

# On-the-Job Training

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## The OJT program can save time & money on your hiring /training costs

The On-the Job Training (OJT) program enables businesses to hire employees and receive a reimbursement for a portion of that employee's wages during a specific training period.

## You are in Control

You decide who to hire. You will train the employee to perform the job according to your specifications. OJT program participants are your employees and are subject to the same rules and policies as other employees. You may release the participant at anytime, as you can with any employee.

## Savings

The program allows the employer to be reimbursed a percentage of the participant's hourly wage during the training period. The *On-the-Job Training* period will vary according to the complexity of the job and the existing skills of the participant. The duration of the training period will be negotiated.

## Program Guidelines

- Have a Federal Tax Identification number
- Have Worker's Compensation Insurance for employees.
- Have a current City or County Business License.
- Negotiate starting wage no less than \$0.50 above current minimum wage.
- Schedule OJT employee for a minimum of 32 hours per week.
- Provide specific training based on the training outline
- Retain employees in a regular full time position upon successful completion of the OJT agreement