

Workforce Solutions for Employers: On-the-Job Training

Region One – Tri-Parish Area

Plaquemines, St. Bernard, & St. Tammany



www.laworks.net

On-the-Job Training

- What is On-the-Job Training (OJT)
- Purpose and Goal of OJT
- Financial Benefit
- Eligible Employer
- Eligible Trainee
- Process
- Examples



What is On-the-Job Training

- **Training** that takes place while employees are actually working. It means that skills can be gained while trainees are carrying out their **jobs**



Local Workforce system can reimburse a portion of an eligible trainee's wages while they receive the skills they need to be successful in the job

Purpose & Goal of On-the-Job Training Program

Most New Hire's do not have 100% of the skills to be 100% productive on day one

- **Purpose** is to reimburse the cost associated with training a person that does not possess all of the skills needed to do the job on Day One
 - Productivity lost during learning curve
 - Time pulled from supervisors and peers to get a new hire up to speed
- **Goal:** to ensure the employer has a fully trained employee and the employee has gained skills necessary to be successful in a full-time, long-term position

Financial Benefit

Reimbursement to employer of up to 50% of the wages for any OJT New Hire

- Averages approximately \$3,000 to \$6,000 per trainee
(Average can vary by local area)
- Up to 6 months – based on actual training needs
- Amount allocated based on funding availability

Eligible Employer

- Have a **Federal Tax ID**
- Pay into the **Unemployment Insurance** system (UI #)
- Have at least **2 FT employees**
- Carry **Worker's Comp** Insurance
- Able to receive federal funding (lower tier)
- Intention for OJT participant:
 - Full-time, permanent employment
 - Does not displace another full-time employee
- **Minimum wage of \$12/hr** for the position
(Minimum may vary by local area)

**BASIC EMPLOYER
INFORMATION**

Eligible Trainee

- Can be referred to position by employer, employer's designated recruiter or the Workforce Center
- Meets eligibility criteria of an available funding stream
 - WIA Dislocated Worker (laid off, recently separated veteran, etc.)
 - WIA Adult (typically low income or unemployed)

The Local Center will handle eligibility determination

- Does not have all of the training and/or experience required for the position
- Eligible to work in US



Process

- Meet with employer to collect basic information
- Complete OJT agreement with employer
- Develop training plan and determine max hours of training required for position(s)
- Post open positions / Coordinate referrals
- Identify and determine eligibility of participants **prior to hire date**
- Adjust training plan to fit the participant based on their prior training and/or experience
- Set reimbursement rate and amount
- Invoice and progress reports monthly



Example 1: Entry-Level

Boudreaux's Energy Services is seeking to hire Inside Sales Person in the next year. How much can they receive?

- **50% reimbursement**
- **Sales person** (a high-demand occupation) is authorized up to 1,040 reimbursable OJT hours
- Wage for the employee is \$16
- Reimbursement rate is 50% of \$16 = \$8/hour
- Max reimbursement is \$8,320
- But will hit cap of \$6,000 (*can vary*)
- Paid out over 19 weeks before hitting cap

Example 2: Experienced Worker

Krewe Builders wants to hire a Carpenter with 14 months prior experience

- Max OJT reimbursable hours is 800 for carpentry
- Adjustment made for each month of “experience at the same job with different employer”
 - Subtract 40 hours for each month of prior experience
 - 14 months x 40 hrs = 560 hours reduction
 - Max reimbursable hours = 240 hours
- Wage for the employee is \$17/hr
 - 50% Rate of Reimbursement (\$8.50/hour)
 - \$2,040 total reimbursement
 - Paid out to the employer in 6 weeks

Ideal for OJT

- Nearly any position within a company
 - Entry-level to mid-level
 - Union or Non-union
 - Any High-demand positions, including
 - Craft trades
 - Administrative
 - Sales
 - Healthcare
 - Semi-professional
- Requires minimum starting wage of \$12 for position
(minimum can vary by local area)

Customized

- One size does not fit all
- We work with the employer to meet their needs
 - Simplified process
 - We adjust to the employer's recruitment/hiring process
- Eliminate un-necessary paperwork
 - Online pre-screening available
 - On-site eligibility if needed
- We do what makes sense for the employer/employee



UPCOMING EVENTS

Northshore Fall Fest

JOB

FAIR

Join Us

Biggest Job Fair on the Northshore

Tap hidden candidate pools

On-site Interviews

Free to Employers

Register Today:

www.TriParishWorks.net

Tuesday

October 16, 2018

2:00 pm to 6:00 pm

The Castine Center
6350 Pelican Drive
Mandeville, LA 70448

**St Tammany Business and
Career Solutions Center**

Questions:

Contact **Wendy Celey**

wceley@lwc.la.gov

Sponsored by:



Business Consulting Contact

Dakotah Eason

Business Services Representative

www.TriParishWorks.net

St. Tammany: 985-290-5788

S. Bernard & Plaquemines: 504-278-4265

Not in the Tri-Parish area...

Greater New Orleans & Surrounding Area

www.RegionOneWorks.net

Out of Region...

www.LaWorks.net