

On-the-Job Training Program Letter



**FORWARD
CAREERS**
DEVELOPING A THRIVING WORKFORCE

Dear Business Partner:

We wanted to let you know about an important workforce training program your company may be eligible to participate in: Employ Milwaukee's On-The-Job Training program, also known as an OJT. There are **substantial financial benefits** to you in hiring an eligible participant in specified demand occupations! OJT reimburses you for the costs associated with training this new employee, which are typically calculated at half the pay rate for the agreed-upon training period. Businesses use their own system to teach our participants new skills necessary for successful, permanent employment within their company.

As an OJT Employer:

- You make the hiring decision.
- You determine the job performance standards.
- You retain the right to terminate a trainee.
- You do not need to worry about paperwork. It's all handled promptly and efficiently by our OJT Representative.
- You may be eligible to receive between 50 – 75% reimbursement of the participant's wages (with a maximum of \$11/hr.) during the training period, based on the size of your business.
- We reimburse you with prompt payments.

To learn more about OJT and the benefits to your company, please contact us **before you hire**.
OJT's cannot be funded after hiring takes place.

Please note that obtaining an OJT contract will be contingent on funding availability and the type, length and amount of training needed.

If you are interested in exploring this option for your workforce training needs, please feel free to contact me.

Sincerely,

P:

E:

(See complete details on reverse side.)

On The Job Training (OJT) Program – New Hire

The On-the-Job Training Program, better known as OJT, is an employment training program provided by a business. Employ Milwaukee will reimburse between 50-75% of the trainee wages up to \$11.00 per hour for a training period of up to four months. [Employ Milwaukee reserves the right to review increased reimbursement and training hour requests on a case-by-case basis.]

OJT Guidelines:

- Must be for full-time employment of 32 plus hours per week
- Hire Date or job offer does not precede OJT start date
- Must pay a minimum wage of \$11.00 per hour
- Training does not exceed 640 hours (about 4 months)
- We will reimburse between 50 – 75% of the trainee's wages up to \$11.00 per hour. (For example, if the hourly wage of the employee is \$15.00 we can reimburse \$7.50 per hour (50%) or \$11.00 per hour (75%).
- 20% of the subsidy is withheld until the employee is on the job 30 days following the completion date of the training program.
- We will not pay overtime, holidays, vacation time, sick time, lunch hours or any time off paid by the employer.

Employer must provide the following:

- Signed OJT Agreement [If Unionized, Union Rep. signature needed.]
- Proof of Liability Insurance
- OJT Training Plan
- Job Description
- W-9 Form
- DUNS Number [If one has been issued.]
- Hourly Wage

Employed Worker OJT

All the above applies with the following limitation:

OJT agreements may be written for eligible employed workers when the training would lead to (1) higher wages and (2) it relates to the introduction of new technologies, new production or service procedures or the upgrading of participants to new jobs that require additional skills or workplace literacy.