



### **On the Job Training Employer Guidelines**

To determine if you are eligible to provide On the Job Training (OJT) to CareerSource North Florida's jobseekers, review these guidelines. If you meet the requirements, complete the attached application. Give the completed application to your CareerSource North Florida Employer Services Representative or email it to [efm-employers@careersourcenorthflorida.com](mailto:efm-employers@careersourcenorthflorida.com).

### **What is OJT?**

CareerSource North Florida recognizes, while valuable, classroom and other formalized training are not the only options that should be presented to jobseekers for training. There are situations and occupations for which the best job preparation is hands-on training in the workplace.

OJT is paid training that is provided by an employer while the employee is engaged in productive work in a job that allows them to acquire knowledge or skills essential to the full and adequate performance of the job. Training is limited in duration as appropriate to the occupation for which the participant is being trained and to the current skill level of the employee-trainee.

OJT is not subsidized employment for low-skill occupations that need very little training time.

### **Job Openings**

If a possibility exists for a position to be "OJT," that position must be posted and recruited for in Employ Florida (EFM), CareerSource North Florida's online labor exchange system. If a position is not posted in EFM, but later develops as a good OJT opportunity, Executive and possibly Board approval must be given prior to proceeding forward. (Please note: this may be a process lasting up to 2 months.)

### **What can be reimbursed?**

Payments to employers are deemed as compensation for the extraordinary costs associated with the lower productivity of the employee-trainee during training. Payments shall not exceed more than 50% (unless a waiver is in effect) of the salary paid by the employer and may include scheduled raises or regular pay increases. However, these payments may not be based on overtime, shift differential, premium pay, or other non-regular wages paid by the employer including paid leave such as vacation, sick, holidays, plant downtime, or other events. Reimbursement is based on actual hours worked at the base rate of pay. **Reimbursements are always subject to CareerSource North Florida's availability of funds;** however, it is always the intent of CareerSource North Florida to honor all obligations and agreements.

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*Employee Compensation.* OJT participants must be compensated by the employer at the same rates, including periodic increases, as similarly situated employees. Following training, upon completion of the retention period, OJT participants must earn no less than the regionally adjusted wage rate documented on the Targeted Occupations List (TOL) (your Employer Services Representative will provide you this information) and no less than any employee with the same responsibilities and duties. They should also earn no less at the end of their training than their wage during the training period. Participants must receive the same benefits and have the same working conditions as similarly situated employees. Under the circumstances of youth contracts or special grant funding, the required employment wage rate MAY be waived.

### **Who are the participants?**

Only participants who have been assessed by a CareerSource North Florida Career Consultant and for whom OJT has been determined as an appropriate activity on their employment plan will be referred to an employer for OJT. All potential OJT participants must be determined eligible to receive Workforce Innovation and Opportunity Act (WIOA) career services. This requires not just assessment, but also documentation collection and plan development. **These activities are not immediate**; therefore it is essential that prior planning with an Employer Services Representative takes place. These are critical steps in the OJT process and will always carry extreme weight in the decision-making process.

Participants must be determined eligible for WIOA services:

- At least 18 years old,
- A US citizen or eligible to work in the US, and
- If a male born after 1960, must be registered in Selective-Service.

Documentation will be requested regarding these and other matters; those items, other than the three listed above, are for informational/documentation purposes only and have no effect on eligibility but possibly suitability for WIOA services.

Family members of the employer/business owner or supervisor of the position are **not** eligible for OJT.

### **How is OJT initiated?**

- A. **Independent OJT Candidate:** A jobseeker is identified by CareerSource North Florida as a possible OJT candidate based upon their desired occupation and skill level. In this instance, an Employer Services Representative will initiate a developed OJT.
- B. **Business and ESR:** An OJT is developed by the employer and ESR. Typically, this will occur when an employer has had difficulty in the past filling a position or retaining employees in a position.
- C. **Business-Selected Candidate (Reverse Referral):** A business identifies an individual for an OJT and notifies CareerSource North Florida. This happens when an employer has recruited eligible candidates through CareerSource North Florida using Employ Florida. Once the employer has narrowed down the field of candidates, CareerSource North Florida will work with the candidate(s) and determined them eligible for WIOA services and suitable for OJT. It is only AFTER that time, a job offer may be offered and start date set.

### **How does an employer become eligible to provide OJT?**

To be determined eligible to provide OJT, your Employer Services Representative will assist you in completing and submitting an OJT Application in order to determine the appropriateness of OJT at your company and for the specified position(s). The application is a prerequisite to the development of the actual OJT Agreement and may or may not result in an Agreement after review by CareerSource North Florida. The application will include the details of the training to be provided, so your Employer Services Representative will rely on you to fill in any gaps they may not have enough information for:

- *Company Information*- Information needed to assure the appropriateness and validity of an On-the-Job Training situation.
- *Training Information*- Includes details on the trainer(s), the type of training, ONET code, trainee salary, etc. Details of the position should include a brief job description and an outline of how the position fits into the business needs. Each OJT occupation must appear on the Targeted Occupations List.

WIOA regulations require a job description for each OJT position. If an Agreement is made with an employer for two or more different OJT positions, job descriptions will be required for each position. A copy of the company's job description and qualifications may be attached instead of re-entry of the information.

- *Financial Disclosure*- In order to be approved, employers must submit verification of the financial well-being to CareerSource North Florida. A statement from a book-keeper or CPA stating solvency and long-term viability to the extent the OJT position(s) are sustainable without the OJT grant is typically what is submitted, however, other financial reports may also be submitted in lieu of the statement. If the organization does not wish to invoice CareerSource North Florida throughout the length of the grant but instead submit only one invoice at the end of the training period, a financial statement may not be required. Also, a statement certifying that all local, state, and federal tax obligations are current must be initialed by employer.
- *Training Plan*- Particular attention should be paid to the OJT Training Plan which must outline the step-by-step objectives of the training effort, including the length of training time required for each objective. It should be understood this is a DRAFT plan and WILL be revised at the point a candidate is selected, as each training plan is individualized for each participant. Pre-printed employer training plans may be attached if all applicable information is outlined. Employers may need assistance in developing these plans. O\*NET is an excellent resource for this step.
- *Training Program Costs* –This section contains the specific information on the training costs and the amount the employer is requesting from CareerSource North Florida. The costs are divided into the categories of (A) OJT costs; (B) Customized Training costs; and (C) Total costs. The total reimbursement cannot exceed 50% (during

waiver periods, this may be more) of the total participant costs expended by the employer. Definitions of expense items are as follows:

- Wages: salary (cannot include overtime, shift differential, premium pay, or other non-regular wages paid by the employer)
- Customized Training costs: in some instances, OJT should be coupled with classroom or other training. This more formal occupational skills training is referred to as Customized Training. An employer may be eligible to be reimbursed for a portion of the expenses associated with these costs.
- Total Costs: All reimbursable wages and additional costs as defined above, not to exceed \$25,000 per program year (July-June).
- *Certification by Authorized Company Representative*- This section outlines general information regarding expectations and employer assurances regarding employer compliance with the WIOA regulations.

The application will be reviewed with you and must be signed by a company representative who has the authority to enter into contracts on behalf of the company.

#### **Which employers can apply?**

Employers that meet **all** of the following criteria are eligible *to apply* to be an OJT employer; however, exceptions may be made at the Executive or Board level if necessary. It should be understood that not all applications will be approved:

1. Employers in the private, for-profit sector, non-profit, local governments, or public agencies;
2. Employers must have been in business in Hamilton, Jefferson, Lafayette, Madison, Suwannee, or Taylor Counties for a minimum of one year;
3. Employers must have at least two full-time employees;
4. Employer must carry Workers' Compensation Insurance; and
5. Employer must be up-to-date on all local, state, and federal obligations.

If an employer uses a PEO, the PEO must include a letter stating that they support this application. As the employer of record, they must acknowledge, accept, and agree that their employees assigned to the supervising employer applying for OJT will receive training, and that the supervising employer will receive any funds reimbursed as a result of an application.

#### **If the application is approved, what happens next?**

Once your application to provide OJT is approved, and once a participant is identified whose career goals match the occupations outlined in your Application, CareerSource North Florida will issue the OJT Agreement to you. You will also finalize and sign a separate Training Plan (once developed) for each participant hired through OJT.

This Agreement is entered into between CareerSource North Florida and the specified employer. The agreement will specify the following:

- The occupation for which training is to be provided;
- The duration of training;
- The participant to be trained;
- Wage rates to be paid;
- The rate of reimbursement;
- The maximum amount of reimbursement;
- A job description or training outline that reflects what the participant will learn (as attachment); and
- Any other separate classroom training that may be provided by the employer (as addendum).

The Agreement will require that the employer maintain and make available to CareerSource North Florida time and attendance, payroll, and other records to support amounts reimbursed under OJT Agreements.

**Who is not eligible?**

Agreements will not be entered into with employers which, under previous agreements, have exhibited a pattern of failing to provide OJT participants with continued long-term employment as regular employees with wages, benefits, and working conditions at the same level and to the same extent as similarly situated employees.

Employers who have not been located in the region for at least a year are not eligible. Employers who do not meet the requirements stated in the eligibility section (“Which employers can apply?”) above are also ineligible.

**Who do I call with questions?**

Please contact the Employer Services Director or the Employer Services team within CareerSource North Florida at 850.973.4291, or email us at [efm-employers@careersourcenorthflorida.com](mailto:efm-employers@careersourcenorthflorida.com).

**ATTACHMENT 1**

**July 2011-June 2012 Addendum**

Under a waiver issued from the United States Department of Labor, the following reimbursement amounts will be permitted:

<b>Employer Size</b>	<b>Percent Reimbursement</b>
Less than 50 employees	90%
50-250 employees	75%
More than 250	50%

## Employer OJT Checklist

- Review OJT guidelines
- Discuss any questions and assumptions with Employer Services Rep
- Ask ESR to submit an application on your behalf
- Review application and draft training plan with ESR and initial and sign where indicated
- Application submitted to CSNF (date \_\_\_\_\_)
  - Application approved (date \_\_\_\_\_)
  - Returned with Revisions needed (date \_\_\_\_\_)
  - Returned as Not Approved
- Job Order entered in Employ Florida
- Candidate selected and put in touch with CAREERSOURCE NORTH FLORIDA to begin OJT eligibility process
- Candidate provided program info and documentation requirements to bring to first appointment by ESR
- Training Plan revised based on desired candidate
- CAREERSOURCE NORTH FLORIDA notifies employer of end of candidate WIOA process
- Start date determined (start date \_\_\_\_\_)
- CAREERSOURCE NORTH FLORIDA verifies employee began work