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Monmouth County Workforce Development Board On-the-Job Training Program Policy

Purpose: The MCWDB OJT Program Policy establishes a procedure that implements the use of paid work experience and training. This work-based training is designed to allow employers in Monmouth County to have direct input and oversight of the training of new employees.

Background: This policy is based on the criteria set forth in New Jersey Workforce Innovation Notice WD-PY21-3 – Workforce Innovation and Opportunity Act (WIOA) Formula-Funded On-the-Job Training (OJT) Policy.

The activity serves multiple purposes in meeting the needs of all parties as set forth in detail below:

- **Customer:** Receives a job opportunity for eligible Adult, Dislocated Worker, and Youth, where he/she can earn and learn on first day of training. The employee may also be able to obtain industry-valued credentials.
- **Employer:** Receives the opportunity to train his/her employees on the job while offsetting a portion of the cost of training during the length of the contract.
- **Workforce Development:** forms relationships with the employee, as a trainee, and the employer, as the trainer. Achieves a direct connection from training to employment.

All MCWDB documents, including the OJT Contract and Training Plan template, evaluation form, monitoring process and invoice template are included in this policy.

Monmouth County may provide Incumbent Worker Training through direct engagements with employers, as well as outsource such services through RFP or MOU.

Candidate Eligibility: This policy will be used for WIOA-eligible Adult, Dislocated Workers and/or Youth who are unemployed or under-employed. Unemployed workers with veteran's status and eligible spouses and individuals in re-entry programs will receive priority of service, as indicated in statutory and local board requirements.

Employer Eligibility:

The following criteria apply in establishing employer eligibility:

- Employer and/or employee located in Monmouth County.
- The quality of the training.
- The employer must be current in unemployment insurance and worker's compensation taxes, penalties, and/or interest or related payment plan.

It is the intent of the OJT Program to work with employers who will provide permanent, full-time positions to the employee trainee. Employers who cannot promise permanent employment or who employ workers on an "on-call", temporary or seasonal basis are not eligible for OJT wage reimbursement. An employer must certify that the position will minimally meet the minimum wage at a minimum of 32 hours per week and that the position is on a career pathway toward higher level and/or higher paying jobs.

Funding Guidelines: OJT Program reimbursement is limited to the occupation for which the employee trainee is being trained, while also considering the training content, the employee trainee's prior work experience and the career goals as appropriate. The OJT Program provides reimbursement to the employer of 50 percent of the wage of the trainee. The amount for each OJT participant cannot exceed \$10,000.00 and is calculated using the ONet Job Zone Experience Requirements.

Procedure for OJT: MCWDB will enter into a "Master Contract" with the employer, specifying the terms and conditions of each OJT. The Master Contract, approved by all parties, allows unlimited individual OJT agreements.

Once the employer is documented and approved for the OJT Program, the MCWDB and the Monmouth County One-Stop Career Center will work with the employer to identify talent needs. The employer may suggest an existing job candidate to be considered, or work with team members of the One-Stop Career Center, to gather eligible candidates for interview and possible employment. All candidates must be determined eligible for WIOA services.

The length of the OJT Program contract, based on the ONet Job Zone Experience Requirements, will consider the needs of the occupation for which the participant is being trained, considering the content of the training, the prior work experience of the participant and the service strategy of the participant, in line with the \$10,000.00/six-month funding limits. This calculation is placed into the OJT contract. The calculations will also determine the duration and amount of wage reimbursement. The contract includes a training plan listing the skills required for the job, the skill development provided by the employer and the skill development needed for the candidate to be a sustainable, productive worker for the employer. The OJT contract and training plan document is signed by the employer, the program participant and a MCWDB representative.

Once the OJT Program candidate is hired, and on a schedule to be determined, the employer will submit payroll vouchers for the wage reimbursement and a trainee evaluation. The OJT Program will be monitored by the MCWDB to ensure compliance with all requirements.