



On-The-Job Training Program

GENERAL INFORMATION

On-The-Job Training (OJT) is employer-based workforce development. The purpose of the program is to help employers reduce training costs in occupations where skilled, qualified workers are not available.

Businesses are provided a direct reimbursement of the trainee's hourly starting wage during on-the-job training. Reimbursement is done monthly and based on 50% of the trainee's wage (excluding tips, overtime, compensation and other fringe benefits).

EMPLOYER ELIGIBILITY

Any business can participate provided they are not included in the Department of Labor's list of debarred, ineligible or suspended contractors; or are not in violation of local, state or federal labor laws; or owe back taxes; or have not demonstrated unsatisfactory performance on any previous training contract.

Carroll County Workforce Development reserves the right to refuse to contract with any employer.

PROGRAM GUIDELINES

Trainees must be certified as eligible according to the Workforce Innovation & Opportunity Act guidelines and local regulations of Carroll County Workforce Development.

Trainees are subject to the same wages, working hours, and fringe benefits as all employees and union concurrence is necessary for occupations subject to collective bargaining agreement.

Trainees can be recruited and pre-screened to meet the employer's needs. Final employee selection is made by the employer.

Trainees must work twenty (20) or more hours per week.

CONTRACT GUIDELINES

Training funds, training time and other provisions or conditions will be set forth in a fixed-price contract.

Contracts must be signed and approved prior to the start of any training.

Training time is based upon the specific vocational preparation time established by the Department of Labor.

BUSINESS RECORDS

Businesses are required to complete and submit a monthly invoice and employee attendance/evaluation record.

SUPPORTIVE SERVICES

Job coaching should be provided by the employer as needed; however, career consultation is available through Carroll County Workforce Development office during the OJT period.

For more information or to arrange an OJT, please contact:

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