



Chester County Workforce Investment Board

WORKFORCE INVESTMENT ACT (WIA)
and
THE AMERICAN REINVESTMENT and
RECOVERY ACT (ARRA)

ON-THE-JOB TRAINING

Policies & Procedures

Manual



**Chester County Workforce Investment Board
On-the-Job Training
Policies and Procedures Manual**

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CHESTER COUNTY WORKFORCE INVESTMENT BOARD OJT POLICIES & PROCEDURES

On-The-Job Training (OJT) Defined

OJT is training provided by the employer to a Workforce Investment Act (WIA) eligible trainee, who has completed the required core and intensive services available via the *CareerLink* system, who has been unsuccessful in obtaining employment through such services, and who has been approved for OJT participation by the *CareerLink* staff.

OJT is designed primarily for the individual who does not have the related education, training or work experience to immediately qualify for the job. Employers receive a reimbursement of up to 50% of the trainees wages (**not to exceed \$6,000**) to help offset the costs of training during a fixed training period between 12 and 16 weeks. At the successful completion of training, the employer is expected to retain the trainee as a regular full-time employee.

The Chester County Workforce Investment Board (WIB) will prioritize OJT's that provide eligible customers job opportunities in occupations that have been defined either as High-Priority Occupations (HPO's) or 'emerging' occupations as defined by the PA Department of Labor and Industry. More information on HPO's can be found at:

<http://www.paworkforce.state.pa.us/professionals/cwp/view.asp?a=467&q=152743>

Additionally, the WIB will consider OJT opportunities in occupations that directly connect or support any of the Industry Partnerships within the Southeastern PA region, specifically, occupations in the Agriculture, BioScience, Energy Health Care, Information Technology industries.

Employer Eligibility

Any private-for-profit, private non-profit, or public sector employer not in violation of local, Commonwealth or Federal laws and/or regulations which prohibit its ability to contract, and who is in compliance with such entity's rules for lawful business operation, is a potentially eligible OJT contractor. Private sector employers will receive priority. The WIB requires potential OJT employers to present proof of the following:

- Current Federal Tax ID Number,
- Current Commonwealth Tax Number,
- Current Workman's Compensation Insurance Coverage.

Employers who did not retain former OJT completers as regular employees at the end of the OJT period, without good cause, are ineligible to participate. It is the WIB's intention to give employers located in Chester County priority, however consideration will be given to other

employers located in the five county Southeastern PA region (Bucks, Delaware, Montgomery and Philadelphia).

All employers must register with the *PA CareerLink* system and agree to utilize the system for advertising and listing all OJT opportunities.

Trainee Eligibility

To be approved as an OJT trainee, an individual must meet the eligibility criteria of the Workforce Investment Act (WIA) for low income adults, dislocated workers and/or youth. Individuals must complete core and intensive services at the *PA CareerLink-Chester County* and must be determined eligible and appropriate for the OJT program.

Employer Referrals

Employers may refer individuals for OJT consideration under the following conditions:

- The prospective OJT trainee has not yet begun work.
- The prospective OJT trainee has been to the *PA CareerLink* office, has completed the required core and intensive services prior to the employer's call, and has been determined eligible and appropriate for OJT by the *PA CareerLink* staff.
- The prospective OJT trainee does not currently possess the occupational skills needed for the job, and the *PA CareerLink's* assessment reveals that the prospective OJT trainee possesses the adequate job competencies and/or foundation skills necessary to enter into the OJT.
- The prospective OJT trainee has not formerly participated in the OJT program.

Contracting with Chester County Workforce Investment Board (WIB) Members

The Chester County WIB provides oversight and sets policies for local WIA programs. Chester County recognizes that the members of its WIB hold significant management positions with their employers. As such, they may have decision-making authority on possible hirings. However, their ability to control the conditions of employment of individual employees may be diluted by the size of the employer. Therefore, the WIB believes that a conflict of interest does not exist, and WIB members' employers are eligible for OJT contracting. Individual WIB members however may not discuss or vote on their own employers OJT contracts if they come before the board.

Length of OJT Training

All occupations do not require lengthy training. The method for determining the length of OJT training is subject to approval by the *PA CareerLink-Chester County* and the Chester County Workforce Investment Board (WIB).

For each OJT position developed, an individual *Training Outline* must be created. *Training Outlines* require employers to document the manner and timeline in which training will be provided (A Training Outline template is attached to this manual). The following should be taken into consideration when determining the length of an OJT:

- OJT's will be developed for a time period of 12-16 weeks;
- Occupations which do not require extra-ordinary training will not be considered for OJT, unless they involve the training of customers with limited skill potential (e.g. learning disabilities);
- Length of OJT contracts will be reduced when the prospective employee has past experience in the proposed occupation. Documentation will be retained when this situation occurs.

Occupational Eligibility and Instances OJT May Not Be Approved

Following are instances in which OJT will not be approved:

- Seasonal, intermittent, part-time, or temporary jobs.
- Occupations where commissions, piece rates and/or tips are the primary source of income.
- Occupations that involve political or religious activities, or support political or religious organizations.
- Occupations which would result in the displacement of any currently employed worker at that facility.
- Instances in which the employer hires and the trainee begins employment prior to the approval date of the OJT contract.
- Licensed occupations.
- Former employees of the OJT employer.

Trainee Wages

OJT trainees must be assured of the following:

Wages paid to OJT trainees should be reasonable, considering industry, geographic location and trainee proficiency. Consideration should be given to 'prevailing wage rates' for occupations within the geographic location.

The minimum starting wage rate is to be the highest of:

- Applicable Federal Minimum wage rate.
- Applicable State or local minimum wage rate.
- Any minimum rate required by a collective bargaining agreement.
- Must be at least **\$10.00** per hour for EARN/W-t-W eligible trainees.
- Must be at least **\$10.00** per hour for WIA Title I Youth eligible trainees.
- Must be at least **\$12.00** per hour for WIA Title I Adult eligible trainees.
- Must be at least **\$14.00** per hour for WIA Dislocated Worker eligible trainees.
- Starting OJT wage rate will be the same as that normally paid by the employer to other entry-level workers in the same occupation.

Working Conditions

OJT trainees must be assured of and receive the following:

- Working conditions and promotional opportunities which are neither more nor less favorable than those experienced by other employees hired by the employer in similar positions.
- Workman's Compensation or comparable accident insurance coverage.
- Any and all other benefits to the same extent as those for other employees in similar positions.

Labor Organizations

Appropriate labor organizations should be consulted in the design and conduct of OJT programs where collective bargaining agreements exist with the employer. The concurrence of the appropriate labor organizations must be obtained in writing when a collective bargaining agreement is applicable.

Reimbursements to the Employers

The OJT program will reimburse the employer up to 50% of the trainee's wage, not to exceed \$6,000 per trainee for pre-determined time period, to help offset the cost of training the individual to become a fully productive employee. The employer submits a monthly invoice to the WIB.

For those situations in which a trainee with prior or similar experience and/or training is referred to an OJT position, the *PA CareerLink* staff will make a determination of appropriateness for OJT consideration, depending on the skill deficiencies identified through the assessment process. In such cases, a reduction in the maximum amount of training time allowed or maximum reimbursement to the employer will be made. Documentation will be retained on file for these situations.

Approval Process for OJT Contract

Once the *PA CareerLink* staff has negotiated the contract provisions and defined the training to be provided, the same shall be reduced to writing for submission to the Chester County DCD/WIB, the WIA fiscal agent.

Instructions for OJT Employers

1. A monthly progress report should be attached to the monthly invoice submitted to the DCD/WIB.
2. The employer must maintain adequate payroll records, including OJT trainee signed time records. Receipts must be kept for cash payments made to participants.
3. All hours will be reimbursed at the wage rate and percentage on the contract.
4. Employers will be reimbursed based on trainee hours worked only.
There are **no** reimbursements for:
Paid Holidays
Vacation Days
Sick Days, etc.
5. Raises to OJT trainees are allowable during the contract period. A contract amendment may be needed in order to reimburse the higher wage rate. In all instances, individual OJT's will not exceed \$6,000.
6. OJT's can not be executed with an employer that has similar employees in equivalent positions on a layoff status.

7. Employers must be EO/AA employers.
8. Complaint and hearing procedures and EO/AA Posters must be posted in a prominent place at the worksite.
9. If employees at the worksite are covered by a collective bargaining agreement, a Union Concurrence Sign-Off is necessary. The WIB will provide a Sign-Off form.
10. The employer must maintain all records of OJT employees for a minimum of four (4) years after the contract expiration date.
11. Job Descriptions and Training Outlines are required. These items will be made part of the OJT Contract.
12. Employers are required to submit Monthly Invoices for reimbursement. Monthly Invoices should include a Monthly Progress Report (Attachment) with each invoice submission.

Monthly Reporting/Progress Requirements *(Sample Monthly Report is Attached)*

The employer is required to submit a monthly reporting form, which describes the OJT trainee's progress. The OJT trainee is required to sign the form for verification of wages and hours and it is expected that the employer will make the trainee aware of their progress at that time. In the event a rating of less than satisfactory is reported, a *PA CareerLink* staff person will schedule a visit to the worksite. This visit will include a discussion with both the employer and the trainee. A record of this visit and the results will be attached to the monthly report. A Monthly Progress Report has been attached to this manual.

Training Outlines *(Sample Training Outline is Attached))*

The Employer must provide a Training Outline which details the training plan and time frame for each OJT trainee. An OJT training plan template has been developed and has been attached to this manual. The training outline must include:

- Skills to be Learned
- Learning Objectives
- # of Training Hours for Each Skill to be Learned
- Start and End Date for Each Learning Objective

- Training/Evaluation Methods

Job Descriptions

In addition to completing a Training Outline for each OJT developed, Employers should attach a job description with the signed contract agreement.

The Training Outline should address the elements and skills to be learned as it relates to the Job Description provided by the employer. The Training Outline need only address the elements of training that the OJT contract will reimburse for.

OJT ATTACHMENTS

- OJT Training Employer Analysis
- OJT Training Outline
- Monthly Report Form
- OJT Reimbursement Form

Chester County Workforce Investment Board (WIB)
OJT Employer/Training Analysis

Employer Information

Employer Name : _____		Employer Phone: _____
Employer Address: _____		Employer Email: _____
Employer FEIN #: _____	Commonwealth Tax Number: _____	
Employer Workman's Compensation Insurance Carrier: _____		
Trainee Name: _____		Trainee Soc Sec#: _____
Trainee Start Date: _____	Trainee End Date: _____	Total # of OJT Weeks: _____
OJT Job Title: _____	Is this a High-Priority/Emerging Occupation? (<i>circle one</i>): YES NO	
Starting Wage Rate/Hour: \$ _____	Related Industry Cluster: _____ (<i>filled out by Careerlink Staff</i>)	
Trainer/Supervisor Name: _____		Trainer Phone: _____
Trainer Address: _____		Trainer Email: _____
Is there sufficient equipment to accomplish the training? YES NO		
Is there a facilitator skilled in the tasks to be trained? YES NO		
Are there any people on lay-off status in the position to be trained? YES NO		
Does the company have sufficient work to carry through the training contract and beyond? YES NO		
How many employees are full time? _____		Part-time: _____
How many employees are in the same job class for which this trainee is being hired? _____		

Employer Information (continued)

Is there a collective bargaining agreement, which covers employees in this OJT position? YES NO (circle one)

If yes, name of union: _____

Union Address: _____

Contact Person: _____

Actual hours of reimbursed training time will be based on the skills and experience of the applicant. My signature on this job training analysis indicates my understanding of this policy:

Authorized Signature for Employer: _____

Title: _____

Date: _____

PA CareerLink/WIB Staff Only

OJT Wage Level: _____ OJT Average Weekly Hours: _____ Maximum OJT Amount: _____

Will OJT Placement Include *Benefits*: YES NO *If yes, detail type of benefits Included:* _____

PA CareerLink/WIB Comments:



Chester County Workforce Investment Board (WIB)



OJT
Training Outline

OJT Employee: _____

Social Security #: _____

Job Title: _____

Supervisor/Trainer: _____

Employer Name: _____

DOT Code _____ SVP Code _____

Skills to be Learned/ Learning Objectives	# of Training Hours	Start Date/ End Date	Training/Evaluation Methods
1. Skill/Learning Objective:			
2. Skill/Learning Objective:			
3. Skill Learning Objective:			

Chester County Workforce Investment Board (WIB)

OJT

Training Outline

OJT Employee: _____

Job Title: _____

Employer Name: _____

Supervisor/Trainer: _____

Skills to be Learned/ Learning Objectives	# of Training Hours	Start Date/ End Date	Training/Evaluation Methods
4. Skill/Learning Objective:			
5. Skill/Learning Objective:			
6. Skill Learning Objective:			

Chester County Workforce Investment Board (WIB)

OJT

Training Outline

OJT Employee: _____

Job Title: _____

Employer Name: _____

Supervisor/Trainer: _____

Skills to be Learned/ Learning Objectives	# of Training Hours	Start Date/ End Date	Training/Evaluation Methods
7. Skill/Learning Objective:			
8. Skill/Learning Objective:			
9. Skill Learning Objective:			

Chester County Workforce Investment Board (WIB)

OJT

Training Outline

OJT Employee: _____

Job Title: _____

Employer Name: _____

Supervisor/Trainer: _____

Skills to be Learned/ Learning Objectives	# of Training Hours	Start Date/ End Date	Training/Evaluation Methods
10. Skill/Learning Objective:			
11. Skill/Learning Objective:			
12. Skill Learning Objective:			



Chester County Workforce Investment Board OJT Trainee Monthly Progress Report

OJT Trainee Name: _____ Job Title: _____

Supervisor's Signature: _____ Date: _____

Employer Name: _____

Address: _____

Phone: _____ Email: _____

Date Trainee Started: _____ Scheduled Completion Date: _____

<i>(Circle One)</i>	Excellent	Very Good	Good	Marginal	Unsatisfactory
Amount of Work Completed	5	4	3	2	1
Knowledge of Job	5	4	3	2	1
Overall Quality of Work	5	4	3	2	1
Ability to Follow directions	5	4	3	2	1
Initiative	5	4	3	2	1
Attendance	5	4	3	2	1
Interest/Motivation	5	4	3	2	1
Dependability	5	4	3	2	1
Personal Appearance	5	4	3	2	1
Communication	5	4	3	2	1
Response to Criticism	5	4	3	2	1
Self-Control	5	4	3	2	1
Gets Along with Others	5	4	3	2	1

Supervisor's Comments and Recommendations:

Supervisor has spoken to Trainee about any problems indicated above: YES NO (circle one)

Results:

Reviewed by PA CareerLink Staff: _____ Date: _____

PA CareerLink Signature

