

## ***Building Skills & Growing Businesses!***

### **Frequently Asked Questions**

**Q:** As an employer, how do I access OJT training dollars?

**A:** The process is simple and there are no complicated forms. The Employment Team Coordinator will meet with you at your place of business to discuss your needs, the position(s) for which you are seeking OJT training dollars and walk you through the process.

**Q:** Who can be an OJT Employer?

**A:** Any company or business which has an opening for a skilled worker and for which qualified individuals are not readily available; a company or business which has not relocated to the labor market area within the past 120 days; or if it has relocated within this period, it has not caused a loss of employment at their original location.

**Q:** How do I benefit by participating in the OJT Program?

**A:** The Worksource Clackamas' OJT program enables you to be reimbursed for training costs up to 50% of the new employee's wages while they are in training.

**Q:** What kind of positions is eligible for consideration for OJT?

**A:** Occupations with growth potential that result in permanent employment.

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WorkSource Oregon is an equal opportunity employer/program. Auxiliary aids and services and alternate formats are available to individuals with disabilities and language services to individuals with limited English proficiency free of cost upon request. TTY/TDD dial 7-1-1 toll free relay service. Access free online relay service at: [mwww.sprintrelayonline.com](http://mwww.sprintrelayonline.com)

Empleador/programa que respeta la igualdad de oportunidades. Servicios auxiliares disponibles a pedido para discapacitados.

Программа равноправных возможностей по трудоустройству. По просьбе лиц имеющих инвалидность, предоставляются дополнительные услуги.

**[www.WorkSourceClackamas.org](http://www.WorkSourceClackamas.org)**



### **On the Job Training Services (OJT)**

*Is your business ready for skilled & productive employees?*

*Workforce "READY TO WORK"*



***Designed to meet the needs of local employers!***

**Building Skills & Growing Businesses!**

## Our Services: On the Job Training (OJT)

**OJT** is **ideal** for a challenging economy. It supports job creation and stretches your limited training resources.

The **purpose** of an On-the-Job Training contract (OJT) is to assist businesses in training and retaining skilled, productive workers.

### Service Advantages—Employer Benefits

- **No-Cost** Recruiting
- Pre-Screened Quality Employee Referrals
- Superior Trained Employees
- Structured Training Outline
- Single Point of Contact with Minimal Paperwork
- Train an employee your way at a 50% reduced cost
- Employer Services Team will work with you to understand the job and what it requires, and send you only those who can be trained to do the job.
- Employer make the final hiring choice
- **Our Promise:** Our Employer Services Team members will stick with you throughout the training period and will be there to make sure the trainee is fulfilling his/her obligations.
- We will also be able to help the supervisor, if any problems come up.

*Services sponsored by the  
Workforce Investment Council of Clackamas County*

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## Training Wage Reimbursement

- When utilizing an OJT, a business hires an employee and trains them over a specified period of time.
- The equivalent of up to **50%** of wages paid during the training period may be reimbursed by WorkSource to off set the costs of training and lack of productivity from the trainee, up to \$5,000 total.
- At the end of the training period, business is reimbursed for half of the OJT commitment.
- When the business retains the trainee for 90 days beyond the training period, they receive the other half of the OJT commitment.

### On-the-Job Training Example 1

A business needs an employee who can operate a furnace to manufacture silicone ingots for solar power. Entry level furnace operators are paid \$12.50 an hour. If it is determined that it takes 3 months of on-the-job training for a candidate with a manufacturing background to reach the level of an entry level furnace operator.

### On-the-Job Training Example 2

A business needs an employee who can operate a furnace to manufacture silicone ingots for solar power. The business promotes an existing employee into OJT position and hires employee #2 to backfill open position. It takes 3 months of on-the-job training for the candidate to reach the level of an entry level furnace operator.

Both OJT examples would look like this:

OJT Training Period Duration: 13 weeks

OJT wage: 12.50 an hour at 40 hours a week

OJT Total wages paid by employer \$6,500

OJT Total reimbursement to employer \$3,250

1. Half of total OJT commitment = \$1,625  
(reimbursed at end of OJT training period)

2. Half of total OJT commitment = \$1,625  
(reimbursed at end of OJT retention period, 90 days after end of training period)