

## FAQ's about the On-the-Job Training Program (OJT)

OJT provides reimbursement to employers to help compensate for the costs associated with skills upgrade training and loss of production for newly hired employees. OJT training can assist employers who are looking to expand their business and who need additional staff trained with specialized skills.

### 1. What are the benefits for my company?

- Financial reimbursement for a portion of the costs associated with training a new employee for the agreed-upon training period.
- Great opportunity to staff your positions with capable employees that are eager to learn new skills and potentially bring other valuable skills to your workforce.
- One solution to assist in hiring for those hard to fill positions.
- Prompt monthly payments with minimal paperwork.
- Business Consultant available to assist you with all phases of the OJT.

### 2. What are the Requirements?

*Your Business Consultant can assist you in determining your company's eligibility.*

- **Employer hires the participant only after eligibility is determined and contract is signed.**
- OJT funds cannot be used to replace employees laid off within six months prior to the date of your application.
- Employer agrees to hire OJT candidates as regular, full-time employees (minimum of 32 hours per week). Positions must be long term and cannot be seasonal or temporary.
- Wages must be guaranteed (commission only jobs will not qualify).
- The company agrees to pay the participant at the same rate as other employees doing similar work.
- The position must require specialized skills (therefore, funding is not available for minimum wage positions).
- The employer will provide on-the-job training as outlined in the training plan.
- The period of reimbursement for an NEG-OJT employee is a minimum of six weeks to a maximum of six months.
- Employees are to receive actual training for a definable set of skills that they do not already possess and skills must be transferable.
- Reimbursement for OJT is intended to cover "extraordinary" costs associated with training the participant above and beyond the normal "new hire" training.
- Where a union bargaining agreement exists and is applicable to the position of the employee, the OJT Contract must not conflict with that agreement.

### 3. How is the training length determined?

Training is limited to the time required for the employee to be proficient. The Department of Labor provides specific vocational codes for different jobs that can be used as a starting point to determine length of training.

### 4. What if the employee is not working out, do I have to keep them employed?

Employers should communicate any concerns they have to the Business Consultant in an effort to resolve any issues before the decision to terminate. The Business Consultant will be monitoring the employee's progress at scheduled intervals and contacting you during the training period for performance reviews to ensure successful employment. Ultimately, you will have the same right to terminate as you would any other employee.

### 5. Can my company re-hire one of our previously laid off employees?

Yes, a business can re-hire a previous employee but it must be for a different position for which they would need specialized training and the candidate must meet the requirements.

- 6. What are the participant/candidate requirements to be eligible for funding from the National Emergency Grant for On-the-Job Training program?**
- US Citizen or Eligible Non-Citizen
  - Racine County resident
  - Over the age of 18
  - Cannot be member of employer's immediate family.
  - Unemployed or underemployed for a minimum of 18.2 weeks since 2008.
- 7. Who selects the OJT employee?**  
The employer will choose the candidate to be hired. It is in the employer's best interest to hire the most qualified candidate available regardless of eligibility for funding.
- 8. What if an employer has already selected a candidate for the OJT program?**  
Once an employer has selected a candidate, they must be approved by the Business Consultant as eligible **prior** to offering them the position. A contract **MUST** be signed prior to the start date in order to be eligible for any funds.
- 9. How do we get the process started?**  
Call your business consultant. The employer will need to provide the Business Consultant with the job description, candidate's resume, and a training plan outlining the identified skills gap and timeline for training those skills. We have templates and samples available to assist you. Your candidate will need to be evaluated by the Business Consultant to determine program eligibility. The contract is then completed and signed. This process is simple and easy.
- 10. How long will the process take to get an OJT approved?**  
The process should not take much longer than hiring a non-OJT employee. The length of time would depend on the availability of your candidate to meet with our staff and the time it takes the employer to establish a training plan. Once that is completed we should be able to get your contract written and approved within 2 – 5 business days.
- 11. How is the contracted amount of funds determined?**  
*Every situation is unique but the determining factors are evaluated based on:*
- a. Wage of the position
  - b. Identified skills gap
  - c. Amount of training needed
  - d. Length of training period
  - e. Availability of funds
- 12. How is the employer reimbursed?**  
The employer will be reimbursed monthly. The employer is required to provide monthly time sheets of actual wages paid, number of hours worked, and the month of employment for each employee. No reimbursements will be made to employers for hours not actually worked (vacation, sick, holiday).
- 13. How long is this grant available?**  
The grant is available until funds are depleted or by June 30, 2012 when the program ends. No monies can be dispersed after June 30, 2012.
- 14. If I use funds for an OJT am I still eligible for other employer incentives?**  
Absolutely, for example if the employee qualifies, the employer could also receive a Work Opportunity Tax Credit. Please contact a Business Consultant with your specific questions.
- 15. Who should I contact at The Workforce Development Center about applying for OJT funding?**  
Please contact your Business Consultant. If you are not sure who your Business Consultant is you can contact:  
Renee' Hansen  
Business and Employment Consultant  
Racine County Workforce Development Center  
1717 Taylor Ave.  
Racine, WI 53403  
(262)638-6529  
Renee.Hansen@GORacine.org