



WorkForce West Virginia

Program: On-the-Job Training (OJT)

Contact Martha Craig-Hinchman, Assistant Director
Employment Services
304.558.8414
Martha.L.Craig-Hinchman@wv.gov
http://www.wvcommerce.org/business/workforcewv/job_seekers/on_the_job_training/default.aspx

Target Audience Individuals; Businesses

Funding Federal /U.S. Department Of Labor

Total available: National Emergency Grant Funds \$490,993

Minimum or maximum amount a participant can receive:

Reimbursement Rates to Employers for On-the-Job (OJT) Training Participants

Training reimbursement time is based on SVP level and based on the following:

| Skill Level | Average Training Hours | Max. Hours Reimbursed |
|---------------------|------------------------|-----------------------|
| SVP Level 4 | 520 hrs | 375 hrs |
| SVP Level 5 | 680 hrs | 425 hrs |
| SVP Level 6 | 840 hrs | 475 hrs |
| SVP Level 7 & above | 1040 hrs | 499 hrs |

Employer wage reimbursement rate will be based on employer size with the sliding scale requirements as follows:

| Number of Employees | Percent of Reimbursement |
|---------------------|--------------------------|
| 1- 50 | Up- to 90 |
| 51-250 | Up- to 75 |
| 251 | Standard 50 |

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Application Process

On-the-Job Training (OJT) contracts can be negotiated with employers throughout the National Emergency Grant (NEG) cycle from December 1, 2010 through June 30, 2012.

Deadlines:

- On-the-Job (OJT) Training activities must occur within the NEG grant cycle of December 1, 2010 through June 30, 2012.
- West Virginia's Average UI Duration for Quarter 1, 2010 equals 17.88.
- No dislocated workers whose employment termination began before January 1, 2008 (the recession trigger thus the beginning date of this NEG) may be served with this OJT NEG.

Description

The On-the-Job (OJT) grant activities are implemented through a special target National Emergency Grant (NEG) focusing on serving eligible workers recruited from the category of long-term unemployed. OJT eligible customers are from a "prolonged unemployed" population for this grant. The overall project design is based on the State's OJT contract criteria including types of acceptable employment, special employer conditions, reimbursement provisions for the OJT contracts, training outline with skill sets, duration of training, and instructions for completing the OJT contract and negotiating OJT contract agreements. Because the numbers of long term unemployed will vary from region to region the funding amount will also vary.

Workforce Investment Boards (WIBs) in Region 4 (Mid Ohio Valley) and Region 7 (Eastern Panhandle) are the project operators for the current NEG grant and are responsible for recruiting employers and linking long-term unemployed to employers for OJT placements. The Workforce Investment Boards are responsible for "taking care" of contracted employers by building a relationship that is evaluated on a timely basis. In turn, the employers will have the role of assisting the participants to grow and develop into the employee asset all parties envision.



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Description Continued

Types of Acceptable Employment (Negotiated with OJT employers):

- Employment must be full-time for up to six months.
- Temporary, low-skilled and high turnover jobs are not acceptable.
- Seasonal employment is not acceptable unless it can be determined that it will contribute to the customer's year-round employment.
- Commission or piece rate jobs are not acceptable.
- Employment with a relative related by blood, marriage or adoption is not acceptable.
- Be sure to establish that the individual would not have the skills necessary for the job without the OJT. (For long-term unemployed it will be important to identify current skill levels that can be enhanced through the OJT contract.)
- If the applicant has worked in the occupation or field before, document what new skills will be acquired.
- A formal apprenticeship generally would be longer than the six-month approvable training period. However, an OJT providing minimum skills required to enter an apprenticeship program would be acceptable.

Contracted employers will agree to provide and make allowance for on the job training of the participant and agree to no replacement of present employees. Employers will be recruited from 3 main resources; those that already do business with WorkForce WV, Chambers of Commerce and personal recruiting. The number one criterion is an employer who is in need of employees with the intent that the employer will train the OJT participant and retain them as a permanent employee. The assessment tools give opportunity for various levels of skills for the employers to choose from and the reimbursement to the employer gives an avenue to train and hire skilled workers who in turn will be able to maintain the needs of their families and household.

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Eligible Applicants

Long-term unemployed of which meet the definition, for the purposes of the OJT NEG Grant, "prolonged unemployed" refers to those dislocated workers who have been unemployed beyond the state's average Unemployment Insurance (UI) duration. Source: ows.doleta.gov/unemploy/content/data.asp.

- West Virginia's Average UI Duration for Quarter 1, 2010 equals 17.88.
- No dislocated workers whose employment termination began before January 1, 2008 (the recession trigger thus the beginning date of this NEG) may be served with this OJT NEG.
- Veterans and recently returned from active duty Veterans are to be given priority in all cases.

Restrictions

Special Employer Conditions: OTJ positions cannot be developed with public sector employers or with employers which are gambling establishments, swimming pools, aquariums, zoos or golf courses.

An employer must meet the following special conditions in order to be approved for an OJT contract. These conditions are included in the OJT contract, but the employer must be aware of these conditions and must agree verbally that these conditions are met before preliminary training approval can be given.

- No currently employed individual may be displaced by the OJT participant, including partial displacement, such as a reduction in the hours of non-overtime work, wages or employment benefits;
- The employer has not terminated the employment of any regular employee, or otherwise reduced the work force with the intention of filling the vacancy so created by hiring the eligible individuals;
- No other individual is on layoff from the same or any substantially equivalent job for which such eligible customer is being trained;
- Such training does not impair existing contracts for services or collective bargaining agreements;
- In the case of training which would be inconsistent with the terms of a collective bargaining agreement, written concurrence has been obtained from the concerned labor organizations;
- The job for which the eligible customer is being trained is not being created in a promotional line that will infringe in any way upon the promotional opportunities of the currently employed individuals;