



A Winning Option: The Employer Guide to the On the Job Training Program

The On the Job Training (OJT) program is a winning option for employers because it literally pays them to hire and train motivated workers. Employers don't have to worry about finding these workers because the program has already recruited potential employees. Another benefit is that the program is easy for employers to enroll, there is very little paper work and the rules are very straightforward.

It is a winning option for employees because it provides paid training for a higher wage job and guarantees employment after the successful completion of training.

- An employer may be reimbursed for up to 90%, not to exceed \$5,000 of an eligible trainee's wages. Small businesses would benefit the most from this program. Employers with 1-50 employees will be reimbursed 90% of an eligible trainee's wages, employers with 51-250 employees will be reimbursed 75% of an eligible trainee's wages, and employers with more than 250 employees will be reimbursed 50%.
- Most OJT contracts will be for full-time employment, or 40 hours per week. Part time contracts of 20 or more hours per week may be written for employees who are only able to work part-time (for example, older workers, disabled people, and single parents).
- The employer will provide Workers Compensation Insurance for the trainee and will abide by federal and state health and safety standards and other conditions of employment established under state and federal law. Employers exempt from Workers' Compensation (farm/ranch laborers and household domestic workers) are required to provide adequate on-site medical and accident insurance. Income maintenance coverage is not required for clients who are employed by exempt employers.
- The OJT is limited in duration as appropriate to the occupation the client is being trained for, taking into account the training content, participant's prior experience, and the service strategy of the participant.
- The participating employer will be required to complete and sign a Contract Agreement and Conditions Form. The company representative who signs the contract on behalf of the employer must be an authorized agent who can certify that all information contained in the contract relevant to the employer is correct.

- The employer must intend to retain the employee in the occupation and at the wage rate provided by the contract, after the end of the training period. Of course, the employer has right to terminate the trainee for normal business or appropriate personal reasons.
- Our program has two categories of prospective employees who qualify for this program, dislocated workers and income eligible clients.
- Dislocated workers are workers who were employed for at least nine months with one company and lost their jobs through no fault of their own due to business closure, downsizing lay off, or restructuring lay off. People who **quit or were fired** do not qualify. Dislocated workers are also small business owners who are no longer able to remain financially self-sufficient. Finally, dislocated workers are homemakers who were dependent on their spouses' income and lost access to that income due to death, divorce, separation, or that spouse's job loss.
- Recent honorably discharged veterans who were **involuntary separated** and **are not able** to re-enlist are also dislocated workers. Military personnel who were discharged under adverse conditions, voluntarily quit, or retired **do not qualify** as dislocated workers.
- Income eligible clients are those who either qualify for public assistance or fall below an income rate that is considered a sufficient wage for their household size.
- The salary requirements are \$10.00 per hour for income eligible clients and \$13.00 per hour for dislocated workers.
- If you have more questions, please call Wayne Campbell, Workforce Investment Act (WIA) Employment Specialist, at (402) 595-1204 or email him at wayne.campbell@nebraska.gov.