

Workforce Solutions On-the-Job Training Fact Sheet

On-the-Job Training (OJT) provides a unique opportunity for business to receive partial reimbursement of employee wages for training a full-time employee.

The training must be job-specific with a focus on the attainment of knowledge and measurable skills essential to the job. A percentage of the trainee wages are reimbursed to the employer for the extraordinary costs of providing the training, reduced productivity, and additional supervision related to the training. The percentage of reimbursement varies from 50 to 90 percent depending on the funding source and the size of the employer. The length of training is limited in duration appropriate to the occupation for which the trainee is being trained and taking into account the content of the training and the prior work experience of the trainee. The maximum length of an OJT contract is six months.

OJT contracts may be written for currently employed workers if the employee is not earning the Board's self-sufficiency wage and the new position will result in a wage that leads to a self-sufficiency wage and the job relates to the introduction of new technologies or new production or service procedures, upgrading to new jobs that require additional skills, or workplace literacy.

A trainee must have been certified by a Career Counselor as eligible to participate prior to starting an OJT position. If the OJT is for a new hire, the business may not employ the trainees prior to the start date of the contract. For currently employed workers, eligibility must have been determined prior to the start of training.

Restrictions

Employed workers cannot be displaced by an OJT trainee (including partial displacement such as reduction in the hours, etc.) Additionally, OJT positions cannot be filled when regular employees are on layoff or have been recently terminated from the same job if the business intended to fill the vacancy by hiring a trainee whose wages are subsidized.

OJT positions may not involve political activity, sectarian instruction or religious worship.

How to apply

Complete an application for On-the-Job Training for your business. Applications can be obtained from a Business Solutions Representative or at <http://www.wfsolutions.org> under the Employer Tab/Resources.

All applications will be reviewed within 10 days of receipt. You may give the application to a Business Solutions Representative or mail the application to: OJT: 3101 W. Business 83, McAllen, Texas 78501.

If your application meets the requirements, you will then receive referrals of eligible individuals who meet your minimum qualifications.

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Auxiliary aids and services are available upon request to individuals with disabilities Relay Texas: 1-800-735-2989 (TTY); 1-800-735-2988 (Voice); 1-800-622-4954 (Español)
Click: WFSolutions.org ● Twitter: @WFSolutions ● Facebook: /WFSolutions & /RGVOP ● E-mail: info@WFSolutions.org ● Call: (877) 687-1121