

## **Northeast Arkansas On-the-Job Training Summary Page**

**This summary is not all inclusive but used to inform interested employers about the program. Acceptance into the program is based on the availability of funds.**

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

On-The-Job Training (OJT) refers to a program of occupational on-the-job training that uses instruction combined with supervised work at the job/worksites to train participants for a particular occupation. It is understood that one of the objectives of this program is to target WIOA eligible Adult & Dislocated Worker (DLW) participants and provide services to those who are most in need and capable of benefiting from the services.

### **How does the employer benefit from OJT?**

Up to 50% of actual wages (not benefits/overtime) of a participant may be reimbursed to the employer. The wage paid and length of time will be stated in the OJT contract.

### **What is some basic information about OJT?**

1. OJT participants must be pre-screened and certified WIOA eligible by ETS, Inc. prior to the employee starting work.
2. OJT requires a signed contract between the employer and ETS, Inc.
3. OJT reimbursement will be available only to employers providing job continuity and security.
4. Any employer violating Local Laws, State Laws, Federal Laws, or WIOA policies and procedures is not eligible for OJT assistance.
5. No OJT contracts will be negotiated with employers on strike, lockout, or general lay-off. If a contract has been negotiated with the employer and one of the above-mentioned circumstances occur, the contract will be terminated.
6. The wage paid to the employee will be a determining factor in the employer participation for the OJT program. No OJT contract will be for a wage less than \$12.50 per hour. The Program Manager may adjust this requirement as needed in writing.
7. Under no circumstances or at any time will payment exceed fifty (50%) of actual wages of a participant but may be for a lesser agreed upon percentage per TEGL 19-16.
8. OJT contracts will not be negotiated in the following situations: a. Industries with a substantial number of experienced and able workers who are currently unemployed or on lay-off. b. Specific industries demonstrating excessive labor turnover in their employment histories. c. An industry or part thereof, that has relocated within the past 120 days. d. The employer may not displace any currently employed workers (including partial displacement i.e. reduction in hours of non-overtime work, wage or employment benefits) or infringe on promotional opportunities by using OJT participants.

### **What Occupations are eligible?**

1. The training occupation must be determined valid and involve progression.
2. It must be determined that an expectation of continuing employment, in the occupation trained for, exists upon completion of training.
3. The occupation should be sufficiently skilled to require a training period of 30 days or more.
4. Occupations must meet the prevailing standards in the same occupation with respect to wages, hours and conditions of employment as the prevailing entrance wage rate for the occupation among other employers in the community or area.
5. Employment of OJT trainees cannot precede the eligibility certification of a participant.
6. Occupations for which training will not be approved are as follows: a. Seasonal occupations, b. Occupations depending upon commissions, tips, piece rates, etc, c. Occupations where there is no skill training involved as follows: Waitress, Dishwasher, Bus Person, and Other Occupations as identified.

### **Who do I contact if interested in OJT?**

You can complete an online application at [www.neaworks.com/ojt](http://www.neaworks.com/ojt) or contact Mike Willyerd at 870-239-6533 or [mwillyerd@neaworks.com](mailto:mwillyerd@neaworks.com).