

On the Job Training National Emergency Grant

This is a unique opportunity for employers (only available from 9/1/10 through 6/30/11!)

PROGRAM PURPOSE

To provide an opportunity for WIA (Workforce Investment Act) eligible people to gain the knowledge and skills necessary for long-term meaningful employment. Employers are reimbursed for the extraordinary costs of training individuals who do not possess all the skills needed at the time of hire.

ADVANTAGES TO USING THE OJT PROGRAM

- Cuts the cost of wages for employers up to 90% during the training time.
- Reimbursement rate is based on the following scale:
 - A. Employers with 50 or less employees = 90%
 - B. Employers with 51-250 employees = 75%
 - C. Employers with > 250 employees = 50%
- Reduces the employer's costs for advertising and recruitment.
- Allows employers to make all hiring and firing decisions.
- Guarantees a quick referral process.
- Requires minimal paperwork.
- May involve a single placement, a number of people for one type of job, or a variety of jobs.

HOW IT WORKS

1. An employer meets with a WIA Title I representative to develop a job order indicating what type of people the employer desires and the screening method preferred to evaluate potential candidates (resumes, applications, interviews, etc.)
2. Post the job on the CareerLink system
3. A search is then conducted of the eligible applicant pool for people who matches the characteristics set by the employer. The employer is then provided the information about potential candidates in the manner in which they have requested.
4. The employer decides whom they want to hire and a possible start date. The WIA Title I staff is notified about the circumstances of the hire.

The employer and the WIA Title I staff negotiate a contract, which includes a training plan, length of training and costs to be reimbursed to the employer for providing the training. **It is important to note that this contract MUST be in place BEFORE an eligible client begins working or the opportunity to secure funding will be lost.**

GUIDELINES OF THE OJT PROGRAM

Position must be a full-time (non-seasonal) position that guarantees at least 30 hours per week. The minimum hourly rate must be equal to or exceed the region's self-sufficiency level, as determined by the Commonwealth. Equates to at least \$9.96 per hr for 40-hour position.

Eligible clients who are hired must be treated in the same manner as all other employees (same wages, opportunity for advancement, company policies/procedures, etc.) OJT employees can be fired for justifiable reasons just like any other employee with no penalty to the employer.

Employers are reimbursed up to 90% of the base hourly wage rate for up to 960 hours of training. Training hours are assigned during the contract negotiation based on the complexity of the training required.

GENERAL CHARACTERISTICS OF THE APPLICANT POOL

- Long term (22 weeks or more) unemployed from a job through no fault of his or her own due to a plant closing or downsizing.

EMPLOYER INFORMATION

The employer should have the following information available in preparation for the meeting with the WIA Title I staff to negotiate a contract:

1. Job description for each position
2. How many people will need to be hired in each position
3. The name and qualifications of the trainer
4. Taxpayer Identification number (TIN)/ Federal ID number
5. Valid Workman's Compensation information, Huntingdon Employment and Training will be need to be listed as a certificate holder for cancellation notification purposes only
6. If the company is incorporated, the contract will require 2 corporate signatures and a corporate seal.
7. If a union represents the company, the contract will require the signature of the union's designated representative.

For more information contact the PA CareerLink Huntingdon County:

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