

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. 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.

- Full-time employment with a minimum of 30 hours per week
 - Pay \$15 per hour with benefits OR
 - Pay \$17 per hour with no benefits (Lane County businesses with fewer than 50 employees also includes temporary employees)
- 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 (Regulatory requirement)
- Employer must not have relocated from another market where employees were laid off in previous 120 days. (Regulatory requirement)
- Exceptions may be made on a case-by-case basis (except for regulatory requirements)

Ready to get started?

Contact your local OJT team:

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