

## **ON-THE-JOB TRAINING (OJT) PROGRAM**

### **What is On-the-Job Training (OJT)?**

It is an agreement between a qualified employer and Greenville County Workforce Development to provide occupational training to Workforce Investment Act (WIA) participants. The Employer will be reimbursed up to \$5,000 per Trainee or 50% of each Trainee's gross earnings during the Training Period, whichever is less (for approximately 12 weeks after hire dependent upon the training requirements). The reimbursement rate may vary based on cost of pre-employment training, hourly rate, or other relevant factors.

### **Who are WIA participants?**

Individuals who have lost their jobs due to layoffs or plant closures as well as individuals who are seeking employment for other reasons, and have utilized employment and training services offered through the Workforce Investment Act One-Stop System.

### **Who are qualified employers?**

Public, private non-profit, or private sector employers, located within the County of Greenville are qualified to participate in the Greenville WIA OJT program. OJT agreements will not be issued to employers that have previously failed to meet the requirements of the OJT program or compliance with Federal, State and local laws, rules and regulations, which deal or relate to employment.

### **What are the employer responsibilities?**

Read and sign a written agreement\* with Workforce Development, which states the terms of the OJT. Employers provide training participants with continued long-term, full-time employment with wages, benefits, and working conditions that are equal to those provided to regular employees who have worked a similar length of time and are doing the same type of work. Employers are not mandated to retain OJT hires for any specified period of time; rather, it is the primary goal of this program for employment to continue long after the OJT agreement expires.

\* The written agreement must be signed and received by Workforce Development prior to the participant's date of hire.

### **How do employers receive wage reimbursement?**

After a written OJT agreement is established, Workforce Development reimburses one-half of the total payment when training is completed if the Trainee is still employed and expected to work at least thirty (30) hours per week. The remainder of the payment will be made at the end of an additional Retention Period of three months. Workforce Development must approve all Trainees and the Training Plans prior to the beginning of the training period. Payments may be requested on the day Training is completed and when the Retention Period is completed. Payments must be requested within thirty (30) calendar days after the end of the Training or Retention Period, using the OJT Invoice form. Late invoice submission may void payment rights. Workforce Development staff will help prepare invoices.

For more information about the Greenville County Workforce Development OJT program, please contact the Greenville One-Stop Business Services at 467-3620.