



## Workforce Development Board

1000 Coffeen Street  
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Bringing Jobs & People Together

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### Resolution 20-16

#### On-the-Job Training (OJT) Policy Modification

**Whereas**, the Jefferson-Lewis LWDA adopted the On-the-Job Training policy on December 20, 2017.

**Whereas**, the ITA cap, which includes OTs, was increased to \$8,000 effective September 19, 2019.

**Whereas**, due to the need to define low income for Adult program funding in the LWDA, and the low income definition having been set to minimum wage plus \$0.50 per hour, and

**Whereas**, to bring the On-the-Job Training policy up-to-date, the following modifications (**in bold for reference**) have been made:

##### Adult Programs

Training services for adults and dislocated workers may include OJT opportunities. OJT may be provided pursuant to a contract for services in lieu of an individual training account.

Per the Jefferson-Lewis LWDB:

1. Local OJT contracts cannot exceed a period of 6 months or monetary amount of **\$8,000.00**. A skills gap analysis will be conducted to determine the length of the contract and amount of reimbursement to the business.
2. Due to funding restrictions, the LWDA will not cover the cost of items such as uniforms, work-related tools, equipment or training-related books. A participant may be covered for additional coursework related to the training occupation and any licensing fees if funding is available and the OJT has not exceeded the **\$8,000.00** cap.

##### Youth Program

Local youth programs must expend not less than 20% of the funds allocated to them to provide in-school youth and out-of-school youth with paid and unpaid work experiences. These work experiences may include OJT opportunities.

Per the Jefferson-Lewis LWDB:

1. Local OJT contracts cannot exceed a period of 6 months or monetary amount of **\$8,000.00**. A skills gap analysis will be conducted to determine the length of the contract and amount of reimbursement to the business.
2. Due to funding restrictions, the LWDA will not cover the cost of items such as uniforms, work-related tools, equipment or training-related books. A participant may be covered for additional coursework related to the training occupation and any licensing fees if funding is available and the OJT has not exceeded the **\$8,000.00** cap.

##### General Guidelines and Restrictions

1. Wages paid must be at least **\$.75 per hour** above NYS general minimum wage for Adults and Dislocated Workers, and at least NYS general minimum wage for Youth.

Reimbursement cannot be made for overtime, commission or fringe benefits (e.g. life and health insurance, pension, vacation, holiday, and sick leave).

**Therefore,** be it resolved that the Jefferson-Lewis Workforce Development Board rescinds and replaces Resolution 17-17 with this update and approves modification of the On-the-Job Training Policy according to the above noted changes and the Contract Evaluation Table enclosed.

## OJT Contract Evaluation Tables

Effective as of 1/1/21

<b>Adult &amp; DW</b>		
<b>Wages*</b>	<b>Points</b>	<b>\$ Cap</b>
.75 – 1.50	2	\$4,500
1.51 – 2.50	2	\$5,000
2.51 - 3.50	3	\$5,500
3.51 - 4.50	3	\$6,000
4.51 - 5.50	4	\$6,500
5.51 - 6.50	4	\$7,000
6.51 - 7.50	5	\$7,500
7.51 +	5	\$8,000

<b>Out-of-School Youth</b>		
<b>Wages*</b>	<b>Points</b>	<b>\$ Cap</b>
.00 – .50	3	\$7,000
.51 – 1.50	4	\$7,500
1.51 +	5	\$8,000

<b>O*NET Job Zone</b>	<b>Points</b>
1	1
2	2
3	3
4	4

<b>Contract Rating Levels</b>	<b>Total Points</b>	<b>Max Training Time</b>
1	2	16 Weeks
2	3-4	20 Weeks
3	5-7	26 Weeks
4	8+	26 Weeks

**\*Wages are calculated by adding the minimum wage to the ranges listed above**