

Employer Guide to On-the-Job (OJT) Training

What is OJT?

All programs authorized under WIOA are intended to benefit those in need of training to reduce an identified skills gap. These individuals frequently require training and other services which are over and above those normally provided other new employees. WIOA OJT provides reimbursement to employers for extraordinary costs incurred in hiring persons in need of training. The reimbursement period is based on a negotiated training time. The OJT program encourages employers to hire and train individuals that they traditionally would not hire without the incentives provided by the program.

Main Points:

- WIOA participant must be hired into a full-time position
- A formal offer of employment cannot be made until the participant is enrolled in WIOA Program
- WIOA participant must be paid the local prevailing wage (same as any other employee), but no less than \$9.25 per hour
- Employer must have a current Worker's Compensation Policy and complete a Pre-Award Analysis
- Employer provides WIOA Program a current job description to use for a Skills Gap Analysis and Training Plan
- Employer is required to have a 66% retention rate, over the previous three (3) years, to be eligible for future contracts
- Reimbursements:
 - is based on hourly rate, "up to" 75% for businesses with 250 or less employees;
 - "up to" 50% for businesses with over 250 employees
 - No overtime, vacation time, sick time, or holiday pay is reimbursed
- Limitations:
 - Businesses with 100 or less employees; total of three (3) contracts combined (OJT and Work Experience)
 - Businesses with over 100 employees total of six (6) contracts combined (OJT and Work Experience)

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