

# COUNTY OF ULSTER

## Workforce Development Board

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### **On-The-Job Training Policy**

Approved 5-18-15

The Ulster County Office of Employment and Training under the direction of the Ulster County Workforce Investment Board operates a federally subsidized On-The-Job Training Program that reimburses up to 75% of gross wages paid for regular hours worked during their training period, for newly hired WIOA-eligible workers.

- The customer must reside in or the business job site must be located in Ulster County.
- Total compensation for the job must be at least \$12.00/hr., inclusive of benefits package.
- Training time can vary depending on the trainee's former experience, skills, and the employer's needs. Provided the Specific Vocational Preparation (SVP) level is at least 8 weeks, training times can vary from 4 weeks to 26 weeks. There is a \$15,000.00 maximum reimbursement per trainee.
- During any one Board Year\*\*, businesses with 8 or more employees are allowed to contract up to 25% of their workforce. Businesses with less than 8 employees are limited to 2 contracts during any Board Year. No business may receive more than \$75,000.00 in OJT reimbursements during any one Board Year without prior review by the Board.
- Employer must offer full-time, year round employment (minimum 30 hours per week and no more than 8 weeks of layoff per year).
- Prior to any OJT contract being awarded, a Pre-award survey will be conducted of the employer to include, but not be limited to, a review of any OJT contracts the employer may have had in the past, the determination that the employer carries general liability, workers compensation, and disability insurance and is willing to name the County of Ulster as additional insured, and that the employer has not been found in violation of NYS labor laws.
- OJT contracts will not be entered into with employers who have previously exhibited a pattern of failing to provide OJT participants with continued long-term employment with wages, benefits and working conditions that are equal to regular employees who have worked a similar length of time and are doing the same type of work.

- The Priority of Service policy targeting service of veterans, eligible spouses of veterans, public assistance and low income individuals, and non-veteran/non-low income/non-public assistance customers shall be applied to the On-The-Job Training Program.
- JUSTIFICATION FOR ALL FORMS OF TRAINING MUST BE CLEARLY DOCUMENTED IN THE CUSTOMER'S INDIVIDUAL SERVICES STRATEGY.

**\*\* Board year is July 1 – June 30**

**\*\* Approved by UCWIB/EC 06/15/15\*\***