

On-the-Job Training (OJT) Fact Sheet

Custom designed training program based on the employer's particular workforce requirements.

Revised: March 2018

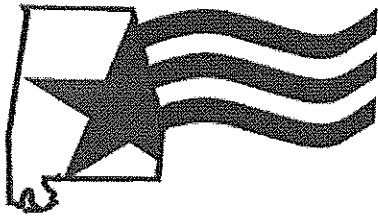
- OJT employers are reimbursed for up to 75% of the hourly wages, based on the employer's and trainee's eligibility requirements. Monthly timesheets are maintained by the employer and reported to the Business Service Representative.
- OJT trainee(s) are hired for full time work, and they must work in a safe environment. OJT trainee(s) are not trained for seasonal or temporary positions.
- OJT trainee(s) will follow the same company policies and rules as other employees and will be provided with wages and benefits that are equal to those doing the same type of work. **OJT trainees must be paid at least \$8.00 per hour or the same wage as other entry-level employees in the same occupation.**
- OJT trainees have a wage cap of **\$19.66** an hour for **new hires**. Employers may be entitled to up to **\$35,000.00** per employer and per training year, which is **July 1 – June 30**.
- OJT trainee(s) cannot start work before the SWAPTE manager in Mobile approves the OJT agreement (**3 to 5 business days**).
- OJT trainee(s) must not replace laid off workers.
- The employer should retain OJT trainee(s) after completion of the OJT agreement.
- Employers must provide proof of Workmen's Compensation Insurance.
- Immediate relatives of the employer are **not eligible** for the OJT training program.
- OJT trainee(s) must be determined eligible for Workforce Innovation and Opportunity Act (WIOA) services by the local Career Center.
- OJT employers must report any changes from the original agreement to the Business Service Representative immediately.
- OJT Employers that use a **P.O. Box address** will need to submit **two (2) W-9's** – one with their physical address and one with their P.O. Box address.
- The Business Service Representative initiates all paperwork, including the monthly invoices for reimbursement.

Contact:

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Alabama Career Center System

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Dear Employer:

If you know that you are hiring, let us help you, and if appropriate, provide access to On the Job Training (OJT) funding to help support some of the training expenses your business incurs when bringing a new hire on board. We will help make the process as simple as possible and maximize the funds your business is eligible for.

The focus for our service is providing financial support for local employers to hire eligible applicants and train them on the job after being hired.

Critical criteria:

- Employer selects trainee, or we can help with referrals from Career Center listings.
- It must be full time work (36 hours or more per week) and pay at least \$8.00 per hour.
- The trainee must be a permanent hire. We cannot develop contracts for high turnover jobs.
- Job must be complex enough to require significant training.
- Training must be provided by current staff or co-workers.

Process:

- Trainee must come to the Foley Career Center to have eligibility determined for WIOA funding, and I must meet with the potential trainee **prior to the hire date**, to develop your training plan with them. This can usually be done within a day or two.
- Your employee starts their training as soon as the contract is approved.

How much

- The base reimbursement for all OJT contracts is 50% of the trainee's wage (75% in most cases).

How do you get started?

- Call Kristi Mitchell at (251) 943-1575
or e-mail kristi.mitchell@alcc.alabama.gov to set up an appointment. I will gladly come to you.

I look forward to hearing from you soon.

Regards,

Kristi Mitchell
Business Services Representative