

On-the-Job Training (OJT)

Desk Reference

On-the-Job Training (OJT) can be used to offset a portion of the costs associated with the time/materials/reduced productivity a business may experience while training a new employee.

WIOA

For WIOA eligible participants, the employer can be reimbursed for *up to* 50% of the trainee's wage to cover the above costs. Duration can vary, but most often 6 months is the longest duration for WIOA OJTs. All WIOA OJT placements *must* be developed, approved and tracked by the local DOL worker.

Vocational Rehabilitation

OJTs for VR candidates are similarly structured to offset costs, but in accordance with the VR Policy & Procedure manual, the maximum reimbursement to an employer for an OJT is \$3,000. Exceptions can be made in instances where there is a significantly higher training need or where an individual may be facing exceptional barriers to receiving training. Please refer to the Policy & Procedure manual for instruction on requesting a variance to the guideline.

OJT Agreement Form(s)

For all OJTs, there must be:

- A clear description of the training to be provided;
- the skills being developed;
- the ACTUAL cost of reimbursement to the employer based on the number of hours and duration needed to train the worker to be competitive.

For VR trainees, please complete the VR OJT agreement form;
For WIOA trainees there are DOL forms to be completed.

IMPORTANT NOTE:

Unlike other Progressive Employment options, all trainees participating in OJTs *must* be on the regular payroll of the employer and *must* receive the same pay and benefits as other workers entering the same position. In addition, the worker must be covered by the same insurances as other workers in that business, including Worker's Compensation and General Liability (where applicable). These insurances are to be provided for the worker by the employer, the same as for other workers.