

On-the Job (OJT) Policy

We recognize that the most important service that we provide to business is a system that can aid in identifying and hiring employees who have both the work experience and work ethic to productively contribute to the profit line of the businesses that hire them. Therefore, on-the-job training (OJT) will be an allowable activity in the Ozark Region for adults, dislocated workers, youth, TANF and other grant populations as appropriate and approved.

This policy has been established to provide guidance to staff. It adheres to the Workforce Innovation and Opportunity Act and DWD Issuance 21-2017.

OJT is a training option used by participants to achieve training and placement goals. The Workforce Innovation Opportunity Act (WIOA)² defines OJT as:

“... training, by an employer, provided to a paid participant while engaged in productive work in a job that—

- (A) provides knowledge or skills essential to the full and adequate performance of the job;*
- (B) is made available through a program that provides reimbursement to the employer of up to 50 percent of the wage rate of the participant, except as provided in section 3174(c)(3)(H)⁴ of this title, for the extraordinary costs of providing the training and additional supervision related to the training; and*
- (C) is limited in duration as appropriate to the occupation for which the participant is being trained, taking into account the content of the training, the prior work experience of the participant, and the service strategy of the participant, as appropriate.”*

Participant Eligibility

Trainee eligibility will be determined by Workforce Development Specialists, dependent upon the program of funding. They will utilize assessments and the Individual Employment Plan (IEP) of each candidate to ascertain if a training requirement is included that could be met by OJT.

Employer Eligibility

It is our intention to provide OJTs to new, expanding, and long-established businesses with small to large employee numbers targeting the industry sectors established by the Workforce Development Board. A Businesses Service Representative shall establish working relationships with area employers to determine they are in the targeted industry sectors, do not have seasonal employment, have full time positions as defined as 32 hours or more, pay a self-sustainable wage, and meet any other requirement set forth in the OJT manual.

Approved by the WDB and CLEO 12/12/18.