



1021 Kingsway, Suite 1  
Cape Girardeau, MO 63703

[www.job4you.org](http://www.job4you.org)

Phone: 573.334.0990, Relay 711

### **On-The-Job Training Policy**

On-The-Job-Training (OJT) is a work-based training program with a primary purpose of providing a structured training opportunity to gain knowledge and skills necessary to be successful in the occupation in which they are receiving training. OJT is meant to enable participants to develop skills and knowledge that will allow them to progress to a higher performance level during a period of subsidized employment. OJT is viewed as both a job-seeker service and a business service. This policy covers all Southeast Workforce Development Board programs and is an addition to any state and/or federal issuances and regulations.

- Employers must be deemed eligible according to the OJT Policy, Procedure Manual, and current OWD Issuance. All state requirements must be fulfilled by each employer and participant.
- Participants are encouraged to complete the National Career Readiness Certification (NCRC) and any other workshop necessary to become job ready. Accommodations for the NCRC can be made as long as they follow the guidelines set by ACT and the Office of Workforce Development. In the event a participant refuses to complete the NCRC, staff should move along in the enrollment process.
- Outreach is conducted to interested employers by the Business Employment Services Team Representative(s) or case managers who already have an established relationship with an eligible employer. Job Center Staff and Business Services/OJT Coordinators and Job Center Staff should have an open line of communication so that both staff and coordinators are aware of eligible employers and eligible participants. Please refer to the Southeast Workforce Development Board Business Services Policy.
- Business Services/OJT Coordinators and Job Center/Youth staff members should be entering services on the employer account in the data system for each employer contact, please refer to the current Technical Assistance Guide for more information on these codes and their definitions.
- Current E-Verification documentation is required for every employer.
- Job Orders must be entered and resulted in the data system for each participant placed on an OJT.
- Listed below are the maximum amounts allowed by the Southeast Workforce Development Board. Participants and Employers are not entitled to the maximum amount.
  - Participants are limited to a maximum of 1,040 hours of On-The-Job-Training. Duration of OJT should depend on the Specific Vocational Preparation (SPV) Level as indicated in the State OJT Policy and Procedure Manual.
  - Reimbursement is based on the wage rate of the participant and can be up to 50% of that wage in some circumstances. The maximum reimbursement amount for an employer is \$10.28 per hour. This is the maximum amount; employers/participants are not entitled to the maximum amount.
  - Each employer is limited to maximum of 14 OJT Participant placements within each Program year, regardless of successful or incomplete outcomes.
- The Southeast Workforce Development Board utilizes OJT funds to support placing participants into a Registered Apprenticeship program as long as they meet all eligibility and applicable program qualifications. The Southeast Workforce Development Board allows for all Registered Apprenticeships to be covered using these funds.

- OJT contracts can be written for eligible employed workers when they meet all qualifications for an OJT program participant and:
  - The employee is not earning a self-sufficient wage or wages comparable to or higher than wages from previous employment. Please refer to the Service Policy – Serving the underemployed, Priority Level II funding policy.
  - The OJT relates to the introduction of new technologies, introduction to new production or service procedures, upgrading to new jobs that require additional skills, workplace literacy, or other appropriate purposes identified and approved by the Southeast Workforce Development Board.
- The Southeast Workforce Development Board will work closely with an employer(s) and participant(s) to handle employer disputes, nepotism, and agreement modifications. However, all participants placed on an OJT must meet all participant and program qualifications regardless of the referral process that was used for OJT placement. It is not acceptable for a prospective participant's immediate family member to be engaged in any administrative capacity (nepotism).
- The Southeast Workforce Development Board maintains the right to determine employers and participants eligible to participate with the right to terminate a contract at any point deemed necessary. Additionally, as the OJT program is not an entitlement to funds, the President/COO of the Southeast Workforce Development Board holds the final decision for OJT funding through the Southeast Region.