

On the Job Training (OJT)

You Hire, You Train, We Pay

OJT in Monroe, Morgan, Noble and Washington Counties

OJTs are an option to obtain the skill sets necessary to fill the jobs that are available and are being created in this economy. OJT is a type of training that is provided by an employer to a new employee or advance an existing employee. During the training, the employee is engaged in productive work in a job for which he or she is paid, and the training provides knowledge or skills necessary for the full and adequate performance of the job. Employers must commit to hire and then retain the employee at the end of a successful training period.

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Setting Up an OJT:

- 1.** Individual must be eligible under the WIOA program.
- 2.** Employer is willing to hire individual but individual cannot perform all necessary job skills without additional training.
 - a.** Job description with listing of skills needed
 - b.** Identification of skills individual is lacking and timetable to acquire skills
 - c.** Employer is in good standing and workplace is in compliance w/safe worksite
- 3.** Agreement between WIOA, employer and employee based on #2 above.
- 4.** Periodic assessment of the progress in achieving skills.

Program Criteria:

- 1.** Employee must make at least \$9.00 per hour. For a currently employed trainee not at self-sufficiency, there must be an expectation that at successful completion of the OJT there will be a wage gain of at least \$0.50/hour.
- 2.** Agreement cannot exceed \$8,000 and/or 13 weeks.
- 3.** Payments can be no more than 50% of straight worked compensation.