

**Call Now!!
No Cost
No Obligation**

To obtain information for the On-The-Job Training Program contact the local Alabama Career Center at the location listed below.

Alabama Career Center:

- Equal opportunity employer/program
- Auxillary aids and services are available upon request to individuals with disabilities.

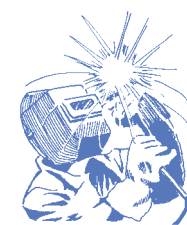


OJT GOALS

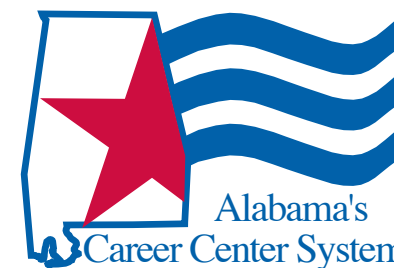
- The ultimate goal of OJT is permanent employment upon successful completion of training.
- Place trainees in occupations that enhance long-term employment.
- Build a skilled workforce for a growing Alabama economy.

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WIA ALABAMA DEPARTMENT OF
ECONOMIC AND COMMUNITY AFFAIRS
WORKFORCE INVESTMENT ACT WORKFORCE DEVELOPMENT DIVISION



ON-THE-JOB TRAINING (OJT) PROGRAM



ROBERT BENTLEY, GOVERNOR

New Hire On-The-Job-Training

There are two On-the-Job-Training programs: New Hire and Performance-Based Training. Funded by the U.S. Department of Labor, the Workforce Development Division of ADECA administers the On-the-Job Training Program. The OJT program gives individuals an opportunity to learn job skills and allows employers to train new employees while saving money on training costs. A Business Service Representative and the employer will create a training plan that defines training objectives and goals for the trainee(s).

The new hire OJT program allows an employer to receive up to fifty percent reimbursement of hourly wages paid to a trainee. This reimbursement serves as an incentive to encourage employers to hire individuals who do not have all the required skills for a particular job.

The negotiated training period can range from 6 to 26 weeks based on the skill level of the participant(s) and the training occupation.

The OJT program is designed to fulfill the employment needs of local employers by providing a trained workforce while increasing productivity and profits.

OJT trainees must be paid at least \$8.00 per hour in non-metropolitan counties and \$9.00 per hour in metropolitan counties, the same wage as other entry-level employees in the same occupation.

The New Hire OJT agreement allows an employer to hire new workers and train them in skilled positions, with a goal of permanent employment upon successful completion of training. Trainees are placed in positions/occupations that will enhance long-term employment opportunities.

Performance-Based On-The-Job Training

Performance-Based On-the-Job Training Agreements are designed to offer training for a large number of employees for a short period of training time. This includes skilled and/or unskilled workers when time is of the essence (need trained employees fast).

Training hours, training plans, number of trainees, and **cost and wages are negotiated** through the Workforce Development Division (WDD) of ADECA on a case-by-case basis. All Performance-Based agreements are based on the employer's needs at the time.

The Business Service Representative assisting the employer with the agreement must submit a letter to WDD's Alabama Workforce Investment Area Section with the following information:

- Employer's business name
- Number of employees to be trained
- Time period recommended for training
- Job descriptions
- Wages per hour

The employer is eligible to receive reimbursement for training after the employee's completion of training **plus** one day.



Employer Benefits

- Employers may receive up to 50% for reimbursement of trainees' hourly wages.
- Employers make all hiring decisions.
- Employers tailor all training.
- Employers save recruiting, screening and training costs.
- Length of training is negotiable.
- Minimal paperwork for the employer.
- Increased cash flow and profits.
- No cost for OJT services.

GENERAL REQUIREMENTS

- Trainees must meet Workforce Investment Act (WIA) eligibility requirements.
- Employers must have Workman's Compensation or approved on-site accident insurance.
- Training agreement must be approved before trainees begin to work.
- Full-time employment is generally required.
- Employer must provide a wage of at least \$8.00 an hour for non-metropolitan counties and \$9.00 an hour for metropolitan counties in Alabama as designated by the Lower Living Standard Income Level (LLSIL).
- Trainees receive the same wages and benefits as other employees holding the same or similar positions.
- Trainees abide by the same company policies as other employees.