



ON-THE-JOB TRAINING

Information for Employers

OJT Goals

- Get job-seekers back to work via occupational training.
- Bridge gaps between current skills and skills required for the new job.
- Promote self-sufficient employment and career advancement.
- Add staff capacity, productivity, and training at a reduced cost to the employer.



Training Period

The length of the training period is determined by :

- Skill requirements of the occupation.
- Academic and occupational skill level of the participant.
- Prior work experience of the participant.
- The participant's individual employment plan.



What is OJT?

OJT is a highly beneficial, earn-as-you-learn training option that SWWDB can offer local employers and job-seekers. Funded through the Workforce Investment Act (WIA), OJT allows employers to provide training to a paid participant – their worker – who engages in productive work.

SWWDB and the employer will identify the gap between a person's skill set and the job requirements and the time needed for the person to become fully productive. OJT contracts periods typically run between six weeks and six months in length.

OJT is a method through which employment of WIA-eligible persons is encouraged by offering partial wage reimbursement to employers for extraordinary costs incurred while training a new employee and during the period which the employee is not fully productive.

Reimbursement rate is based upon the size of the employer's total workforce in the SWWDB region:

- 1-49 employees = up to 90%
- 50-249 employees = up to 75%
- 250+ employees = up to 50%

The reimbursement is considered as partial compensation for extraordinary costs associated with training a new employee.

A "win" for your company!

- Your training — your way!
- Reduce the cost of training and supervision for new employees.
- Trained at your worksite, allowing you to fully assess the development of the trainee's skills.
- Employees develop proficiencies they can immediately utilize in your workplace.
- As trainees broaden their skills, you'll observe increased company productivity.
- Receive referrals, interview as many candidates as you desire, and select your candidate.
- Participants are pre-assessed for occupational and employer suitability.
- The OJT process is kept easy and requires minimal paperwork.

OJT Contract

OJT contracts are intended to provide WIA-enrolled dislocated workers (who may not possess all the skills required for the position) an opportunity to gain employment and be trained for today's new technologies and procedures. It is imperative that the OJT process and contract be in place before a job offer to the candidate.

What's included in the contract?

- The position the OJT trainee will assume.
- The skills and competencies the trainee will learn in order to become proficient in the position.
- The reimbursement rate, expressed as a portion of the wage and considered compensation for the employer's extraordinary costs of training. Reimbursement is made only for regular hours worked (no sick time, vacation, holidays, overtime, etc.).
- The OJT trainee is hired as a regular, full-time (32+ hours per week) employee and will be paid wages similar to those in similar jobs.
- The employer will retain the OJT-funded employee for a minimum of six months after the contract period ends.

About SWWDB

The Southwest Wisconsin Workforce Development Board (SWWDB) is a private, nonprofit corporation dedicated to promoting innovation and providing quality workforce development programs and services to businesses and residents in southwest Wisconsin.

SWWDB is one of Wisconsin's 11 regional boards established by the Workforce Investment Act of 1998 (WIA). SWWDB is responsible for the planning and oversight of the workforce system in Grant, Green, Iowa, Lafayette, Richland, and Rock counties.

All services are driven by the needs of employers and workers and are available through the "one-stop" Job Centers, as well as through our Virtual Job Center — www.jobcenter.org.

SWWDB represents the public-private nature of the workforce system. Its board includes private-sector representatives as well as leaders from education, labor, economic development and other public agencies.

Assessing the Trainee's Skill Gaps

To determine a participant's training needs:

- A complete position description that includes the skills, tasks, and tools specific to the needs of the employer will be created jointly by the employer and SWWDB.
- The participant's current skills are assessed in relation to the occupation.
- A comparison of the trainee's skills with the employer's job description is made in order to identify skill gaps and training needs.
- An estimate of time for the trainee to become proficient at each skill will be determined.
- A detailed training plan is developed.

Training Plan

A training plan will be attached to the OJT contract and include:

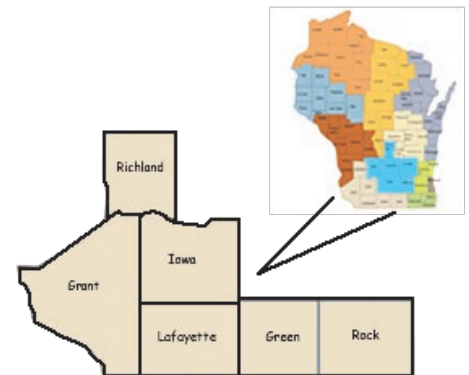
- Occupation title.
- Length of training.
- Reimbursement amount.
- Start and end wage rates.
- Proficiencies to be achieved.
- How training will be provided.

On-Site Monitoring

An SWWDB representative and the employee's WIA case manager will visit the employer and OJT trainee for on-site monitoring.

Are There Any Restrictions?

Employers who have laid-off (and not called back) employees within the past year are ineligible for OJT funds. Other restrictions may apply.



Contact Info

For more information about OJT, SWWDB or any of its business services, please contact:

In Rock and Green counties:

Eric Kuznacic
Business & Employer Services Manager
1900 Center Ave.
Janesville, WI 53546
Phone: 608.741.3502
E-mail: e.kuznacic@swwdb.org

In Grant, Iowa, Lafayette, and Richland counties:

Nancy Flanagan
Business Services Coordinator
1370 N. Water St., P.O. Box 656
Platteville, WI 53818
Phone: 608.342.4220, Ext. 227
E-mail: n.flanagan@swwdb.org



www.swwdb.org

This brochure was developed through funding provided by the Wisconsin Department of Workforce Development.