

**Employment Security Department
Career Scope On-the-Job Training (OJT) Standards
January 14, 2013**

The following are the established standards and required steps that apply to all activities associated with a Career Scope On-the-Job Training (OJT) Program. Staff must adhere to the standards and are encouraged to be pro active in their service delivery to exceed the standards. Staff are also encouraged to provide input on how these standards can be made clearer for easier understanding, use, and achievement.

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| 2 | Eligible employers for OJT's are: 1. Private Companies or Corporations 2. Non-profit companies of corporations 3. Public agencies without records for the participant | Ensure employer meets initial eligibility to conduct OJT according to the OJT Terms and Conditions | WorkFirst Handbook Chapter 4.3.1 |
| 3 | Occupations for OJTs must have a high potential for sustained demand or growth. | Make the determination using available resources that the OJT meets these requirements and document the justification for the OJT in employment notes in eJAS. | WorkFirst Handbook Chapter 4.3.2 |
| 4 | The three required documents for a completed OJT contract are: 1. WorkFirst OJT Training Master Agreement 2. WorkFirst OJT Terms and Conditions 3. OJT Training Contract (written in JAS). | Complete required documents and get all required signatures and dates prior to the start of the OJT. The signature of the Supervisor or Manager must be obtained before the employer or counselor signs the contract. The Supervisor or Manager must review and approve the contract and ensure policy is followed by checking for \$12 hour, should the employer offer one or any combination of the following, the \$12 per hour wage may be waived by an OJT ETR, those options are: Employer provides medical coverage, Employer provides dental coverage, Employer provides retirement benefits, Employer offers a defined career pathway with set wage increase milestones (to be included in the OJT ETR request) wage requirement, wage increases, length of contract, and any Release Time Training (RTT). | WorkFirst Handbook Chapter 4.3.2 |

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| 5 | Employer may not receive subsidies for more than 25% or 1 in 4 of the employer's workforce. | | Determine the number of the employer's subsidized workforce prior to contract completion. If above 25% subsidized employee, obtain an ETR before writing the contract. Examples of subsidized employees include participants with an OJT from programs such as WIA, Vets, Department of Commerce work programs. | WorkFirst Handbook Chapter 4.3.3 |
| 6 | Employer is involved in the creation of the OJT Contract | | Explain the purpose of the OJT to the employer and their training responsibilities. | WorkFirst Handbook Chapter 4.3.3 |
| 7 | Wages for OJT must be at least \$12.00 per hour or combination of the following, the \$12 per hour wage may be waived by an OJT ETR, those options are: Employer provides medical coverage, Employer provides dental coverage, Employer provides retirement benefits, Employer offers a defined career pathway with set wage increase milestones (to be included in the OJT ETR request) | | Regions may elect to increase the minimum amount based on their labor market. | WorkFirst Handbook Chapter 4.3.2 |
| 8 | OJT must be for fulltime employment. Full time employment is defined as 32-40 hours per week. | | | WorkFirst Handbook Chapter 4.3.1 and 4.3.2 |
| 9 | OJT can be for up to 12 weeks | | Consider potential enrollment into Career Scope Services based on unsubsidized employment date. | WorkFirst Handbook Chapter 4.3.2 |
| 10 | Reimbursement can be up to 50% of the participant's total gross wages for hours worked; Release Time Training (RTT) 50%. | | | WorkFirst Handbook Chapter 4.3.2 |
| 11 | Reimbursement is for regular work hours only, no holiday, vacation or overtime hours | | | WorkFirst Handbook Chapter 4.3.2 |

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| 12 | Any wage increase must be built into the original contract | | | WorkFirst Handbook Chapter 4.3.2 |
| 13 | The employer must have adequate resources to provide OJT training. | | Determine employer has the facilities, personnel, and equipment to facilitate the training | WorkFirst Handbook Chapter 4.3.3 |
| 14 | Contract must list specific occupational skills the employer will teach | | | WorkFirst Handbook Chapter 4.3.2 |
| 15 | Meet wage progression requirements | | Ensure the contract properly reflects the skills to be learned and the higher wages for a wage progression OJT | WorkFirst Handbook Chapter 4.3.2 and 4.3.5 |
| 16 | ESD WF Supervisor reviews the contract prior to being signed by employer and counselor and implemented. | | Ensure contract: 1. Lists specific skills to be trained. 2. Gives time required to learn new skills. 3. Wage starts at \$12 hour wage or more if the employer is offering one or any combination of the following, the \$12 per hour wage may be waived, with an OJT ETR: Employer provides medical coverage, Employer provides dental coverage, Employer provides retirement benefits, or Employer offers a defined career pathway with set wage increase milestones. 4. Complies with OJT Policy and Terms and Conditions. Supervisor or Manager must document the contract review and approval in eJAS notes. | WorkFirst Handbook Chapter 4.3.2 |
| 17 | Training can not start until the employer and the ESD representative have signed the contract | | Ensure contract is signed before training starts. | WorkFirst Handbook Chapter 4.3.2 |
| 18 | Do not contract for an OJT for occupations with other funding sources | | For instance, The Dept of Labor has provided some nursing homes funds for training CNAs. Apprenticeships are not appropriate for OJT because they already are a training position. | WorkFirst Handbook Chapter 4.3.2 |

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| 19 | A copy of all signed and completed OJT Contract Packages are sent to ESD WorkFirst Admin Unit within 3 business days of obtaining all signatures. | | Contracts signed by the ESD supervisor and ESD representative and the employer. The package includes the WF On-The-Job Training Master Agreement, WorkFirst On-The-Job Training Terms and Conditions, and the OJT contract. | WorkFirst Handbook Chapter 4.3.2 |
| 20 | All training reimbursements are made to the employer at the time of receipt of appropriate time and payroll records and signed voucher. | | Utilize copies of ESD OJT time sheets and payroll records signed by the employer and the participant to determine hours to reimburse. Attach signed time sheet and payroll records to the voucher. | WorkFirst Handbook Chapter 4.3.3 |
| 21 | WF funds are not to be used to compensate participant if employer fails to pay. | | Wage issues are to be addressed through L&I. | WorkFirst Handbook Chapter 4.3.3 |
| 22 | Contract monitored regularly | A | All OJT's will be monitored regularly to ensure training objectives are met and all parties are satisfied with the progress. | WorkFirst Handbook Chapter 4.3.4; ICM (How to Create OJT Contract, Step 38) |
| | | B | Make visits to the OJT site during the 1st, 3rd, 7th and 11th week. Meet with both participant and employer. | |
| | | C | Record in eJAS employment notes - progress towards goals, concerns and solutions. | |
| | | D | Record reasons for ending OJT early | |
| 23 | Wage progression OJT allows a currently employed participant to leave TANF with a higher paying job | A | Establish a wage progression OJT in a job with increased wages and benefits | WorkFirst Handbook Chapter 4.3.5 |
| | | B | Establish Wage progression OJT with a new employer or in a new job with the same employer. | |
| | | C | Establish OJT that provides training to obtain key job skills essential to obtaining the wage progression. | |
| 24 | Release Time Training (RTT) may be provided by someone other than the employer to provide classroom or skills training | A | Determine if RTT would enhance skill building | WorkFirst Handbook Chapter 4.3.7 |
| | | B | A community college or other professional organization may offer this training | |
| | | C | Reimburse employers 50% for wages during the hours the participant is in the RTT | |

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| | | D | Support services may cover the cost of the training and for books and supplies | |
| 25 | Support services may be provided post TANF while participant is working in the OJT | | Determine if support service are appropriate in accordance Handbook Chapter 2.2 and Internal Controls Manual. | WorkFirst Handbook Chapter 2.2 and Internal Controls Manual |