

On-the-Job Training

Get reimbursed up to **50%** towards the cost of training new hires



Tell Us About Your Open Positions

Tell us about your business, the type of candidates you're looking for, and the positions you offer. We can even make a site visit to get a feel for your company culture.



Create a Customized Training Program

We can help you develop a training plan for your new hires. If you already have one in place, you can send it to us for review!



Train Your New Employee

Welcome aboard your new employee to training, while getting reimbursed on a monthly basis!



Pennsylvania
CareerLinkSM
Lackawanna County

Frequently Asked Questions

Q: As an employer, do I qualify for the OJT Program?

A: As long as your positions are full-time, permanent, pay a minimum of \$10.00/hr, and provide medical benefits. We can do an OJT!

Q: How much I'll be reimbursed?

A: You will be reimbursed for 50% of your new hire's wage towards the specified training hours. For example, if the employee is paid \$10.00 /hr for a 1000 hour training period, you'd be reimbursed \$5000. ($\$5 \times 1000 \text{ hrs} = \5000)

Q: Where can I find OJT candidates to fill my positions?

A: PA CareerLink[®] Lackawanna County staff can refer eligible OJT participants to employers. Also, employers can refer any applicants to PA CareerLink[®] staff for an OJT eligibility screening.

Q: Will I be asked to provide any documentation?

A: To participate in the OJT Program, employers will be asked to provide Certificates of up-to-date Worker's Comp and Liability insurance.

Q: How do I get started?

A: Contact a Business Services Rep for more information or to get started!

Ralph Grudinski - Business Service Rep

- (570) 963-4671 ext 3065
- rgrudinski@edsisolutions.com

Allison Korteway - Business Service Rep

- (570) 963-4671 ext 3007
- akorteway@edsisolutions.com

Jodi Rosengrant - Youth Business Service Rep

- (570) 963-4671 ext 3040
- Jodi.Rosengrant@EquusWorks.com

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On-the-Job Training (OJT) is a federally-funded program created to reduce the cost of new hire training for employers!



WHAT IS OJT?

OJT reduces the cost of new hire training by reimbursing employers 50% of a new hires' wage, approximately \$5,000. The OJT may last no longer than 6 months, and reimbursement occurs on a monthly basis upon receipt of an invoice and performance review. All paperwork must be completed *prior* to the first day.



WHO IS ELIGIBLE FOR OJT?

PA CareerLink® Lackawanna County Staff can refer eligible OJT participants to employers. Also, employers can refer any applicants to PA CareerLink® office staff for an eligibility screening. Eligible applicants must either be currently collecting unemployment benefits, or meet low income guidelines to qualify for OJT.



HOW DOES OJT WORK?

The position must be full-time, permanent, pay a minimum of \$10.00/hr, and provide medical benefits. The applicant cannot have extensive, prior experience in the position for which they are hired, and cannot be a previous employee of the business. Holidays, vacation, sick time, and over time are non-reimbursable hours.



WHERE DO I GET STARTED?

For more information, please call or email a Business Service Representative listed below!

Ralph Grudzinski - Business Service Rep

- rgrudzinski@edsolutions.com
- (570) 963-4671 ext 3065

Allison Korteway- Business Service Rep

- akorteway@edsolutions.com
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Jodi Rosengrant- YA Business Service Rep

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Equal Opportunity Program Employer. Auxiliary aids and services upon request to individuals with disabilities.

ON-THE-JOB TRAINING (OJT) FACT SHEET

Hiring qualified individuals will result in companies receiving a 50% wage reimbursement to offset training costs during the initial training period. This is a win-win situation for employers and individuals. Call us before you hire to see if you qualify for these training resources.

- The occupation offered must be in a high priority occupation as identified by the Commonwealth of PA.
- On-the-Job-Training (OJT) is provided under a contract with an employer in the public, private non-profit or private sector. Through the OJT contract, occupational training is provided for the Workforce Innovation Opportunity Act (WIOA) participant in exchange for reimbursement, typically 50% of the wage rate for the participant, for the cost of providing training and supervision related to training.
- The OJT contract is limited to a period of time required for the participant to become proficient in the occupational training being provided.
- The length of the contract is determined by the skill requirement of occupation, academic and occupational skill level of the participant and his/her prior work experience.
- A Job Order for the processed position must be posted on the Commonwealth Workforce Development System (CWDS).
- The employer worksite must comply with all state and federal regulations including health, safety, ADA, EEO, etc. as applicable.
- Position offered must be permanent and pay a minimum of \$10.00 per hour with health benefits offered.
- Training funds cannot be utilized if the new hire would displace any currently employed worker, any employee that is on layoff from the same job as the new hire, or if the job created infringes in any way upon the promotional opportunity of a currently employed worker.
- OJT Contracts must not impair existing contracts for service or collective bargaining agreements.
- An OJT contract will be created explaining the details of the program and will include items such as: the training outline developed by the company, start date, agreed upon length of training time (the number of hours or weeks your company will be reimbursed), and the total amount of funding expected.
- The agreement will begin the day the training starts. Orientation, holiday, vacation, sick leave and overtime are not included as reimbursable hours.
- Invoices will be provided on a monthly basis to track and submit training time for reimbursement. Invoices require the company signature and should be forwarded back by the appropriate agency (as listed below) by the 5th of the subsequent month.
- Progress reports must also be done on a monthly basis and require signature of both employer and participant.

The company is required to:

- Monitor and support the newly hired employee while in training.
- Commit to retain the new hire as a permanent employee upon satisfactory completion of the training program.
- Notify the office if the new hire leaves or is terminated while in training.
- Notify the office if the new hire is not performing work to the company expectations for intervention purposes.

Should you have any questions, please contact a member of our Business Service Team:

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 Equal Opportunity Employer/Program