



## WHAT IS ON THE JOB TRAINING (OJT)?

OJT is a wage incentive reimbursement program designed to assist business with their training costs by hiring an eligible candidate they feel could be successful in a position but requires training. Wage reimbursement levels are based on the individual that you are planning on hiring, most rates are up to 50% but depending on available funding sources some reimbursement rates are up to 90%.

### GENERAL RULES:

All jobs must pay at least \$2 hour more than the current minimum wage rate, be year-round and at least 30 hour per week. The program cannot be used in licensed occupations and **must be in place before the new hire starts the job**. Job seekers eligibility includes unemployed and underemployed job seekers who lack the required experience and/or formal skills training.

### LENGTH OF TIME:

The length of the contracts vary depending on the position skill level and the job seeker's qualifications, no contract is longer than 6 months. All OJT's will require a job description and a detailed training outline.

### SOME TYPES OF POSITIONS HAVE BEEN SUCCESSFUL WITH OJT INCLUDE:

- Accounting
- HVAC
- Clerks/Specialized
- Cabinetmaking
- Customer Service Reps
- Welders
- Auto Mechanic
- Manufacturing Supervisor
- Solar Installer
- Dining Room Manager
- IT Repair
- Website Design

### PROCESS: THIS CAN BE DONE IN ONE WEEK, SOMETIMES LESS!

1. DOL conducts a due diligence process on the business, we will need the following information to get started: (the maximum time for this step is a three-day turnaround)
  - Name of Business
  - Address
  - FEIN
  - Contact Person Name, phone number and email(Steps 2-6 generally takes 1-2 days)
2. The business completes the Responsibility Questionnaire
3. The Workforce Office completes the job seeker paperwork documenting skills and eligibility
4. The business develops a training outline indicating what the trainee learn and how long it may take to learn each skill (items broken down into 10 day or less increments.)
5. Determine the contract amount and sign the agreement cover sheet which indicates the dollar value and state that the business intends on hiring, training and retaining the individual. The new hire is ready to start!
6. The Workforce Office provides the completed contract to the business within a week.

For More Information Contact:

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