

## On-The-Job Training

“Our positions require a lot of Food and Drug Administration (FDA) education. It’s tough to find someone with that knowledge. That is where OJT has helped out a lot. OJT sets an expectation for both us as a company and the new hire. It gives us that extra step in our training process to ensure quality and keeps us on track.”

Betsy Madsen, Human Resource Manager, Yogi Tea

### Background and Purpose of On-The-Job Training (OJT)

The purpose of an OJT is to assist businesses in training and retraining skilled, productive workers. On-The-Job training may be used to help offset the costs of training new employees who meet Workforce Innovation and Opportunity Act (WIOA) eligibility guidelines. An OJT Agreement and Training Plan must be in place prior to that employee’s first day of work.

### General Parameters of OJT

Under an established OJT agreement between WorkSource Lane and an employer, a training plan for the employee and a wage reimbursement amount for the employer are agreed upon. Although On-The-Job training plans are specific to the trainee and tailored to the skill sets demanded by the job, below are elements common to all OJT plans.

- Job pays \$15/hour or more and provides at least 30 hours of work a week.
- Limit of \$3,500 per training plan, Minimum training duration of 4 weeks; maximum of 16 weeks.
- Position must be permanent, expected to last at least one year.
- If job is covered by collective bargaining agreement, must have written concurrence.
- Employer cannot have any employees in a layoff status from the same or substantially equivalent position. This is a regulatory requirement.
- Employer must not have relocated from another market where employees were laid off in previous 120 days. This is a regulatory requirement.
- Job provides a benefit package that includes at least medical insurance with an employer contribution toward premiums. *Businesses in Lane County with fewer than 50 employees (includes temporary employees) **and the OJT job pays a minimum of \$17.00 an hour** will be exempt from this standard*
- Exceptions may be made on a case-by-case basis (except for regulatory requirements).

### How can I move forward with OJTs?

If you have a position you feel might meet these guidelines and are interested in learning more about OJT possibilities, please contact:

Jennifer Carrion, 541-686-7520, [jennifer.carrion@lanecountyor.gov](mailto:jennifer.carrion@lanecountyor.gov)

Caitlin Little, 541-686-7521, [caitlin.little@lanecountyor.gov](mailto:caitlin.little@lanecountyor.gov)