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A proud partner of the American Job Center network

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On-the-Job Training (OJT) Fact Sheet

What is On-the-Job Training?

The OJT program is designed to help unemployed and underemployed people improve their situation in the workforce, while giving businesses a financial incentive to hire and train them in full-time skilled or semi-skilled occupations.

How it Works!

There are several types of OJT programs, with each one having different guidelines. In general, an OJT program will require that a business:

- ◆ Agree to hire & train workers in a skilled or semi-skilled occupation
- ◆ Have a physical location in New York State (profit or nonprofit)
- ◆ Offer positions in full-time employment (guaranteed 30+ hours per week)
- ◆ Provide wages of at least \$.75 per hour above minimum wage for adults, or minimum wage for youth, not including commission, tips or bonuses
- ◆ Complete training within a 6-month period
- ◆ Participants need to be vetted by The WorkPlace **before** they start work
- ◆ If a participant is currently employed, they cannot make less than they are currently making, even if it is over the per hour wage listed above

If you meet the above requirements, The WorkPlace will **reimburse your business for up to 50% of the base wages** while the worker is in the training phase (up to the financial limit allowed for the specific program & as funding allows).

To Find Out More...

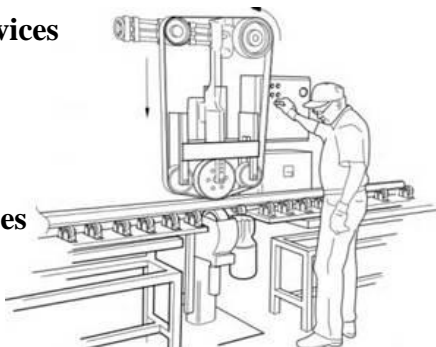
Contact The WorkPlace and speak with one of the Business Services Representatives listed below. We will be happy to answer any questions you have and explain the process to get you started!

Jefferson Co. DET Business Services

Alyson Wesley
315-786-3659
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Jefferson Co. DET Youth Services

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