

- General liability (G.L.) insurance Policy Number, Carrier/Policy Name and Effective Date
- Auto liability insurance, if applicable
- A job skills training plan with timeline
- A brief monthly evaluation of the employees' performance
- Twenty-four hours notice in advance of termination and subsequent documentation of the reason for the termination on a final evaluation

Employers that relocate may not enter into OJT Agreements for 120 days.

OJT may not be used for training in high turnover positions. There must be a reasonable expectation that the employee continue in the position long term after the OJT has ended.

OJT positions are required to lead the participant to self-sufficiency. Part-time or low skill positions are allowed only in special circumstances.



Current employees must not be displaced or face a reduction in regular (non-overtime) hours in order for an OJT to be hired.

If any current employees are in layoff status, they must be offered the available position before an OJT employee can be hired.

The employer is required to abide by all labor laws and payment of overtime hours where applicable. Benefits and wages offered by the employer must be at the same level and extent of other employees who have been in a similar position for the same amount of time.

Religious, partisan political and construction related activities are not permitted under OJT; labor unions must be contacted prior to entering an OJT for concurrence.

Employers who exhibit a pattern of failing to meet all terms of previous agreements may be denied additional OJT opportunities for up to two years.

To inquire about OJT opportunities visit your local Alaska Job Center. Locations can be found at our website: jobs.alaska.gov/offices/index.html or call (877) 724-2539.



ALASKA DEPARTMENT OF LABOR
& WORKFORCE DEVELOPMENT

The Alaska Department of Labor and Workforce Development is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities.
4/2009

On-The-Job Training

Finding the Perfect Employee

On-the-Job Training (OJT) gives employers the opportunity to tap into a pool of workers who are good candidates for a job but may need additional training to be qualified.

Funding for OJT'S comes from various programs that help job seekers become qualified for the marketplace. Employers' benefit in many ways:

- Partial reimbursement of the employee's wage is paid by the participating agency.
- The employer has the opportunity to train the employee to meet their specific needs.
- OJT hires are more loyal to employers that give them good career opportunities through this training option.

OJT is defined as training provided by an employer to a paid participant while engaged in work that provides knowledge and skills essential to perform the job successfully.

OJT is provided by an employer in the public, private non-profit, or private sector.

The OJT Agreement is developed between the employer and the participating agency representative to provide occupational training

for the participant in exchange for partial reimbursement of the employee's base wage.

To access OJT services in your area, contact your local Alaska Job Center and complete the OJT Employer Application.

An individual referred by an employer may be enrolled in the OJT after completion of an Individual Employment Plan (IEP) showing that OJT is appropriate.

Employer Responsibilities:

- Provide adequate job training that will sustain employment and a salary equivalent to that of similar positions.
- Provide individualized training at the actual worksite and with agency monitoring as requested.
- After completion of training, retain the employee/trainee long term unless good cause is shown or the employee/trainee does not wish to continue employment.

Notify the local agency representative before an employee is hired for OJT. Employees hired prior to the approval may not be eligible for reimbursement under this program.

The OJT agreement is limited to the period of time required to become proficient in the occupation. The participant's Individual Employment Plan, objective assessment and

O*Net occupational information are used to estimate appropriate length of the OJT. (<http://www.onetcenter.org>)

The employer will need to provide:

- Federal Employer Identification Number (EIN)
- Alaska Business License Number
- Unemployment Insurance Coverage Number
- Worker's Comp insurance Carrier/Policy



Guidance for EMPLOYERS