



ON-THE-TRAINING PROGRAM 2013

The On-The-Job Training (OJT) Program is funded by the Federal Workforce Investment ACT (WIA) and administered by East Bay Works.

These FAQs answer the questions most often asked by those looking into the On-the Job Training Program

1. What is the OJT Program?

The OJT program provides reimbursements to employers to help compensate for the costs associated with skills upgrade training for newly hired, full-time employees. The OJT Program can assist employers who are looking to expand their businesses and who need additional staff trained with specialized skills. OJT Employers may receive up to 50% of the wage rate of OJT Trainees up to a maximum of \$5,000 per OJT Trainee to help defray personnel training cost. Employers may apply for as many OJT Trainees as needed, although not all applications are guaranteed to be approved.

2. What's in it for an Employer?

They will have the opportunity to expand and obtain access to a significant number of trained potential employees. In addition, the training wages of those individuals are partially subsidized by the government.

3. Are there any restrictions?

Yes, there are. Employers must agree to hire any OJT's Trainees as permanent, full time employees. Staffing agencies or Government entities do not qualify for OJT's.

To qualify, a business must be providing one of several possible options: introduction of new technologies, the introduction of new production or service procedures, or creating new jobs that require additional skills.

4. Who selects which employee is hired by a business?

As an OJT Employer, each company will determine the selection criteria for OJT Trainees (e.g., "9th grade math ability," "English-Spanish bilingual ability," or any other applicable criteria). The Tri-Cities One-Stop will identify those clients who meet the criteria and will refer those clients to the company. The employer will decide the final selection of OJT Trainees.

5. What expenses may be covered by OJT Program funds?

Up to 50% of an OJT Trainee's hourly base wage for hours spent in actual training for a period not to exceed 520 hours or \$5,000 or whichever ever comes first per OJT Trainee.

6. What expenses cannot be covered by OJT Program funds?

Non-reimbursable expenses include wages based on overtime, shift differentials, premium pay, sick pay, holidays, plant shutdown, or other events or hours when no training occurs; textbooks and manuals, and any tuition or registration costs or fees. Only hourly positions are eligible for an OJT Program, no salaried or commission-base wages are reimbursable.

7. Are businesses located outside of Alameda County eligible to participate in an OJT?

Yes, they are. Any business meeting the OJT criteria is eligible to participate.