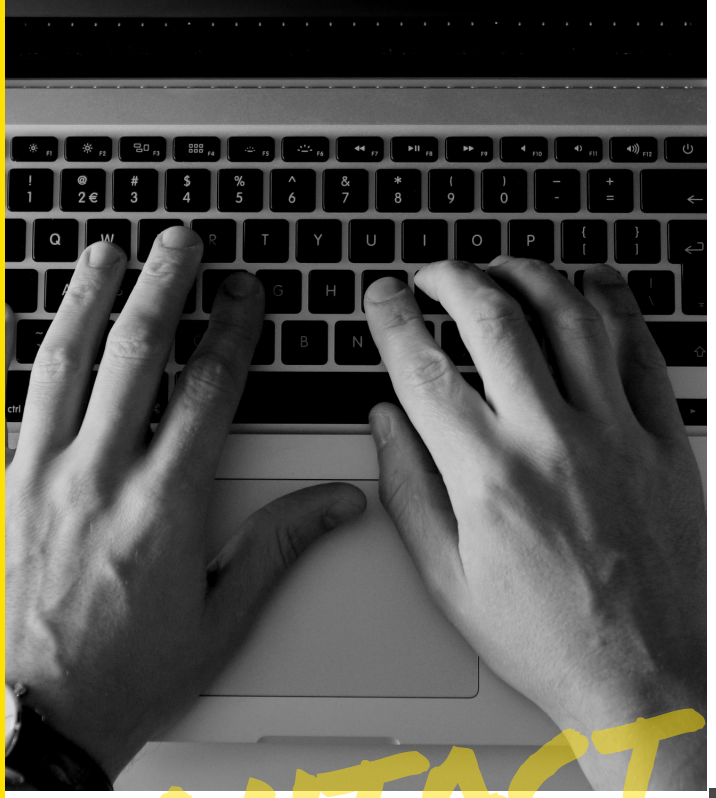
# REQUIREMENTS

- Trainees must meet the Workforce Innovation and Opportunity Act (WIOA) eligibility requirements.
- Employers must have Workers' Compensation or approved on-site accident insurance.
- Trainees cannot begin work/training until the OJT agreement is approved by the Workforce Development Division (WDD).
- Trainees must not be currently working for the employer.
- Full-time employment is required.
- Employer must provide a wage of at least $9.00 per hour for non-metropolitan counties and $10.00 per hour for metropolitan counties.
- Trainees must receive the same wages and benefits as other employees holding the same or similar positions.
- Trainees must abide by the same company policies as other employees.

Alabama Career Center System

MADE IN ALABAMA

ALABAMA WORKS!



CONTACT

## YOUR LOCAL ALABAMA CAREER CENTER

LABOR.ALABAMA.GOV/CAREERCENTERS.ASPX

*The OJT program is an equal opportunity employer program. Auxiliary aids and services are available upon request to individuals with disabilities.*

ALABAMA
CAREER CENTER SYSTEM

ALABAMA
DEPARTMENT OF COMMERCE

WORKFORCE
DEVELOPMENT DIVISION

WORKFORCE INNOVATION
AND OPPORTUNITY ACT

OJT

# ON THE JOB TRAINING

GOVERNOR KAY IVEY



# NEW HIRE OJT

There are two types of On-the-Job Training (OJT) programs: New Hire and Performance-Based. Funded by the U.S. Department of Labor, the Alabama Department of Commerce administers the OJT program which gives individuals an opportunity to learn new job skills and allows employers to train new employees while saving money on training costs. A Business Service Representative (BSR) with the Alabama Career Center System works with the employer to create a training plan that defines objectives and goals for the trainee(s).
The OJT program is designed to provide reimbursement to employers for the extraordinary costs associated with the hiring and training of individuals eligible for these services. This reimbursement serves as an incentive to encourage employers to hire individuals who do not have all of 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 New Hire OJT agreement allows an employer to hire new workers in skilled positions and train them with a goal of permanent employment upon successful completion of training.






## EMPLOYER BENEFITS

- May receive up to 75% reimbursement of trainees' hourly wages (see box below)
- Employers make all hiring decisions
- Employers customize all training
- Saves recruiting, screening, and training costs
- Length of training is negotiable
- Minimal paperwork
- Increased cash flow and profits
- No cost for OJT services

**ADULT AND YOUTH OJT AGREEMENTS**
**1-50 EMPLOYEES**
**UP TO 75% REIMBURSEMENT**

**DISLOCATED WORKER OJT AGREEMENTS**
**1-200 EMPLOYEES**
**UP TO 75% REIMBURSEMENT**

**PUBIC SECTOR/NON-PROFIT OJT AGREEMENTS**
**50% REIMBURSEMENT**

***50% REIMBURSEMENT FOR ALL OTHER BUSINESSES***

## PERFORMANCE BASED OJT

Performance-Based OJT 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 employers need trained employees fast.
Training hours, training plans, number of trainees, cost, and wages are negotiated through the Department of Commerce on a case-by-case basis. All performance-based agreements are based on the employer's needs at the time.
The employer is eligible to receive reimbursement for training after the employee's completion of training plus one day.
The Career Center BSR assisting the employer with the agreement must submit a letter to the WDD with the following information:

- Employer's business name
- Background information on the employer
- Number of employees to be trained
- Hiring positions
- Time period recommended for training
- Job descriptions
- Wages per hour / per position