

TITLE: On-the-Job Training (OJT) Procedure # 2.3.6-P

Type: Program Procedure

Date Established: 07/01/2016

Date Last Revised: 06/07/2019

Date Posted to Website: 07/07/2016

Status: Final

Supersedes: WIOA Procedures in Policy # 580R3

Procedures

Potential OJT participants (Adult/Dislocated Workers or eligible Youth) must have received the documented assessment that results in the development of the applicable Individual Employment Plan (IEP) or Individual Service Strategy (ISS) which documents the participant has the interest, aptitude and skills to meet the specific employer's OJT requirements.

WIOA Program Staffs must maintain the OJT contract with original signatures in the participant file along with copies of timesheets and any additional documentation that relates to the OJT.

OJT contracts must ensure that the OJT Employee is provided a structured training opportunity in which to gain the knowledge and competencies required by the OJT Employer for continued employment in the occupation he/she is being trained.

WIOA Program Staffs must be cautious in writing OJT contracts in the public sector where the participant is on a register. The WIOA Program Staff must document why the OJT was allowed by the agency's personnel office and a rationale for training being needed. In some cases, an individual may get onto a register but only meet minimum requirements. Without the OJT, the employer would hire another individual who has skills above the minimum.

OJT Employers (especially new employers) require an orientation from the WIOA Program Staff to ensure that s/he understands the contract terms, the purpose of the OJT, the best method of communicating with the program, the process of preparing and submitting time sheets, etc.

Contract modifications must be in writing using an OJT Contract Modification form signed and dated by all parties prior to the effective date of the modification. Verbal modifications are not valid.

Monitoring of the OJT

Contact with the OJT Employer and OJT Employee is essential. Contact must be frequent enough to evaluate the OJT Employee's progress, document that the training is being provided as outlined in the contract, for compliance with provisions of the contract and to ensure that reimbursements are being made in accordance with procedures.

The best method of contact with the OJT Employer must be pre-determined and entered on the contract. Methods of contact can include on-site visits, phone or email. On-site visits must be sufficient to assure that training is being provided as specified in the contract.

Using Waivers

WIOA program staff may request a waiver for limitations of an OJT, such as duration or type of employment. The waiver must be approved by an authorized signatory.

The waiver may be submitted on a standard waiver form or in a memo or letter format that is sent to PacMtn's Associate Director of Workforce Services (may be sent by email).

OJT Employee Eligibility and Responsibilities

- Learn & follow the Employer's company rules which may include but not be limited to:
 - Come to work on time each day, adhere to breaks and lunch times.
 - Call if unable to come to work due to illness, etc.
 - Put forth his/her best effort each day to learn the skills required for the position.
 - Dress appropriately and maintain good personal hygiene.
- Communicate with the OJT Employer. Let him or her know if you do not understand any instruction(s).
- Communicate with the WIOA program Staff to let them know how you are doing on the job, including any barriers you may experience that affect your ability to work.
- Agree not to quit the job without first speaking with the WIOA Program Staff to discuss the situation to see if there may be a

The remaining procedures would be in the OJT Sample Contract

Any discrepancies arising between PacMtn policy and or procedures with federal and state provisions due to current or future revisions will default to the current minimum federal and state regulations and guidance available. PacMtn policy and or procedures may set forth stricter requirements than provided by federal and state guidance, but in no case will PacMtn policy and or procedures not meet minimum federal and state policy.

References

Workforce Innovation and Opportunity Act of 2014

WIOA Final Rule; 20 CFR Parts 676,677, and 678; Federal Register, Vol. 81, No. 161, August 19, 2019

WIOA Final Rule; 20 CFR Parts 603, 651, 652, et al; Federal Register, Vol. 81, No. 161, August 19, 2019, WIOA Section 134(c)(3)(E)

US DOL Wage and Hour Division www.dol.gov

PacMtn Policy # 2.3.4-v1 - On the Job Training (OJT)

PacMtn Policy # 2.3.1-v1 – Individual Training Account (ITA)

Compliance with the state’s eligibility policy will be based on the version of the handbook in effect at the time of the action or activity that may be at issue.

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