

GLOW WORKFORCE INVESTMENT BOARD POLICY

NAME OF POLICY: **On the Job Training Policy**

APPROVAL DATE: **3/7/01**

AMENDED: **3/20/01, 8/21/01, 1/21/03, 6/07**

Policy

The following is an On the Job Training Policy for employers to follow for use with GLOW One Stop customers who have received core and intensive services and are qualified to be considered for training.

Definition: On-the-Job Training – the term “on-the-job training” means training by an employer that is provided to a paid participant while engaged in productive work in a job that:

- (A) provides knowledge or skills essential to the full and adequate performance of the job;
- (B) provides reimbursement to the employer of up to 50 percent of the wage rate of the participant, for the extraordinary costs of providing the training and additional supervision related to the training; and
- (C) is limited in duration as appropriate to the occupation for which the participant is being trained, taking into account the content of the training, the prior work experience of the participant, and the service strategy of the participant as appropriate.

Process

GLOW Guidelines:

- OJT can be done with new or employed workers
- OJT can be combined with other types of training
- Employers must be in compliance with NYS Labor Laws
- 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.
- A Certificate of Competency must be issued upon completion of the training by the employer
- An employer who has had an unsuccessful OJT experience may be turned down for future OJT contracts
- If an employer is turned down for an OJT, an appeal procedure is available
- An OJT with an employment agency must be a temporary to hire position to be considered OJT
- Relevant training could be sponsored to a maximum of 50% of the wages paid to the trainee for a period of one to 12 months
- A person who earns less than \$20.00 per hour or \$41,600 annually is eligible for OJT
- The job 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 workforce for the employer, or the employee violates company policies.