

Resolution 17-17

On-the-Job Training (OJT) Policy, Procedures and Contract Evaluation Table

Whereas, WIOA Section 134(3)(D)(ii) provides for On-the-Job Training Contracts with employers within the Jefferson-Lewis LWDA,

Whereas, the individual contract will be subject to the funding limits as prescribed by an ITA (Individual Training Account).

Whereas, the employer agrees that the employee will be compensated at the same rates as similar employees situated in similar occupations by the same employer. The employer shall be held to all Labor Standards law. The employer cannot displace any workers, have high turnover, impair any existing contract for services or collective bargaining agreement, have any other individuals that are on lay-off from the same or any substantially equivalent jobs, terminate the employment of any regular employee or otherwise reduce the workforce of the employer with the intention of filling the vacancy so as to create a position for the purpose of OJT. All health and safety standards established under Federal and State law applicable to working conditions of employees shall be equally applicable to working conditions of participants engaged in specified OJT activities. The employer shall maintain a drug free environment. The employer shall be subject to monitoring of the OJT.

Adult/DW OJTs

The OJT shall be for no less than \$.50 per hour above minimum wage and shall outline the training and/or skills upgrade that the employee shall receive. In the event of an upgrade, the employee shall receive no less than a \$1.00 increase in pay upon completion of the training. The employer shall retain the employee after the conclusion of the OJT. A wage reimbursement of 50% shall be made to the employer following the submission of a voucher for the duration of the training.

Youth and Young Adult OJTs

The OJT shall be for no less than minimum wage and shall outline the training and/or skills upgrade that the employee shall receive. In the event of an upgrade, the employee shall receive no less than a \$1.00 increase in pay upon completion of the training. The employer shall also seek to retain the employee after the conclusion of the OJT. A wage reimbursement of 50% shall be made to the employer following the submission of a voucher for the duration of the training.

Therefore, be it resolved that the Jefferson-Lewis Workforce Development Board rescinds and replaces Resolutions 16-08 and 16-14 with this update, continues to support the OJT program, and hereby will continue to conduct OJT within the provisions of WIOA Section 134.



Jefferson-Lewis Workforce Development Board

1000 Coffeen Street
Watertown, New York 13601

Bringing Jobs & People Together

Phone: (315) 782-9252
Fax: (315) 782-2073

OJT Contract Evaluation Table

Effective as of 1/1/18

ONET Job Zone	Points
1	1
2	2
3	3
4	4

Wages*	Points	\$ Cap
.00 – 1.00	1	\$3500
1.01 – 2.00	2	\$4000
2.01 – 3.00	3	\$4500
3.01 – 4.00	4	\$5000
4.01 – 5.00	5	\$5000
5.01 & higher	6	\$5000

*Wages are calculated by adding the minimum wage to the ranges listed above

Contract Rating Levels	Total Points	Max Training Time
1	2	12 Weeks
2	3-4	16 Weeks
3	5-7	26 Weeks
4	8+	26 Weeks