



Looking for a solution to the high costs of training employees?  
**OJT can help**



The Area 14 Workforce Development Board is committed to utilizing the **OJT** contract as a means for individuals to build their skills, reestablish themselves in new fields and increase employment retention and self-sufficiency.

The board also recognizes the importance of **OJT**'s to provide an incentive to employers to hire using the public workforce system and to invest in employee skill development.



## On The Job Training

Occupational Skills Training  
Employer Services

## OJT Staffing Solutions

*The **OJT** program, contracts with employers to provide occupational skill training to eligible participants, across all funding streams and programs.*

*All **OJT** contracts must primarily benefit the participant in the acquisition of skills and abilities for performance in the specified occupation.*

For more information contact:

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## OJT Basics

### WHO are the partners of OJT?

Athens County Job and Family Services  
OhioMeansJobs – Athens County  
Area 14 Workforce Development

### WHAT can OJT do for your business?

OJT can help offset the high costs of employee training and help you get the right employee for the job.

### WHEN can your business get started with OJT?

Apply TODAY to become an OJT employer. The application is available at the OhioMeansJobs – Athens County office.

### WHERE are OJT trainings held?

OJT participants train at your place of business. They can also benefit from support from the OhioMeansJobs – Athens County staff. Our career professionals can assist with a variety of skill sets necessary to meet your job requirements.

### WHY should you become an OJT employer?

To reduce your employment expenditures! The OhioMeansJobs – Athens County can help meet or exceed your employment needs.

**Contact us today for more information.**

## OJT Contracting & Reimbursement

OJT training payments to employers are deemed to be compensation for the extraordinary costs associated with training participant and potentially lower productivity. **Employers are to be reimbursed up to 50% of the wage rate of an OJT participant.**

The OJT Agreement must state the agreed upon maximum amount that will be reimbursed to an employer per trainee during the contract period, not to exceed \$8,000 and/or 13 weeks per OJT contract, and payments can be no more than 50% of each trainee's straight worked compensation.

The minimum hours that can be set in the OJT Agreement are 160 total hours; the maximum hours that can be set in the OJT Agreement are 520 total hours.

The participant must receive a wage of at least \$9.00 per hour from the employer, and this wage must be aligned with other employees performing the same duties.

For a currently employed trainee not currently earning locally defined self-sufficient wages, there must be an expectation that at successful completion of the OJT there will be a wage gain of at least \$1.00/hour.



To view the On The Job Training policy visit:  
[www.ohioarea14.org](http://www.ohioarea14.org)

## OJT Employer Eligibility

- Businesses must be in good standing in transactions with the USDOL (*United States Department of Labor*) and the State of Ohio.
- Businesses must be current with all tax liabilities with the state of Ohio.
- Businesses must have no outstanding civil, criminal or administrative fines or penalties owed to or pending with the state of Ohio.
- Employers must comply with all applicable federal, state, local laws and regulations related to providing reasonable working conditions.
- If it is determined that a business has relocated from one U.S. labor market to another and caused dislocation at the original location; OJTs may be available at the new location only after the business has conducted work at the new location for more than 120 days.
- Training positions covered may not have been created by the displacement of an unsubsidized employee by a WIOA subsidized employee.

