

# COUNTY OF ULSTER

## Workforce Development Board

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Patrick K. Ryan, County Executive

Sharon Williams, Director

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

The Ulster County Office of Employment and Training under the direction of the Ulster County Workforce Development Board operates a federally subsidized On-The-Job Training (OJT) Program that provides for reimbursements to businesses of up to 75% of the wage rate for gross wages paid for regular (non-overtime) hours worked during their training period to help defray the personnel training cost of newly hired, or newly promoted workers who are eligible for Training Services provided through the Ulster County Workforce Development Board. Newly promoted worker shall be defined as a current employee who at the start of the OJT contract will begin a new position which has more responsibility and a wage at least \$1.00 per hour higher than their current position.

- The trainee must reside in or the business job site must be located within Ulster County.
- Trainees must not begin employment in their new position prior to the start of the OJT contract.
- OJT services must be linked to the employment opportunities in the local area or the planning region, or in another area to which the trainee is willing to commute or relocate.
- Hourly wage for the job must be at least \$2.50/hr. above minimum wage.
- Training time may vary depending on the trainee's former experience, skills, and the employer's needs. Training times may vary from 4 weeks to 26 weeks, provided the Specific Vocational Preparation (SVP) level is at least 8 weeks There is a \$10,000.00 maximum reimbursement per trainee, per OJT contract.
- OJT Trainee(s) will not be employed to carry out the construction, operation or maintenance of any part of a facility that is used or to be used for sectarian instruction or as a place for religious worship, or required to participate in political activities.
- The number of new employees hired through OJT contracts that a business may begin during any one Board Year\*\* is shown in the table below and may be adjusted at the discretion of the Director.

<b>Total Number of Employees</b>	<b>Maximum Number of New OJT Contracts per Board Year</b>
1-4	1
5-8	2
9-12	3
12 or more	4

- No business may receive more than \$40,000 in OJT reimbursements during any Board Year. Any funding approval is based on the availability of Training Funds and the discretion of the Director.

- The reimbursement rate will be based on the total number of employees at that business, regardless of the location. See table below for reimbursement rates:

<b>Total Number of Employees</b>	<b>Reimbursement Rate</b>
1-50	75%
51-250	60%
251 and up	50%

- Business must offer full-time, year-round employment (minimum 30 hours per week on average over the time of the OJT and no more than 8 weeks of layoff per year).
- OJT outreach will be conducted by Ulster County Business Services staff members, though various methods including phone calls, email, text, video conferencing and/or in person meetings.
- OJT may be provided under a contract with a business in the public, private, or private non-profit sector
- Prior to any OJT contract, a Pre-award survey (attached) will be conducted of the business to include, but not be limited to, a review of any OJT contracts the business may have had in the past, a determination that the business carries general liability, workers compensation, and disability insurance, is willing to name the County of Ulster as additional insured, and the business has not been found in violation of any NYS labor laws.
- OJT contracts will not be entered into with businesses 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 will be applied to the OJT Program.
- **JUSTIFICATION FOR ALL FORMS OF TRAINING MUST BE CLEARLY DOCUMENTED IN THE CUSTOMER’S INDIVIDUAL SERVICES STRATEGY.**

Blank Pre-award survey attached below.

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

Approved by UCWDB 9/10/2021

# Preliminary Review – Business Application for On-the-Job Training

**Instructions:** Please complete all items on this application. To facilitate your review, please prepare this application electronically, if possible.

## 1. Business Information

Name: \_\_\_\_\_

Address 1: \_\_\_\_\_

Address 2: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_

Zip  
Code: \_\_\_\_\_

FEIN: \_\_\_\_\_

NAICS: \_\_\_\_\_

DUNS: \_\_\_\_\_

Previous Name of  
Business, if any: \_\_\_\_\_

FEIN, if different: \_\_\_\_\_

## 2. Contact Person

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

## 3. Business Background

- a. **Has your company relocated from another area in the U. S. within the last 120 days? If so, were there any employees laid off at that former location?**
- b. **How long have you been in business in this area?**
- c. **How many full-time employees do you have?**
- d. **Are any employees on layoff currently?  
If so, how many employees and in what job titles?**
- e. **Have any WARN notices been filed within the past year?**
- f. **Has your business sought WIA/TGAA or other assistance in connection with past or impending job losses at other facilities during the past year?**

- g. What job titles/job descriptions are you seeking to fill with OJT trainees? (use the job description form provided – can attach existing job descriptions in lieu of completing job description section in the form)**
- h. Are jobs expected to last a year or more in the normal course of business?**
- i. Are any of the jobs considered for an OJT candidate classified as “independent contractor” positions, or would individuals not be employed by your firm during the entire training period?**
- j. Are any of the jobs covered by a collective bargaining agreement?  
(If so, we will need to obtain a letter of concurrence from the union(s))**
- k. Is your business currently engaged in any labor disputes with a labor organization?**
- l. Do any of the jobs pay based upon commissions, tips, piece work or incentives? If yes, please explain.**
- m. What percentage of previous OJT trainees, over the last two (2) years, have completed training and been retained by your firm?**
  - 1. Number of OJT trainees:**
  - 2. Number of OJT employees retained:**
  - 3. Percentage retained:**

**Business Applicant Signature**

\_\_\_\_\_  
Signature

Date

\_\_\_\_\_  
Print Name

Title

**On-the-Job Training (OJT) Job Description**

Complete a separate description for each OJT title.

**Job Title:**

**O\*Net  
Code:**

**Job**

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**Description:**

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**Job Location:**

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Anticipated Start Date	Shift Days and Hours		Hourly Wage Rate	
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**Supervisor:**

**Title:**

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**Is this position subject to a Collective Bargaining Agreement?**

Yes  No

If "yes," specify the name of the union?

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**Job Title:**

**O\*Net Code:**

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**Job Description:**

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**Job Location:**

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Anticipated Start Date	Shift Days and Hours		Hourly Wage Rate	
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