

**GLOW WORKFORCE DEVELOPMENT BOARD POLICY
UNDER THE WORKFORCE INNOVATION and OPPORTUNITY ACT (WIOA)**

NAME OF POLICY: **On the Job Training Policy (OJT)**

GLOW WDB APPROVAL DATE: **January 24, 2017**

DEFINITION: On-the-Job (OJT) Training (\$680.700) is training that is provided under a contract by an employer to a WIOA participant. The participant is engaged in productive work in a job for which the individual is paid, and the training provides the knowledge and skills essential to the performance of the job.

- OJT provides reimbursement to the employer for a portion of the wage rate (see attached OJT Wage Reimbursement Rate for Businesses Sheet).
- OJT Contracts may be made with a Registered Apprenticeship program for training participants. Apprenticeships may include classroom and on-the-job training.

GLOW GUIDELINES:

- WIOA OJTs can be done with new or employed workers.
- OJTs can be combined with other types of training
- Employers must be in compliance with the NYS Labor Laws as determined by NYS Vetting process listed in the GLOW WDB OJT Procedures per Technical Advisory 10-15.2.
- Before granting an OJT contract, it shall be determined that abnormal labor conditions, such as strike, a lockout, or other similar conditions do not exist at the establishment.
- It must be documented that the OJT applicant currently does not possess the skills needed to perform the job and that such training is required in order for the trainee to secure new employment and/or upgrade employment. This information needs to be attached to, or in the participant Individual Employment Plan (IEP) with how the skills gap was determined, and what type of assessment was completed. (i.e. O*Net, Specific Vocational Preparation (SVP), Job Zone, etc.)
- A Certificate of Training Completion or an OJT Certificate of Competency must be signed by the employer once the training is completed (form to be developed)
- An employer who has failed to meet the requirements on past OJT contracts may be turned down for future OJT contracts.
- If an employer is turned down for an OJT, the GLOW OJT Appeal process may be utilized.
- A prospective employed OJT candidate must earn less than the GLOW WDB self-sufficiency rate (currently \$20 per hour/\$41,600 annually based on 40 hour week as of the date of this policy.)
- The OJT position must be a regular position, not seasonal or temporary.
- It is understood that any employer entering into an On-the-Job Training Contract will agree to retain the trainee upon successful completion of his/her training, unless it is fully documented by the employer that the trainee is unable to adequately perform his/her job duties, or economic conditions lead to personnel reductions in the workforce for the employer, or the employee violates company policies.
- Reimbursement and length of an OJT contract will be limited as per Federal and State Law, GLOW WDB policies, as well as Technical Advisories provided for special OJT programs.
- Refer to the GLOW Supportive Services Policy for covering Participant for costs of additional work related items (i.e., supplies, tools, uniforms).
- There will be a funding limit (CAP) for the OJT Participant of \$4,000 per person.
- The amount of hours needed for training will be based on what is determined in the training plan, but is not to exceed 1,040 hours. Reimbursement of wages will be for straight time worked only. No holiday, vacation or Overtime hours can be submitted for reimbursement.

- The maximum amount of OJT reimbursement is \$10,000 per business per program year (7/1-6/30).
- The business agrees to adhere to the LWDB's grievance process if a complaint arises in connection with the OJT employee and the training.
- Participation in programs and activities or receiving funds under title I WIOA must be available to citizens and nationals of the United States, lawfully admitted permanent resident aliens, refugees, asylees, and parolees, and other immigrants authorized by the Secretary of Homeland Security or the Secretary's designee to work in the United States.
- The GLOW OJT Procedures addressed separately.