



Looking for a solution to the high costs of training employees?

OJT can help



The Area 14 Workforce Development Board is committed to utilizing the **OJT** contract as a means for individuals to build their skills, reestablish themselves in new fields and increase employment retention and self-sufficiency.

The board also recognizes the importance of **OJT**'s to provide an incentive to employers to hire using the public workforce system and to invest in employee skill development.

On The Job Training



OJT

OJT Staffing Solutions

The **OJT** program, contracts with employers to provide occupational skill training to eligible participants, across all funding streams and programs.

All **OJT** contracts must primarily benefit the participant in the acquisition of skills and abilities for performance in the specified occupation.

For more information contact:

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OJT basics

WHO are the partners of OJT?

Athens County Job and Family Services, OhioMeansJobs – Athens County and Area 14 Workforce Development are your OJT partners.

WHAT can OJT do for your business?

The OJT program can help offset the high costs of employee trainings and help you get the right employee for the job.

WHEN can your business get started with OJT?

You can apply TODAY to become an OJT employer. The application is available at the OhioMeansJobs – Athens County office.

WHERE do the OJT trainings happen?

OJT participants train at your place of business. They can also benefit from support from the OhioMeansJobs – Athens County staff. Our career professionals can assist with a variety of skill sets necessary to meet your job requirements.

WHY should you become an OJT employer?

To reduce your employment expenditures! The OhioMeansJobs – Athens County can help meet or exceed your employment needs.

Contact us today!

OJT Contracting & Reimbursement

OJT training payments to employers are deemed to be compensation for the extraordinary costs associated with training participant and potentially lower productivity. **Employers are to be reimbursed up to 50% of the wage rate of an OJT participant.**

The OJT Agreement must state the agreed upon maximum amount that will be reimbursed to an employer per trainee during the contract period, not to exceed \$8,000 and/or 13 weeks per OJT contract, and payments can be no more than 50% of each trainee's straight worked compensation.

The minimum hours that can be set in the OJT Agreement are 160 total hours; the maximum hours that can be set in the OJT Agreement are 520 total hours.

The participant must receive a wage of at least \$9.00 per hour from the employer, and this wage must be aligned with other employees performing the same duties.

For a currently employed trainee not currently earning locally defined self-sufficient wages, there must be an expectation that at successful completion of the OJT there will be a wage gain of at least \$1.00/hour.



To review the complete On The Job Training policy, <http://www.ohioarea14.org/area-14-policies.html>

OJT Employer Eligibility

- Businesses must be in good standing in transactions with the USDOL (*United States Department of Labor*) and the State of Ohio.
- Businesses must be current with all tax liabilities with the state of Ohio.
- Businesses must have no outstanding civil, criminal or administrative fines or penalties owed to or pending with the state of Ohio.
- Employers must comply with all applicable federal, state, local laws and regulations related to providing reasonable working conditions.
- If it is determined that a business has relocated from one U.S. labor market to another and caused dislocation at the original location; OJTs may be available at the new location only after the business has conducted work at the new location for more than 120 days.
- Training positions covered may not have been created by the displacement of an unsubsidized employee by a WIOA subsidized employee.

