

On-the-Job Training (OJT) fact sheet

OJT is a 50 - 75% training reimbursement (up to \$5000) to a business for a trainee's start up wages and will depend on the eligibility of both the trainee and the business.

OJT is designed to reimburse a business for the additional expenses needed to bring a candidate up to speed in a job where they do not meet all the minimum qualifications normally required for the position, i.e.: there is a skills gap.

OJT is determined by two main factors; *eligibility* and *appropriateness*

Eligibility:

Trainee

- At least 18 years of age
- Unemployed *or* Underemployed (working 30 hrs. or less/week and earning below \$30/hr.)
- Registered for Selective Service (if candidate is unsure they can check at www.sss.gov)
- Have not used/maximized local WIA/WIOA training funds within the last three (3) years
- There must be at least four (4) weeks of training (must be a skills gap to be filled)
- Additional eligibility factors may be involved in a limited-funding situation
- Completion of a Job Zone skills assessment (www.jobzone.ny.gov)

Business

- In compliance with all State and Federal labor laws and regulations
- Located in Niagara County
- Starting wage must be at least \$1 above minimum wage, and the position must be full time (minimum of 30 hours per week)
- Must be a direct hire situation, not through a placement agency
- Expects to retain the trainee as a permanent employee
- Small to mid-sized businesses (1 - 250 employees) may be eligible for 75% reimbursement rate, large businesses (251 or more employees) would not exceed 50% reimbursement rate

Appropriateness:

- Definable skills gap exists upon review of the candidate's background, education and previous work experience when compared to the needs the Company has for the position
- Skills gap will lead to the development of a *Training Outline* which will guide the On-the-Job Training process and determine the length of the training

Please remember...we need to meet BEFORE the trainee starts work!

Niagara's WorkSourceOne • 1001-11th Street, Niagara Falls • Call Mike @ 716-439-7305

www.worksource1.com

Michael.Kearney@niagaracounty.gov

A proud partner of the **americanjobcenter**® network

Equal Opportunity Employer/Program, Auxiliary aids and services available