



On the Job Training (OJT) Process/Procedure

1. **Referral Screening** – OJT candidate referral will be pre-screened to meet the employer's minimum requirements. OJT Candidates will come from the OJT Coordinator.
2. **Training Plan Development** – SWAPTE OJT Coordinator will work with the employer in developing a list of job skills that the trainee will acquire during On-the-Job Training.
3. **Hire First** – The OJT training position must be a permanent job. The individual you hire through OJT becomes your employee. This trainee is on your payroll, is entitled to the same consideration, and is governed by the same company policies as any other employee.
4. **Full-Time Positions** – The OJT contracts will only be written for full time positions. Full time will be defined as 35 or more hours for the scheduled work week.
5. **Eligibility** – Only employees that have been interviewed and cleared by the Alabama Career Center's Eligibility Unit will be approved for hiring in On-the-Job Training positions.
6. **Hiring** – The final hiring selection is made from the eligible pre-screened candidates referred to you by SWAPTE.
7. **Training** – To provide training as outlined in the OJT agreement.
8. **Program Maintenance** – All performance expectations of the candidate should be clearly explained at the start of the training program. If, at any time during the length of the training agreement, those expectations are not being met, the OJT Coordinator should be notified.
9. **Firing** – the employer will inform the trainee and SWAPTE of identified areas of unsatisfactory progress or performance and will allow a reasonable amount of time for correction or improvement of substandard work performance or unsatisfactory progress or conduct.
10. **Training Cost/Reimbursement** – When an eligible applicant is hired by an employer through an OJT agreement, SWAPTE will reimburse the employer up to 50% of the trainee starting wages during the duration of the agreement. The rate of reimbursement is based upon the extra costs normally associated with an employer training a new employee.
11. **Monitoring** – SWAPTE staff will visit the work site to assure the performance of the training agreement.
12. **Record Maintenance** – All trainee records must be maintained for a period of 6 years beyond the completion of the OJT agreement. These records are subject to audit.

13. **Disputes** – The OJT Coordinator is available to each employer to help settle difficulties experienced through the OJT agreement. If a trainee is being considered for termination by the employer, notification should be given to both the trainee and SWAPTE.
14. **Nepotism** – No contractor or employing agency may hire a person in an On-the-Job Training position funded by Workforce Innovation and Opportunity Act (WIOA) if a member of that person’s immediate family is engaged in an Administrative or Supervisory capacity for that contractor or employing Agency. **Memo 7/25/2006 from Steve Walkley, The Workforce Innovation and Opportunity Act (WIOA) addresses Nepotism at 20 CFR669.200(g)(1) “No individual may be placed in WIOA employment activity if a member of that person’s immediate family is directly supervised by or directly supervises that individual.” (2) “To the extent that an applicable State or local legal requirement regarding nepotism is more restrictive than this provision, such State or local requirement must be followed.”**
15. **Notification of Hire** – If a candidate is hired, the OJT Coordinator must be notified of the hire, in writing, within 5 days of the trainee’s beginning work date. The “OJT Hire Report” should be used for this purpose.