

ON-THE-JOB TRAINING PROGRAM (OJT)



LOOKING FOR NEW STAFF YOU CAN TRAIN YOURSELF? ON-THE-JOB TRAINING (OJT) HELPS YOU FIND NEW TALENT AND INCREASE YOUR BOTTOM LINE BY REDUCING YOUR TRAINING COSTS

HOW DOES IT WORK?

- ✓ The employer hiring an OJT participant can be reimbursed up to 50% of the new hire's hourly wage;
- ✓ The employer offers a regular, full-time position with a minimum of 32 hours per week (not temporary or seasonal);
- ✓ The OJT participant's wages may not be less than the current industry standard;
- ✓ The employer develops a training or onboarding plan for the OJT participant;
- ✓ The employer retains the OJT participant after successful completion of on-the-job training;
- ✓ Only hours worked on the job will be reimbursed (vacations, sick leave, etc. will not be reimbursed);
- ✓ The employer gets reimbursed at the midpoint and/or completion point of training.

WHAT ARE CRITERIA FOR THE PROGRAM?

- ✓ The company must have established operations in its current location for at least 120 days;
- ✓ The employer may not lay off and replace a current employee with a new hire enrolled in OJT;
- ✓ The employer must hire a job seeker enrolled in the Workforce Innovation and Opportunity Act (WIOA) program;
- ✓ The employer must enter into an OJT contract with an Alameda County Career Service Provider (CSP) before hiring in order to receive the reimbursement;
- ✓ Expected training and placement rates for OJT participants are 100%; the cumulative training retention rate for OJT participants through the duration of the Master Agreement shall not fall below 80%.

WHAT DO EMPLOYERS NEED TO START AN OJT CONTRACT?

- ✓ Proof of workers' compensation insurance (policy number and effective dates);
- ✓ Proof of public liability insurance;
- ✓ Proof of property damage insurance;
- ✓ Current W-9;
- ✓ Training program information;
- ✓ Description of the position to be filled with the OJT.

HOW DO JOB SEEKERS QUALIFY?

Job seekers must be eligible for Workforce Innovation and Opportunity Act (WIOA) funds. To determine WIOA eligibility, a job seeker must meet with a CSP representative. An employer may request to check eligibility of a prospective new hire or CSP staff can refer a candidate to the employer.

FOR MORE INFORMATION ABOUT OJT OR TO GET STARTED, PLEASE CONTACT:

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