

Northeast Missouri Workforce Development Board On The Job Training (OJT) EMPLOYER ORIENTATION

The Northeast Missouri Workforce Development Board represents the interest, needs and concerns of Northeast Missouri. The NEMO Workforce Development Board is business, labor, education, and communities working together to provide jobs for Northeast Missourians.

The focus of the On-the-Job Training Program will be unsubsidized employment of workers in Northeast Missouri. On-the-Job Training reimburses up to 50% of extraordinary costs of training an employee, therefore, providing less costly training for the employer. Skilled training and other supportive services are available to aid participants in the transition to unsubsidized employment. Services provided will be according to the assessed individual needs of the participant. A key provision of these services is the principle that participants should be prepared for employment in occupations or industries with long term potential.

Employer Responsibilities

Bookkeeping Requirements

Time and attendance records should be kept on a daily basis. Payroll records should indicate daily hours worked, gross and net amounts paid to the participant for each payroll period. These should correspond with the hours on the OJT invoice. The NEMO Workforce Development Board and its subcontractors are required to monitor payroll records on active participants and you will be required to supply copies of your payroll records along with your monthly OJT invoices. Employers will only be reimbursed “while the participant is engaged in productive work”. No reimbursements will be made to the employer for paid holidays, annual, sick or other leave. Reimbursements shall not exceed 40 hours per week. Employers will be responsible for debt repayment on discrepancies found in payroll records versus the OJT invoice reimbursements.

Employers are required to comply with all applicable business licensing, taxation and insurance requirements.

Local NEMO Workforce Development Board Regulations

1. OJT participants must be covered by workman’s compensation or a comparable medical and accident insurance.
2. OJT participants must be treated no differently than other employees. They should receive the same benefits and a comparable wage as other similar positions within the business.
3. OJT cannot be used to hire a relative (by blood, marriage, or adoption) or a relative of the employer’s administrative staff.
4. When implementing on the job training at an agency or company, there will be no displacement of currently employed workers or infringement on promotional opportunities. The employer must immediately notify the key contact person of any layoff, hiring freeze or work stoppage which affects the OJT participant or other similarly employed. Reimbursements shall not occur for training time during these occurrences.
5. OJT cannot be used to hire an individual who has held previous employment with the same employer.
6. OJT participants may not be employed in sectarian instruction or religious worship.
7. These and other regulations are listed in the General Assurances section attached to the Training Agreement. Carefully read these and contact your Job Center staff to clarify any clauses or answer any questions you might have. Their phone number is listed at the end of this orientation.

Training Plan

The Training Plan lists the skills to be learned by the participant during the training period. Evaluations will be conducted to determine progress of trainee and to determine if participant has been trained in the agreed upon occupation. The participant must be trained to develop those skills listed in the training plan. The beginning wage rate is specified as well as the beginning and end date of the agreement. **Should you decide to give a raise to the participant (that is not indicated on the training plan), notify the key contact person so a modification can be made and reimbursements can be adjusted.**

General Assurances

You as a representative of this company have agreed to the conditions as set forth in the general assurances. The staff has reviewed the items listed in the general assurances with a company representative.

Grievance Procedures

Any participant employed through OJT under WIOA has the right to expect that he/she will not be discriminated against because of race, color, religion, sex, national origin, age, disability, political affiliation or belief. Each participant has been provided with complaint and grievance procedures applicable to their program.

As the employer, you should inform your new employee of the procedures set up within your company that should be followed in the event that he/she has a complaint. Most grievances can be successfully resolved informally at the employer level. Should the problem not be resolved at this level, the customer should contact his/her OJT counselor or the key contact person.

Participant Eligibility

Individuals who qualify for OJT training have met eligibility guidelines for the WIOA program.

Employer Orientation to Participants

All employers are required to provide their participants adequate orientation relative to the rules, standard practices and requirements of the job. Items such as hourly wage, work hours, work schedules, benefits (holidays, sick leave, vacation) and what you as an employer expect of his/her employee should be discussed.

Employer Guide to Participant Orientation

Each participant engaged in On-the-Job Training shall receive an orientation by employers to include, but need not be limited to, the following information where applicable:

Length of Training	Dress standards/requirements
Job duties and responsibilities (consistent with the training plan)	Fringe benefits (i.e. sick leave, annual leave, insurance benefits, etc)
Starting Wage	Standards of personal hygiene
Conditions and amount of pay increase(s)	Standards of conduct
Schedule of breaks (if applicable)	Work evaluation process
Time sheet procedures	Safety rules and regulations
Pay periods/Pay dates	Employer grievance procedures
Policy regarding absenteeism/tardiness	Introduction of supervisors and coworkers
Tour of work facilities	

Success with the On-the-Job Training program relies on communication. If you experience any issues with the participant(s), need help with reimbursement/invoicing process, or decide to implement a raise please notify your key Job Center staff. Should you have questions or something that we can help you with please do not hesitate to contact us. The staff is here to assist you with any problems that might arise and answer any questions that you may have. Your key Job Center contact staff is:

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Key Job Center Contact Staff/ Phone