

## **ON-THE-JOB TRAINING (OJT) FACT SHEET**

**Hiring qualified individuals will result in companies receiving a 50-90% wage reimbursement to offset training costs during the initial training period. This is a win-win situation for employers and individuals. Call us before you hire to see if you qualify for these training resources.**

- The occupation offered must be in a high priority occupation within the following Lehigh Valley Targeted Industry Clusters approved by the Lehigh Valley Workforce Investment Board, Inc.: Healthcare and Life Sciences, Diversified Manufacturing and Services, Business and Professional Services, Information and Communication, Financial Services, and Green and Energy Related Manufacturing and Services. For more information go to [www.careerlinklehighvalley.org](http://www.careerlinklehighvalley.org) or call the number below.
- The employer worksite must be ADA compliant if business employs 15 or more employees locally.
- Training funds cannot be utilized for a business that has relocated and dislocated workers from any location in the United States until the business has operated at the current location for 120 days or more.
- Position offered must be full time permanent, 35 hours or more, and pay \$8.00/hour or more.
- The new hire needs to be qualified as either dislocated/unemployed or income eligible.
- Funding of 50-90% is determined based on company size (number of employees the company employs at local site) and/or the skill gap of the new hire.
- New hires cannot have worked for the prospective employer in any capacity (past employee, contractor, leased or temporary) or be related to the business owner.
- New hires cannot have substantial prior experience in areas in which the training will be provided.
- Training funds cannot be utilized if the new hire would displace any currently employed worker, any employee that is on layoff from the same job as the new hire, or if the job created infringes in any way upon the promotional opportunity of a currently employed worker.
- On-the-Job Training Agreements must not impair existing contracts for service or collective bargaining agreements.
- An On-the-Job Training Agreement and Master Agreement Addendum will be created explaining the details of the program and will include items such as the training outline developed by the company, start date, agreed upon length of training time (the number of hours or weeks your company will be reimbursed), and the total amount of funding expected.
- The agreement will begin the day the training starts. Orientation, holiday, vacation, sick leave and overtime are not included as reimbursable hours.
- Invoices will be provided to track and submit training time for reimbursement. Invoices require the company and the new hire's signature and should be forwarded in a timely fashion.
- Our office will reimburse the employer on a monthly basis, 50-90% of the new hire's wage up to 6 months. Training time is determined by your training outline, the job difficulty, classification of the occupation, new skills needed, and the skill gap of the new hire.
- The company is required to:
  - Monitor and support the newly hired employee while in training.
  - Commit to retain the new hire as a permanent employee upon satisfactory completion of the training program.
  - Notify our office of any pay increase provided to the new hire while in training in order to receive 50-90% of the increased salary.
  - Notify our office if the new hire leaves or is terminated while in training.
  - Notify our office if the new hire is not performing work to the company expectations.

**Should you have any questions, please contact Karen McAndrew-Bush, 610.437.5627 ext. 218.**