

## GRWDB On-The-Job Training Program Policy

### Purpose:

The board of the Greater Raritan Workforce Development Board (GRWDB) approved on an On-The-Job Training (OJT) Program Policy during its meeting on January 20, 2022. The GRWDB OJT Program Policy establishes a procedure that implements the use of paid work experience and training. This paid work experience training is designed to allow the employers in Hunterdon and Somerset counties to have direct input and oversight of the training candidates/employees/workers, to enhance the skills of the local workforce while supporting employer stability and competitiveness.

### Background

This policy is based on the criteria set forth in the New Jersey Workforce Innovation Notice WD-PY21-3 – Workforce Innovation and Opportunity Act (WIOA) Formula-Funded On-the-Job Training (OJT) Policy.

The activity serves multiple purposes in meeting the needs of all parties as set forth in detail below:

- **Customer:** Receives a job opportunity for eligible adult, dislocated worker, and youth, where he/she can earn and learn on first day of training. The OJT Program offers opportunities for incremental wage increases during and after the training period. The employee may also be able to obtain industry-valued credentials that improve value to the employer.
- **Employer:** Receives the opportunity to personally train his/her employees on the job with the necessary skills to become a productive member of the business. Also gives the employer the opportunity to build a relationship with his/her employee, while offsetting a portion of the cost of training using the wage reimbursement subsidy during the length of the contract.
- **Workforce Development Board:** Forms relationships with the employee, as a trainee, and the employer, as the trainer. Achieves a direct connection from training to employment.

This policy is designed to complement the GRWDB Incumbent Worker Policy, which assists incumbent workers who are already working for a business with training assistance to fill skill gaps and/or improve the employer's ability to be competitive.

All associated documents, including the GRWDB OJT Employer Guide, the Employer Pre-Screening Tool, OJT Contract and Training Plan template, monthly evaluation form, monitoring process and invoice template are incorporated into the body of this policy. It is the responsibility of the GRWDB staff to market and sign-up employers for this program. Invoice reimbursement, applicant support and follow-up will be handled by team members of the Greater Raritan One-Stop Career Training Center.

## **Eligibility**

This policy will be used for WIOA-eligible adult, dislocated workers and youths who are unemployed or under-employed and interested in OJT services. Unemployed workers with veteran's status and eligible spouses and individuals in reentry programs will receive priority of service, as indicated in statutory and local board requirements. All individuals will have access to the Title I-funded services and supportive programs.

The following criteria apply in establishing employer eligibility:

- Employer establishments located in the Hunterdon and Somerset Counties;
- The employer is a private sector employer or public/private partnership;
- The characteristics of the individuals in the program and how they will benefit;
- The quality of the training and link to competitiveness of the individual and employer, including the following factors:
  - Must be a demand occupation in the local area
  - Industry-recognized credentials and skills gained from training (portability)
  - Wages and career pathway strategy
- The employer is in a high growth/high-demand sector or if not, there are compelling reasons (e.g., evidence of long-term viability within industry) justifying the investment in the training;
- The employer must not have laid off any workers within 120 days to relocate from another state; and
- The employer must be current in unemployment insurance and workers' compensation taxes, penalties, and/or interest or related payment plan.

It is the intent of the OJT Program to work with employers who will provide permanent, full-time positions to the employee trainee. Employers who cannot promise permanent employment or who employ workers on an "on-call", temporary or seasonal basis are not eligible for OJT wage reimbursement. An employer must certify that the position will minimally meet the wage of \$15.00/hour at a minimum of 30 hours per week and that the position is on a career pathway towards higher level and/or higher paying jobs.

## **Funding guidelines**

OJT Program reimbursement is limited to the occupation for which the employee trainee is being trained, while also considering the training content, the employee trainee's prior work experience and the career goals, as appropriate. The OJT Program provides reimbursement to the employer of up to 50 percent of the wage of the trainee. The amount for each OJT participant cannot exceed \$10,000.00 over a six-month period.

The GRWDB may, in limited circumstances, increase the reimbursement level to up to 75 percent or extend the reimbursement beyond six months, in the event the following considerations apply: the characteristics of the participants and whether they are individuals with barriers to employment; the size of the employer, with an emphasis on small business; the quality of the employer-providing training and advancement opportunities; and other appropriate and relevant factors.

## Procedure for OJT

The GRWDB will provide the OJT Employer Manual to all employers introduced to the resource of OJT Program as a possible business solution. GRWDB staff will present and discuss the purpose and content of the manual and will answer all questions related to the program during a face-to-face discussion, in person or virtually, with the employer or his/her representative.

At the same time, the GRWDB will introduce the pre-screening tool (**see page 15**) that is used to determine whether the employer is eligible for OJT reimbursement. This pre-screening tool is completed by the employer and submitted to the GRWDB for review.

Once the employer is documented and approved for the OJT Program, the GRWDB and the Greater Raritan One-Stop Career Training Center will work with the employer to identify talent needs. The employer may suggest an existing job candidate to be considered, or work with team members from the One-Stop Career Training Center, state Employment Services, and the state Business Services Representatives division, in addition to other workforce partners, to gather eligible candidates for interview and possible employment training. All candidates will be pre-screened and pre-qualified by One-Stop Career Training Center staff. Candidates will be determined eligible for WIOA services prior to referral to the employer and will have access to the services and supports available through WIOA funding – including assessment, development of an Individual Employment Plan (IEP) or Individualized Service Strategy (ISS) and supportive services.

Once the employer has determined the candidate whom he/she intends to hire, the GRWDB and the Greater Raritan One-Stop Career Training Center will work with the employer and the selected job candidate to develop the On-the-Job (OJT) Training contract. (**attached as part of this procedure.**)

The length of the OJT Program contract will consider the needs of the occupation for which the participant is being trained, considering the content of the training, the prior work experience of the participant and the service strategy of the participant, in line with the \$10,000.00/six-month funding limits. This calculation is placed into the OJT contract. The calculations will also determine the duration and amount of wage reimbursement. The contract includes a training plan listing the skills required for the job, the skill development provided by the employer and the skill development needed for the candidate to be a sustainable, productive worker for the employer. The OJT contract and training plan document is signed by the employer, the program participant and a GRWDB representative.

Once the OJT Program candidate is hired, the employer will submit, at a minimum, monthly payroll vouchers for the wage reimbursement and a monthly trainee evaluation. The OJT Program will be monitored by the GRWDB to ensure compliance with all requirements. In addition, the Greater Raritan One-Stop Career Training Center may conduct a survey of the OJT customers to assess the level of customer satisfaction associated with the training. All monitoring activity will be kept on file.

# **Greater Raritan Workforce Development Board**

## **On-the-Job Training (OJT) Program Employer Guide January 20, 2022**

**Greater Raritan Workforce Development Board**

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## **Section 1: Welcome!**

The mission of the Greater Raritan Workforce Development Board (GRWDB) is to create policies and offers services and programs that support and connect employers to their own existing employees as well as job seekers in Hunterdon and Somerset Counties. This connection will lead to a robust and lively business environment not only for the counties, but also to local residents and business at large, which allows for an improved economic state for all. The GRWDB On-the-Job Training (OJT) Program will provide employers and business owners with assistance in offsetting a portion of initial training costs, while providing opportunities for Hunterdon/Somerset counties unemployed and underemployed dislocated workers to begin a new job in high-demand, career-pathway industry sectors.

The intent of this OTJ Program is to assist businesses in Hunterdon and Somerset Counties by providing funds to the local businesses to train promising underemployed candidates as well as prospective eligible unemployed candidates. This OTJ Program provides a wage reimbursement of up to 50 percent for a training contract, of up to six months and \$10,000.00 per employee participant. This OTJ Program subsidizes the training costs for a specified time period, which will be identified in the training plan. The OTJ Program offers financial incentives to employers and business owners who hire, train, and retain eligible workforce candidates identified by the GRWDB and its partners as eligible, which apply to both existing and prospective employees.

Both Hunterdon and Somerset counties are excited to be working with employers and business owners on this training program and look forward to aiding in the development and growth of your businesses.

A handwritten signature in cursive script that reads "Paul Grzella".

**Paul Grzella**  
Director  
Greater Raritan Workforce Development Board



**Section 2: Letter of acknowledgement**

Contact Person/Employer/Business Owner: \_\_\_\_\_

Job Title: \_\_\_\_\_

Contact E-mail: \_\_\_\_\_

Contact Phone: \_\_\_\_\_

Business name: \_\_\_\_\_

FEIN: \_\_\_\_\_

*Applicants must complete and sign a W-9 and this letter of acknowledgement.*

I, \_\_\_\_\_ (name of employer/contact person/business owner here), understand that the information and procedures outlined in this guide are required for reimbursement from the Greater Raritan Workforce Development Board (GRWDB) for services and training rendered on eligible participants under and consistent with the Workforce Innovation and Opportunities Act (WIOA). It is also understood that the purpose of an on-the-job training program is to provide wage reimbursement for the employer who provides relevant occupational training and employment to eligible participants. A successful training process should result in the employer retaining the participant and continuing to employ and pay him/her with unsubsidized funds, i.e., the company's or business owner's own funds.

I understand that by signing this letter of acknowledgement, I have reviewed and agree to the terms and procedures outlined in this policy. I also understand that failure to retain successful OJT participants/employees/candidates could eliminate my company/business from any further OJT Program grant opportunities and funds.

I further understand that nothing herein is to be interpreted as a guarantee of funds to be given to employers/business owners regardless whether they are eligible or applied to be considered for the funds. The GRWDB has the sole and ultimate discretion in deciding to whom any funds are to be given and/or distributed to and may not be challenged. Any and all disputes are to comply with applicable and relevant provisions concerning same, which may be set forth herein, or in other sources related to the OJT Program and Policy.

\_\_\_\_\_  
Employer (or) Designee Signature  
Full name:  
Title:

\_\_\_\_\_  
Date

### **Section 3: Program Overview**

The GRWDB has been designated as the administrative entity and grant recipient under WIOA, as funded by the New Jersey Department of Labor and Workforce Development. As such, the GRWDB is authorized to provide funds and/or reimbursement to eligible employers and/or business owners who can appropriately and effectively provide and administer OJT Programs for unemployed and underemployed adults, youth and dislocated workers. The term "on-the-job training" means a supervised, paid training that takes place on the worksite, e.g. employer's place of business, allowing the trainees to build, improve and upgrade skills and employment competencies to better their own performance within the business or to harness skills applicable to other business sectors.

This OJT Program is intended to assist business owners and current and prospective employees in navigating and keeping up with the ever-evolving and ever-changing expansion of in-demand industry sectors in Hunterdon and Somerset counties. Employers who sign up for and complete the training contract to provide training under the OJT Program and end up hiring eligible trainees who were trained under the OJT Program will be eligible to receive wage reimbursements as follows: up to 50 percent and \$10,000.00 for the training period identified in the training contract, which could be no more than six months, depending on the training period based upon the occupation's requirements and the training candidate's background and skills.

The OJT Program is a strategic employment service that supports the business community in their hiring process by adding staff capacity, increasing productivity and providing on-the-job training at reduced costs to the employer. It is designed to be a vehicle for eligible job seekers, as well as current and prospective employees, to possess, build, and harness current and additional skills and, where appropriate, get participants back onto a career pathway. The OJT Program benefits employers and business owners by reducing the cost of training new employees. The employer designs the on-site training, which is aligned with the skills required for the job and is a long-term investment in the company. OJT Program benefits the job seeker, as well as current and prospective employees, by providing an opportunity to "earn as they learn" in a hands-on environment, acquire job and career advancement skills, in addition to improving and mastering the skills already learned by current employees in their current position. It also provides an opportunity for long-term employment, which benefits both the employer and the trainees.

The basic purpose of an OJT Program is to encourage public, private non-profit or private employers to hire trained and knowledgeable individuals and/or upgrade the skills of an eligible prospective worker who would not otherwise qualify for the job and teach the required skills to perform the job. The OJT Program provides the employer with a partial wage reimbursement for an agreed-upon training period consistent with applicable terms herein. In exchange for the reimbursement, the employer provides and administers the training set forth under the OJT Program to the trainees and the employer commits/guarantees to retain the trainee(s) when the



training has been successfully completed. OJT is a hire-first program. The trainee has to be hired by the company and the company has agreed to provide the training for the employee. The training required under the OJT Program, which in turn is eligible for reimbursement to the employer/business owner, applies only to full time training, which means a minimum of thirty (30) hours per week, or as defined by the employer as full-time regular hours, and a minimum wage of \$15.00/hour.

The GRWDB's goal is two-fold:

- To provide an opportunity for an unemployed Hunterdon/Somerset counties worker to be trained in industry related skills that will create a career pathway and aid employers in the growth and development of their industry sector.
- To encourage and enable employers in the identified industries to personally train and evaluate new and existing employees, while relieving the employers of foreseeable time and costs by offsetting or subsidizing the training costs.

WIOA section 3(44) defines "On-the-Job Training" as training by an employer that is provided to a paid participant while engaged in productive work in a job that

- Provides knowledge or skills essential to the full and adequate performance of the job; and
- Provides reimbursement to the employer for the extraordinary costs of providing the training and additional supervision related to the OJT Program.

## Section 4: Eligible Employers

Eligible employers are those who own businesses in Hunterdon and Somerset counties. **Employers with fifty (50) or fewer employees are considered a priority for this OJT Program, but any employer in either county may apply.** Be advised that there may be exceptions based on the needs of the industry sectors. Employers are required to comply with Affirmative Action Requirements of Public Law 1975, c. 127 (N.J.A.C. 17:27), the requirements of the Americans with Disabilities Act of 1990 (P.L. 101-336) and the Equal Employment Opportunity (EEO) requirements of Public Law 88-352, Title VII of the Civil Rights Act of 1972.

It is the intent of the OJT Program to work with employers who will provide permanent and full-time positions to the trainee. Employers who cannot promise or guarantee a permanent employment or employers who employ workers on an "on-call," temporary, or seasonal basis are **not** eligible for wage reimbursement under this OJT Program.

Eligible employers must acknowledge and comply with **all** of the following:

- Employer intends, promises and guarantees to retain the employee upon satisfactory completion of the training.

- Employer has not exhibited a pattern of failing to provide OJT Program participants with continued employment.
- Employer verifies WIOA funds will not be used to relocate operations in whole or in part and in any shape whatsoever.
- Employer has operated at its current location for at least 120 days.
- Employer is not utilizing OJT Program participants to fill job openings as a result of a labor dispute.
- Employer is not using OJT Program funds to directly or indirectly assist, promote, or deter union organizing.
- The OJT Program will not result in the full or partial displacement of employed workers.
- Employers must pay OJT Program participants at the same rate, including periodic increases, as other participants, trainees or employees, who are similarly situated in comparable occupations with the same employer, and who have equivalent training, experience, and skills.
- Employer must pay wages of at least \$15.00/hour for the position.
- Employee's and/or trainee's wages must be paid by check or direct deposit. Cash or "in-kind" payments are not acceptable.
- Tips, commissions, and piece work are not considered wages and are not eligible for reimbursement under OJT Program.
- Overtime, holidays, and vacations are considered benefits; not wages. Overtime, holidays, and vacations are not eligible for reimbursement.
- Employer must provide benefits (e.g., worker's compensation, health insurance, unemployment insurance, retirement benefits) at the same level and to the same extent as other participants, trainees or employees working a similar length of time and doing the same type of work.
- Employer will comply with the non-discrimination and equal opportunity provisions consistent with WIOA law and regulations.
- Employer will not train an employee, trainee, or prospective employee who is a member of the employer's family or work site supervisor's family.

Employers who participate in this program must comply with N.J.S.A. 40A:11 and must complete a W9.

## **Section 5: Target Training Participant**

An unemployed or underemployed worker that is eligible for the OJT Program is an individual who is a WIOA eligible Adult, Dislocated Worker or Youth. An individual is determined to be underemployed if a. the employee is currently working but not earning at least \$15.00/hour; b. became unemployed as a result of a termination or layoff and has regained unemployment but is earning 20 percent less than previous employment; c. the employee is working in a temporary capacity and the OJT will enable/assist a transition to full-time employment; and d. the employee meets all other applicable requirements.

OJT Program participants or trainees may be referred by the GRWDB or be a candidate referred by the employer who meets eligibility requirements. The OJT Program participant cannot be someone already working with the employer. ***For quick reference, see the GRWDB OJT Candidate Eligibility Checklist on Page 24.***

Unemployed workers with veteran's status and eligible spouses and individuals in reentry programs will receive priority of service, as indicated in statutory and local board requirements.

***All OJT Program candidates must complete and sign an authorized training contract prior to date of hire. Workers who are hired prior to date of contract authorization are not eligible for the OJT Program wage reimbursement.***

## **Section 6: Reimbursement**

Reimbursement is contingent upon the availability of funds awarded by the U.S. Department of Labor and the New Jersey Department of Labor, which is subject to amendment or termination due to lack of funds with or without notice to employers and trainee participants.

Somerset County is the Fiscal Agent for the GRWDB. Following Somerset County payment procedures, at the start of the OJT Program, the employer will receive a Somerset County Purchase Order for the maximum total reimbursement indicated in the OJT Program contract and training plan form. In order to receive payment, the employer must sign this document and return it to the GRWDB via email and mail.

The OJT Program provides reimbursement to the employer of up to 50 percent of the wage of the trainee, prospective or current employee who receives the training. The maximum amount for each OJT Program participant cannot exceed \$10,000.00 over a six-month period. Employers will be reimbursed on a monthly basis for the training period established within the OJT Program contract. The employer will invoice in thirty (30) day intervals via mail. The employer will provide the trainee's payroll records and the monthly evaluation form as part of the invoice. No reimbursement will be made for a terminated trainee whose subsequent employment is less than ten (10) working days. Employer reimbursements will not exceed the total amount in the OJT Program contract. Trainees must have worked full-time for a minimum of thirty (30) hours per week for wage reimbursement or have worked full-time hours as defined by the industry for that job title.

Original, signed invoices and monthly OTJ Training program evaluations are to be submitted to the Greater Raritan One-Stop Career Training Center on a GRWDB voucher (***see page 22***). This voucher will include employer name, trainee name, contract number and requested reimbursement amount. Employers shall maintain records sufficient to support all payments; failure to do so may and can result in cancellation or lack of reimbursement.

## Section 7: Performance Standards

The GRWDB is mandated to meet or exceed performance standards as issued by the New Jersey Department of Labor and Workforce Development. For the purposes of this procedure and contract and in order for employers to receive reimbursement under this OJT Program, the GRWDB requires that trainees who satisfy employers' requirements and training under this program are guaranteed to be hired and retained by the employers. This result will provide positive outcomes for the GRWDB related to job placement and retention performance requirements.

## Section 8: Program Elements

An OJT Program should be integrated into a comprehensive strategy that is focused on developing the skills that each trainee needs to become employed or retain employment in a given occupational title. The OJT Program participant shall be a full-time employee, employed by the employer/business owner, with a minimum of thirty (30) hours per week. Training shall include, but not limited to, activities conducted by an experienced employee. Employers are expected to provide quality OJT Program experiences that result in new skills being learned and acquired by a trainee. The training content of the project must be adequate, demonstrate reasonable progression of skills, and result in the qualification of trainees for continued employment with the employer/business owner.

The hourly wage rate for all trainees must be a minimum of \$15.00/hour. This includes occupations in new and emerging industries in the local area, and industries that emphasize career pathway progression leading to a self-sufficiency wage level. Each trainee must receive benefits at the same level and to the same extent as other employees similarly employed. No trainee will be required or permitted to work or train in environments that have unsanitary, hazardous or dangerous conditions. In addition, the OJT Program will follow all USDOL restrictions in the use of program funding.

All OJT Program contracts will be completed using the **GRWDB OJT Contract and Training Planning form (see page 19)**. This form will be filled out and signed by the trainee, the employer (or his designee), and a GRWDB representative. A job description must be established prior to the employer meeting.

The OJT Program contract length shall be determined by the Specific Vocational Preparation (SVP) assessment as reflected in the Job Zones of O\*Net. This information is utilized to determine hours for reimbursement of training under the OJT Program. An assessment shall be done to match a trainee's skill sets with employers' needs prior to placement and execution of the OJT Program contract. ***Trainees may not begin employment until assessments are completed and a contract authorized. The GRWDB reserves and has the right to take as much time as necessary in order to determine and assess whether the contract and training program proposed have met the required applicable and relevant guidelines.***

Employers must follow the requirements below, as well as all the requirements set forth herein wherever and whenever applicable, for participation in an OJT Program:

***The ratio of OJT trainee (s) to the total on-site full-time workforce of the employer shall not exceed 1:4. Employers with less than four (4) employees are permitted to enter into an agreement for one (1) OJT trainee subject to GRWDB's sole discretion and approval.***

## **Section 9: Submission of Documentation**

At a minimum, OJT Program employers must submit business time sheets or payroll records on a monthly basis, consistent with the terms herein wherever applicable. Monthly trainee evaluations are required to document the progress and concerns related to OJT Program trainees. Evaluations will be submitted to the One-Stop Career Training Center with each invoice consistent with section 6 of this policy.

Submission of documents must be received within ten (10) days of prior pay period in order to receive timely wage reimbursements.

## **Section 10: Monitoring**

The GRWDB is required to monitor all employer's OJT Program contracts. This includes, but may not be limited to, periodic site visits, interviewing trainees and site supervisors to ensure the training is being provided as specified in the training contract and to validate the amounts claimed for reimbursement are substantiated by payroll and attendance records. (**See page 22.**) Any of these monitoring actions may occur with or without notice to employers.

At any time during the normal business hours and as often as the GRWDB, internal monitor, the United States Comptroller General, Auditor General of the State of New Jersey or the New Jersey Department of Labor and Workforce Development may deem necessary, employers must make available for examination all of its records pertinent to GRWDB's funded programs. As such, the GRWDB and One-Stop partners shall have access to all of employers' staff, and the right to copy any documents, books, accounts, records, correspondence, or other documents that pertain to current trainees. The GRWDB also has the authority to dispatch auditor of its choosing to any site, with or without notice to employers, where any phase of the program is being conducted, controlled or advanced in any way tangible or intangible.

At a minimum, specific site visits are as follows (this does not represent an exhaustive list):

- The GRWDB will conduct a physical visit of the training location to review the work site's working conditions and safety protocols prior to contract execution.



- Monitoring representatives will conduct an initial visit within thirty (30) days of contract execution to ensure payroll and attendance records are properly documented as well as provide technical assistance as necessary.
- At least one additional visit shall be scheduled during the term of the OJT Program contract.

Employers are expected and required to create and maintain personnel records for each trainee. These records will be reviewed during the monitoring visit. Failure to do so may and can result in GRWDB's refusal to provide reimbursement to employers.

In order to complete the visits in a timely manner, employers must make the following available on the date of visit/review:

- Participation by employer (or his/her appointed representative) at the entrance and exit interview.
- Accessibility to trainee records and copier, if needed.
- Workspace for your assigned program monitor staff.

Whenever the GRWDB determines there is a violation of a provision of the OJT Program contract or program policy as a result of financial and compliance audits, monitoring or procurement reviews (non-exhaustive list), the employer will be notified by the GRWDB via mail/e-mail and asked to rectify the identified citations immediately. This may consist of, but not limited to, a monitoring report with a Corrective Action outline and a letter or other form of communication. Should the employer fail to respond or implement the corrective action(s) required, the GRWDB may choose to terminate any or all applicable existing or future contracts and/or stop reimbursement or require the employers to return any paid reimbursement.



**Greater Raritan Workforce Development Board  
On-the-Job Training (OJT) Program**

GENERAL EMPLOYER BACKGROUND INFORMATION

Check Yes or No

- A. Has the employer experienced layoffs in the last six months?
- B. If yes, is the training agreement written for the same/similar positions?
- C. Does the employer have the necessary staff, equipment, and facilities to provide training and employment?
- D. Is any occupation subject to a bargaining agreement?
- E. Is Workman' s Compensation or comparable accident insurance, UI and all other benefits required by law provided by the employer?
- F. Are all employer taxes, both state and federal, current?
- G. Are time and attendance records accurately and properly maintained?
- H. Does a legitimate need for training and a reasonable expectation for employment exist for the participant completing the training?

**Note: No OJT Program contracts may be funded with employers who under previous OJT contracts exhibited a pattern of failing to provide OJT participants continual, long- term employment as regular employees with wages and benefits and working conditions at the same level and to the same extent as other employees working a similar length of time and doing the same work.**

Agreed by: \_\_\_\_\_  
Employer Representative Signature

\_\_\_\_\_  
Date

Prepared by: \_\_\_\_\_  
GRWDB Representative Signature

\_\_\_\_\_  
Date

**ON-THE-JOB TRAINING (OJT) EMPLOYER CHECKLIST**

*To be filled out by GRWDB Representative working with the employer.*

Employer Legal Business Name:	
Former/Other Name(s) Under Which the Employer Conducted Business:	
FEIN #:	UBI#:
<input type="checkbox"/> For Profit <input type="checkbox"/> Non-Profit <input type="checkbox"/> Public	
Employer Address:	Employer Phone #:
	Employer Fax #:
Website Address:	
Authorized Representative:	Title:
Phone:	Email:
Description of Business/Products/Services:	
Years in Business	Number of Employees:
A minimum of 120 days in Hunterdon or Somerset County? <input type="checkbox"/> Yes <input type="checkbox"/> No	
<input type="checkbox"/> Yes <input type="checkbox"/> No      Is the business involved in a labor dispute?	
<input type="checkbox"/> Yes <input type="checkbox"/> No Is anyone currently in layoff?	
If yes, are the layoffs <input type="checkbox"/> from same or substantially equivalent job?	
Has there been a lay-off over the past 120 days? If yes, describe circumstances:	
Business Fluctuations (layoff/peak times):	
<input type="checkbox"/> Yes <input type="checkbox"/> No Did the business relocate from another area within the last 120 days? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, were the workers laid off from the previous site?  If yes, number laid off: _____	<input type="checkbox"/> Yes <input type="checkbox"/> No Was WIOA assistance in connection to any job losses? <input type="checkbox"/> Yes <input type="checkbox"/> No Were WARN notices filed? Did the employer operate under a different name at the previous location? If yes, other business name:

<input type="checkbox"/> Yes <input type="checkbox"/> No	Is the business working under a Collective Bargaining Agreement?
<input type="checkbox"/> Yes <input type="checkbox"/> No	If Yes, is the OJT position consistent with the Collective Bargaining Agreement?
<input type="checkbox"/> Yes <input type="checkbox"/> No	Do the Employer's hiring practices discriminate because of race, color, sex, national origin, religion, physical or mental handicap, political beliefs or affiliations or age?
<input type="checkbox"/> Yes <input type="checkbox"/> No	Has the business previously used OJT?
If yes, how many OJT positions have been previously funded? _____	
If yes, how many OJT placements successfully completed training? _____	
If yes, how many OJT placements were retained for 12 months or more after completion of training with same benefits of other workers in comparable positions? _____	
If yes, how many OJT placements received a wage increase or promotion after successful completion of training? _____	
If yes, how many OJT placements received a wage decrease after successful completion of training? _____	
If yes, how many OJT placements were dismissed during the training period or during the retention period?	

## SECTION 2: FINANCIAL PAYROLL

<input type="checkbox"/> Yes <input type="checkbox"/> No	Has the business or predecessor ever filed for bankruptcy?
<input type="checkbox"/> Yes <input type="checkbox"/> No	Does the business appear to be financially stable?
If no, explain: _____	
<b>PAY:</b>	<input type="checkbox"/> Hourly <input type="checkbox"/> Salary <input type="checkbox"/> Commission <input type="checkbox"/> Overtime
<b>FREQUENCY</b>	<input type="checkbox"/> Weekly <input type="checkbox"/> Bi-weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Semi-monthly
<input type="checkbox"/> Yes <input type="checkbox"/> No	Is there a payroll system with ledgers that track gross pay, deductions, including Federal withholdings, FICA, industrial Insurance and net pay?
<input type="checkbox"/> Yes <input type="checkbox"/> No	Can copies of paystubs showing wage and required deductions be provided for OJT payments reimbursement?
<input type="checkbox"/> Yes <input type="checkbox"/> No	Does the Employer pay Workman's Compensation Insurance?
<input type="checkbox"/> Yes <input type="checkbox"/> No	Is the employer current in workers compensation taxes, penalties and/or interest-related payment plan?
<input type="checkbox"/> Yes <input type="checkbox"/> No	Is the employer current in UI taxes, penalties or interest-related payment plan?

**SECTION 3: ON-THE-JOB-POSITION (S)**

Job(s) to be filled with OJT Trainee {ATTACH JOB DESCRIPTION} if available	
Indicate the number of trainees the employer agrees to sponsor: _____	
<input type="checkbox"/> Yes <input type="checkbox"/> No	Do the trainee (s) have barriers to employment as defined in WIOA Section 3 (24) of in Attachment A of the WFC OJT Policy# 1006. If yes, please note barrier (s)
<input type="checkbox"/> Yes <input type="checkbox"/> No	Is the position a full-time, regular position? If no, provide justification for approving an OJT at less than full-time.
<input type="checkbox"/> Yes <input type="checkbox"/> No	Does the position involve the construction, maintenance or operation of any part of any facility that is used or to be for sectarian instruction or as a place for religious worship or political activities?
<input type="checkbox"/> Yes <input type="checkbox"/> No	Is this job currently in demand in the Greater Raritan area or a High Demand Industry? If Yes, what is it? _____
	Is the OJT employer in an industry that is: <input type="checkbox"/> in-demand <input type="checkbox"/> in-balance <input type="checkbox"/> declining If in a declining industry, explain the compelling reasons to justify the OJT. Is the current job opening due to <input type="checkbox"/> Expansion <input type="checkbox"/> Separation If separated: <input type="checkbox"/> Quit <input type="checkbox"/> Retired <input type="checkbox"/> Fired
OJT Position wage: \$	
Benefits: <input type="checkbox"/> Medical <input type="checkbox"/> Dental <input type="checkbox"/> Vision <input type="checkbox"/> 401K <u>Other</u> _____	
OJT Reimbursement Rate: _____	
Size of workforce <input type="checkbox"/> 100+ <input type="checkbox"/> 20-99 <input type="checkbox"/> 1-19	
<input type="checkbox"/> Yes <input type="checkbox"/> No	Are the <u>position wage, benefits, periodic pay increases and working conditions</u> offered to the OJT trainee the same as similarly situated employee in similar positions?
<input type="checkbox"/> Yes <input type="checkbox"/> No	Does the Employer anticipate sufficient work to provide long-term regular employment for the position? (Minimum of one (1) year or longer).
<input type="checkbox"/> Yes <input type="checkbox"/> No	Will the wage and benefit level of the participant increase after completion of the OJT?
Designated Supervisor/Title:	
Email / Phone: _____	

**ON-THE-JOB TRAINING (OJT) CONTRACT No:**

**TRAINING PLAN No:**

**Section 1: Contract and OJT Trainee Information**

*Complete the contact information for the employer and the participant.*

EMPLOYER NAME:	CONTACT PERSON:	TELEPHONE #/ EMAIL:
ADDRESS:	CITY/STATE/ZIP CODE:	FEIN ID:
TRAINEE NAME:	EMAIL:	TELEPHONE #:
BEGINNING DATE:	END DATE:	TOTAL TRAINING HOURS:
HOURLY WAGE RATE: \$	REIMBURSEMENT RATE: %	MAXIMUM REIMBURSEMENT: \$

Funding source (Check One): WIOA  YOUTH  WFNJ  WFNJ

**Section 2: Occupational Information**

*Complete occupational information for the participant's skill level.*

JOB TITLE:	O*NET SOC #:	HOURS/WEEK:
JOB DESCRIPTION: Attached		
<b>REQUIRED JOB SKILLS FOR OCCUPATION:</b>		<b>STARTING CAPABILITY:</b>
		<b>DATE MEASURED</b>
1. JOB SKILL NEEDED		NOT SKILLED: SOME SKILL: SKILLED:
2. JOB SKILL NEEDED		NOT SKILLED: SOME SKILL: SKILLED:
3. JOB SKILL NEEDED		NOT SKILLED: SOME SKILL: SKILLED:
4. JOB SKILL NEEDED		NOT SKILLED: SOME SKILL: SKILLED:
5. JOB SKILL NEEDED		NOT SKILLED: SOME SKILL: SKILLED:

**Section 3: Training Information**

**Complete the training outline and estimated time for each skill.**

<b>SKILLS TO BE LEARNED:</b>	<b>ESTIMATED TRAINING HOURS:</b>	<b>END CAPABILITY DATE MEASURED</b>
1. SKILL TO BE LEARNED	ESTIMATED TRAINING HOURS	BEGINNING: INTERMEDIATE: SKILLED:
2. SKILL TO BE LEARNED	ESTIMATED TRAINING HOURS	BEGINNING: INTERMEDIATE: SKILLED:
3. SKILL TO BE LEARNED	ESTIMATED TRAINING HOURS	BEGINNING: INTERMEDIATE: SKILLED:
4. SKILL TO BE LEARNED	ESTIMATED TRAINING HOURS	BEGINNING: INTERMEDIATE: SKILLED:
5. SKILL TO BE LEARNED	ESTIMATED TRAINING HOURS	BEGINNING: INTERMEDIATE: SKILLED:
LIST SUPPLIES AND TOOLS NEEDED FOR TRAINING:		

Training shall include, but not be limited to activities in the attached job description. Training shall be conducted by an experienced employee. The employer must evaluate the trainee on the basis of the attached job description and/or Section 3 above, and to provide the related documentation. Monthly evaluations are required with the submission of the employer's monthly reimbursement invoice. It is understood by all parties to this contract that it is the intention of the employer to retain this trainee in full-time employment upon the successful completion of this training program.

**Section 4: Signatures**

**All parties agree to provide or training for the skills outlined in this Contract and Training Plan signed on: \_\_\_\_\_**

**Participant Signature** \_\_\_\_\_

**Employer Signature/Title** \_\_\_\_\_

**GRWDB Signature/Title** \_\_\_\_\_



**ON-THE-JOB TRAINING (OJT) TRAINEE MONTHLY EVALUATION FORM**

**Employer Name:**

Please include this form with your monthly GRWDB invoice to evaluate the OJT Trainee's performance. If the trainee is no longer employed, list the termination date and reason.

MM/YR:

TRAINEE NAME:

POSITION/TITLE

<i>Performance Indicator (please check the box)</i>	Outstandin g	Very Good	Satisfactory	Unsatisfactory
<b>1. Organization, Planning, Problem Solving</b> Evaluate the trainee's resourcefulness and independence in identifying, analyzing, and solving important issues.				
<b>2. Communication/Interpersonal Relationships</b> Evaluate the trainee's ability to interact with customers, peers, supervisors, and others.				
<b>3. Accomplishes Assignments/Tasks</b> Evaluate how well the trainee meets the objectives of the work assigned. Does the trainee complete tasks on time in the prescribed manner?				
<b>4. Responsibility and Adaptability</b> How well does the trainee accept responsibility? Does the trainee exhibit the ability to adapt to changes?				
<b>5. Job Knowledge</b> Has the employee acquired new skills or knowledge necessary for the job?				
<b>6. Work habits, punctuality, and attendance</b> Does the trainee exhibit good work habits and maintain acceptable attendance?				

COMMENTS: \_\_\_\_\_

TERMINATION DATE (if applicable):

REASON:

# OF DAYS ABSENT (f applicable):

# OF DAYS LATE (if applicable):

NAME OF EMPLOYER REPRESENTATIVE (printed) \_\_\_\_\_

EMPLOYER REPRESENATIVE SIGNATURE \_\_\_\_\_

## **ON-THE-JOB TRAINING (OJT) MONITORING ON-SITE REVIEW PROCESS**

Prescreening from the GRWDB must include the following:

- \_yes \_no Eligibility determination prior to contract award.
- \_yes \_no Is there a copy of the ADA.
- \_yes \_no Is there a copy of the letter of Occupancy.
- \_yes \_no Is there a copy of the current and up-to-date Fire Code.
- \_yes \_no Is there a copy of the Building Inspection.
- \_yes \_no Does the pre-screening meet all federal and WIOA requirements.

**\*\* A COPY OF THE PRE-SCREENING MUST BE INCLUDED IN THE MONITORING REVIEW PACKET\*\***

Monitoring will be conducted a minimum of two (2) times, depending upon the length of the program. Requirements and responsibilities include, but may not be limited to, as follows:

- Ensure that established policies to achieve program performance and outcomes meet the objectives of local, WIOA, and Federal regulations.
- Enable the GRWDB to determine if contractors have demonstrated that they are in good standing and eligible for an OJT contract.
- Enable the GRWDB to determine whether a contract will be disapproved for failure to make acceptable progress in addressing deficiencies, as required by the contract and state and federal regulations.
- Enable the GRWDB to ensure compliance with the nondiscrimination, disability, and equal opportunity requirements.
- Ensure that no funds provided to employers for the OJT are used to directly or indirectly assist, promote, or deter union organizing.
- Ensure that an individual in OJT under the Title 1 of WIOA is provided benefits and working conditions at the level and to the same extent as other trainees or employees working a similar length of time and doing the same type of work.
- Ensure that the health and safety standards established under Federal and State laws for the working conditions of the OJT participant are the same as other individuals in the State in similar employment.
- Ensure that no participant in the GRWDB OJT Program displaces, including a partial displacement, such a reduction in the hours of non-overtime work, wages, or employment benefits of any current employee as of the date of participation.

Note: Most of these requirements will be identified in the pre-screening process of the contract, which is why the pre-screening document must be attached and approved before the OJT Program goes forward.

**ON-THE-JOB TRAINING (OJT) EMPLOYER INVOICE**

Please note: This invoice must be accompanied by the Monthly Evaluation Form in order for the employer to receive payment. The employer also must sign a separate Somerset County Purchase Order and send it back to the GRWDB before any invoice payments can be made.

<b>Employer:</b>  <b>Address:</b>  <b>Phone:</b>  <b>Tax ID Number:</b>	<b>Greater Raritan Workforce Development Board (GRWDB)</b> <b>P.O. Box 3000</b> <b>Somerville, NJ 08876-1262</b>  <b>Phone: (908) 541-5723</b>
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**Participant Name:**  
**Social Security #:**  
**Participant Start Date:**

Month/ Year: \_\_\_\_\_

Pay Period (Dates MM/DD/YY)	Total Earnings for Pay Period (\$ Amount)	Requested Amount of Payment for Pay Period (\$ Amount)
		<b>TOTAL: \$</b>

\_\_\_\_\_  
Signature of Employer

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name/Job Title

*\*For THE COUNTY OF SOMERSET Use Only*

\_\_\_\_\_  
Signature of GRWDB Representative  
The COUNTY OF SOMERSET

\_\_\_\_\_  
Date

\_\_\_\_\_  
Purchase Order #

# Greater Raritan WIOA On-the-Job Training Eligibility

This checklist is to be used as a pre-screening tool to determine WIOA eligibility for available OJT opportunities. All information is subject to verification prior to final eligibility determination. Applicant may need to provide documentation to back up eligibility criteria at the direction of the Greater Raritan One-Stop Career Training Services.

## ***Must meet all the following:***

- Age 18 or older
- United States Citizen or authorization to work in United States
- Males born after 1960 must be registered for Selective Service ([www.sss.gov](http://www.sss.gov))

## ***Must meet one (1) of the following:***

### Unemployed:

- Laid off or have received layoff notice.
- Terminated, but eligible to receive unemployment insurance.

### Underemployed

- Earning 20% less than previous employment, due to a lay off or eligible termination.
- Currently employed in a temporary, seasonal, or part-time position and seeking full time permanent employment.
- Currently employed but earning less than \$15 per hour.
- Formerly self-employed
- Displaced Homemaker – Individual who performed unpaid services in the home, has lost their financial support would like to return to full time employment.
- Veteran, or spouse of an active-duty service member
- Recipient of public assistance (GA, TANF, SNAP)
- Low-Income household (eligibility determined by annual household income)

Customer Name \_\_\_\_\_

Contact Information \_\_\_\_\_

Employer Name \_\_\_\_\_

Date \_\_\_\_\_