opportunities as well as building or updating their skills and/or establish themselves in emerging high-demand fields. OJT programs can be particularly successful for individuals who are a) unable or unlikely to obtain employment without retraining; b) low income, on unemployment insurance or public assistance, or need to earn a wage while learning and occupational skill; c) have barriers to employment; or d) eligible for advancement within an organization. OJT also provides an incentive to businesses to hire individuals and invest in their skill development. The employer is provided with reimbursement of 50% of the training wages to offset the “extraordinary” costs of training for the specific employee.

## Policy:

OJT is provided under a contract with an employer or registered apprenticeship program sponsor in the public, private non-profit, or private sector. Through the OJT contract, occupational training is provided for the WIOA participant in exchange for the reimbursement of 50 percent of the regular hourly wage rate of the participant to support the employer for the costs of providing training and supervision that exceed the usual time necessary to perform the essential job functions. Reimbursement is for wages only and does not include taxes, fringe benefits or supportive services. Only jobs paying an hourly wage less than or equal to the “self-sufficiency” wage, as defined by the Local Workforce Development Board (currently \$30.00 per hour), will be considered for an OJT, but there is no set limit to the total contract value or number of contracts an employer may be awarded.

OJT contracts under WIOA Title I must not be entered into with an employer who has received payments under previous contracts under WIOA or WIA if the employer has exhibited a pattern of failing to provide OJT participants with continued long-term employment as regular employees with wages and employment benefits (including health benefits) and working conditions at the same level and to the same extent as other employees working a similar length of time and doing the same type of work.

An OJT contract must be limited to the period required for a participant to demonstrate proficiency or attain required performance standards, but no longer than six months. In determining the appropriate length of the contract, consideration should be given to the

skill requirements of the occupation, the academic and occupational skill level of the participant, prior work experience, and the participant's Individual Employment Plan (IEP). The level of training needed, or “skills gap”, will be identified through use of a standardized skills assessment that directly relates to the specific requirements of the job per the job description. Training funded through this program must be above and beyond the training an employer typically provides to new hires in that position. An OJT contract should not be written for jobs where there is no requirement for prior skills, training or education as defined by the qualifications on the job posting by the employer.

OJT contracts may be written for eligible employed workers when the employee is not earning a self-sufficient wage or a wage comparable to or higher than wages from previous employment, and the OJT relates to the introduction of new technologies, introduction to new production or service procedures, upgrading to new jobs that require additional skills, and/or workplace literacy.

The OJT contract duration is negotiated with the employer based on the skills that need to be learned to perform the job at a level comparable to an employee who would be hired without the need for OJT. The rationale for the training may also consider a participant’s disability, including the need for accommodations; and the program’s available funding. Any request for OJT funding made less than 30 days before the start of the training period may not be considered for funding. A start date for an OJT will not be determined until the assessment and justification processes are complete for both employer and potential employee.

Upon successful completion of the OJT program, individuals must be employed in an occupation that a) has a clear path for advancement and b) maintains a regular full-time position (minimum of 32 hours per week).

The Executive Director or his/her designee has authority to make exceptions to the policy but must report such actions, along with the rationale used to make the exception, to the Program Committee.