

**Capital Region Workforce Partnership (CRWP)**  
**Workforce Development Board (WBD)**  
**Workforce Innovation and Opportunity Act (WIOA) Service Policy #SP 102**

**On-the-Job Training**

**References:**

Workforce Innovation and Opportunity Act (WIOA), Final Rule, Section 134(c) (3)(h),  
20CFR 680.530, 20 CFR 680.700 -20 . CFR 680.740

**Effective Date:** December 15, 2017

**Replaces:** Resource Management Policy #4

**Purpose**

To establish requirements for supporting On the Job Training as a vehicle for supporting the skill needs of Employers and as a vehicle for assisting WIOA enrolled individuals enter employment.

**Policy Statement**

The Capital Region Workforce Development Board recognizes the value of OJT as an effective employment and training tool that supports needs of both the employer and job seeker. This policy shall outline the definitions and other details for use by contracted service providers in developing and executing OJT opportunities in the Capital Region.

**Definition:**

The term “on-the-job training” (OJT) means:

Training provided by an employer to a WIOA referred and hired enrollee who is hired and will be paid by the employer while the employee is engaged in learning specific skills related to the job for which he/she was hired.

OJT will require a written agreement between the Resource Workforce Center program provider and the employer which details the specific and agreed upon training period and identifies the specific knowledge, skills and capabilities the trainee will learn in order to achieve full and adequate performance on the job.

The OJT Agreement further stipulates the portion of the trainee’s salary that the employer may reimbursed as the extraordinary cost of providing training and additional supervision to the trainee.

**Duration of OJT Activities:**

OJT agreements will be limited to the period of time required for the employee to become proficient in the job for which the training was designed.

In determining the appropriate length of time of the training, consideration will be given to the skill requirements of the job, the academic and occupational skill level of the employee, the prior work experience of the employee, and the participant’s individual service strategy.

Program provider staff will use the Dictionary of Occupational Titles, Standard Vocational Practices code as the guideline, or other similar resources, in determining the duration of an OJT training period. The methodology must be documented in the case file.

**Payment of the Agreed Upon Reimbursement to the Employer:**

Employers will be compensated in accordance with the agreed upon reimbursement amount based on the hourly wage of the participating employee.

**Contract amounts will be limited to maximum reimbursements as follows, unless a waiver is granted by the Workforce Development Board Director:**

<b>Occupations related to:</b>	<b>Maximum Amount</b>
<b>Tier I Targets: Educational Services; Healthcare; Manufacturing; Professional, Scientific, and Technical Services and Transportation and Warehousing (logistics)</b>	<b>\$10,000</b>
<b>Tier II Targets: Administrative and Support; Construction; Finance; Hospitality and Retail</b>	<b>\$8,000</b>
<b>Occupations for which the Virginia Employment Commission projects at least 1% annual growth; or those supported by a recent economic development announcement</b>	<b>\$6,000</b>
<b>Occupations supported by a written letter from an employer committing to hire</b>	<b>\$5,000</b>

Employers with fewer than 50 employees will be reimbursed at rate of 75% of wage costs.

Employers with 50 or more employees will be reimbursed 50% of wages costs.

To request the reimbursement, the employer will need to send the appropriate time record or other verifiable payroll records and documentation including signatures of the employer and employee for each month or week of participation depending on the duration of the training and a statement of progress made in achieving proficiency.

**Eligible Employees:**

OJT is limited to those workers who:

- (a) Are a new hire to the company from referrals who require on the job training as the means of learning the job for which they were hired. The individual hired must have a WIOA Individual Service Strategy which identifies OJT as the most appropriate training methodology for the individual and the activity has been properly entered in the VOS system; or
- (b) An individual already employed by the employer that is not earning a “self-sufficient wage” as determined by the Capital Region Workforce Development, and for whom newer or enhanced skills will result in promotion and/or higher wage employment opportunities within the same company.

**Eligible Employers:**

- (a) May be public, private non-profit or private for profit
- (b) Must have the personnel to provide adequate supervision and training
- (c) Must be willing to provide the agreed upon hourly training wage and agree to continue the trainee as an employee after the training period has ended.
- (d) Must provide the benefits and working conditions at the same level and to the same extent as other trainees or employees working a similar length of time and doing the same type of work
- (e) Must not have a history of or pattern of failing to provide OJT trainees with continued long-term employment with wages, benefits, and working conditions that are equal to those provided to regular employees who have worked a similar length of time and are doing the same type of work
- (f) Must not have relocated from any location in the United States within 120 days, if the relocation resulted in any employee losing his or her job at the original location, and
- (g) Must not use OJT assignments to displace regular employees, or to replace any employee on layoff.
- (h) Must be willing to enter into a written agreement for the training that must include an outline of the competencies/skills to be taught and mastered as a condition of the OJT activity for each employee participating, and
- (i) Must be willing to submit a monthly time record and information about the progress of the employee in completing the training to secure the OJT reimbursement.

**Performance Information:**

The program operator will be required to provide performance information by company and number of participating employees monthly to the Workforce Development Board.

This information will be used to provide information to potential enrollees about the OJT activities, and will be used by the customer to make decisions about the type of training they would like to access.

**Signed By:**



Executive Director