



**POCONO COUNTIES
WORKFORCE DEVELOPMENT BOARD (WDB)/AREA (NE 135)**

ON-THE-JOB TRAINING (OJT) POLICY

1. PURPOSE

The Pocono Counties Workforce Development Area has developed the following On-the-Job Training (OJT) Policy to insure compliance with the Workforce Innovation & Opportunity Act, Sections 680.230 through 680.340. The purpose is also to support the use of WIOA resources to increase the High Demand Occupational skills of the PCWDA workforce in line with the goals described in the Pennsylvania State Plan.

The Pocono Counties WDA, in order to coordinate and leverage the various resources that support our service delivery strategy and strategic plan, recognizes that WIOA funds are uniquely designed to provide training services to meet the skilled workforce needs of our employers, as well as the career goals of our area's job seekers. In support of this goal, and to avoid duplicating the services supported through other Federal and State resources, the PCWDA Title I Service Providers will prioritize the use of WIOA funds to support OJT and other training services to meet the needs of our customers, as well as the performance goals as described in the Act.

2. EFFECTIVE DATE

7/1/20

3. IMPLEMENTATION

OJT services are provided under a contract with an employer or registered apprenticeship program sponsor in the public, private non-profit, or private sector. Through the OJT contract, occupational training is provided for the WIOA participant in exchange for the reimbursement of 50% of the wage rate for the participant. This reimbursement paid to the employer is designed to compensate them for the extraordinary costs of providing the training and supervision related to the training, and the potentially lower productivity of the participant while learning the skills needed to adequately perform the job duties of the position.

A. PCWDA OJT Limitations

In compliance with WIOA Section 680.700, 680.720, 680.720, the Pocono Counties Workforce Development Board has established the following limits for use of Adult, Dislocated Worker, Rapid Response, or Out-of-Youth funds for OJT services.

- The maximum training cap per customer is \$8,000.00.
- Participants receiving OJT training services will not be eligible for additional OJT services for a period of 5 years from the date they ended their OJT training.
- The PCWDA does not allow the use of OJT services for In-School Youth.

B. Employer Qualifications

1. The Employer must be registered in CWDS for reporting and tracking purposes, and designated in CWDS as an Employer participating in OJT services.
2. The Employer must post the job opening in CWDS for the proposed OJT position.
3. The Employer should submit an OJT Proposal to the Title I Service Provider, along with a job description, to determine if the position meets the Pocono Counties WDA qualifications for approval, along with the employer information needed to complete the OJT Agreement.
4. The Employer must be in compliance with all Unemployment Compensation, Worker’s Compensation, Equal Opportunity, Civil Rights, ADA, and other related Department of Labor regulations and requirements. The terms and conditions are specified more completely in the Pocono Counties WDA OJT Agreement that will be completed for approved proposals.

C. OJT Training Position Qualifications

1. The proposed position must be full-time. (minimum 30 hrs/wk.)
2. The proposed position cannot be seasonal in nature.
3. The proposed position must pay a minimum wage of \$10.50/hr.
4. The position must have a Specific Vocational Preparation level (S.V.P.) of not less than 3.

The following Specific Vocational Preparation levels and maximum training hours will be utilized to insure standardized training times.

| <u>S.V.P. Level</u> | <u>Training Hours</u> |
|---------------------|-----------------------|
| 7,8 | 1,000 |
| 6 | 900 |
| 5 | 750 |
| 4 | 500 |
| 3 | 250 |

Adjustments to these training hour limitations may be made based on the following factors:

- a. The trainees related work experience or classroom training relative to the job duties may result in a reduction of training hours.

- b. If the position involves multiple job duties, the training hours may be increased.
- c. If the trainee has disabilities which potentially impact on job performance, the training hours may be increased to compensate.

D. OJT Employee Qualifications

1. The OJT trainee must meet the Pocono Counties WDA Eligibility/Priority of Service Policy for Adult, Dislocated Worker, Rapid Response, or Out-of-School Youth training services.
*with the potential exception for OJT funding (if available) for upskilling of incumbent workers involved in Apprenticeship Programs.
2. The OJT trainee cannot have worked for the employer in any capacity within the last 2 years, and cannot have worked for the employer in the same, similar, or upgraded position for which they are being hired at any time in the past.
3. The OJT trainee cannot be a relative of the employer, or of anyone working for the employer in an administrative position responsible for hiring. (Relative is defined as spouse, sibling, parent, or in-law)
4. The OJT trainee cannot have substantial prior experience in the occupation for which the trainee is being hired.

E. OJT Approval/Case Management Procedures

Once an employer and OJT trainee(s) are determined eligible, the Pocono Counties OJT Agreement should be completed, using the information gathered through the OJT Proposal by the Title I Service Provider. The OJT Agreement will be forwarded to the Pocono Counties WDB for signature by the Executive Director. The Pocono Counties WDB will send the OJT agreement to the Employer for signature, along with the blank invoices the employer will submit monthly to be reimbursed according to the terms of the agreement.



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The WIOA Participant File must contain a determination, either in the form of an IEP/ISS, case notes, or other documentation of the need for training services by the Case Manager or staff approving the OJT.

*** No payment for approved OJT costs will be made unless the Pocono Counties WDA Fiscal Office has both a signed copy of the OJT Agreement along with a copy of the WIOA Application documenting the approved OJT trainee's eligibility determination**

Title I Service Providers are required to track both obligations and expenditures for approved OJT services that they are responsible for in order to monitor these costs relative to their respective County WIOA Adult, Dislocated Worker, Rapid Response, and Out-of-School Youth Program allocations. Invoices for approved OJT training services should be

directed to the Pocono Counties Fiscal Officer monthly in accordance with normal billing policy for payment.

D. ITA CWDS/Case Management Requirements

In addition to the requirement to record OJT and related services and outcomes in CWDS per the PCWDA System of Record Policy, Case Management staff responsible for the WIOA participant should maintain contact with both the OJT employer and participant for the following purposes.

1. Tracking/Documentation of participant attendance and progress in achieving training and performance related benchmarks.
2. To assist in resolving any problems with participant attendance and monitor customer satisfaction with the quality of the training provider/program.
3. To assist the participant in addressing issues or problems that may adversely affect the participant's ability to complete their training goals.
4. To document the successful completion of the OJT and achievement of performance related training benchmarks.

Documentation in the participant file related to these responsibilities may be in the form of attendance or progress reports, IEP/ISS documentation, case notes, or documents related to certifications/licenses, or similar documentation.

E. Miscellaneous ITA Procedures/Responsibilities

1. If there are changes to the cost, training outline, or projected ending date for an approved OJT Agreement, the Pocono Counties OJT Modification Form must be completed and signed by the Employer and the Title I Service Provider responsible for the customer. The modification form will indicate what changes were made along with the reason for the modification. A copy of the completed modification form must be sent to the Pocono Counties Fiscal Office.



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OJTModification.do

2. In addition to recording OJT services and changes in CWDS and on the customer's IEP/ISS, it is imperative that certain information, documentation, and CWDS service reporting requirements related to WIOA Performance Measures are completed in a timely manner.
 - a. In addition to recording the WTS06 service for Adults/Dislocated Workers, or WYS07 for Out-of-School Youth, staff must record the following outcomes to those services at the time they are enrolled.
Any outcomes or credentials which must be recorded in order for the customer to be included in the Performance Measures for work based Measurable Skill Gains.