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On-the-Job Training



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Business Solutions for the Bluegrass

Serving: Anderson, Bourbon, Boyle, Clark, Estill, Fayette, Franklin, Garrard, Harrison, Jessamine, Lincoln, Madison, Mercer, Nicholas, Powell, Scott and Woodford Counties

OJT Eligibility

Companies interested in participating in an On-The-Job-training (OJT) contract should contact their Business Service Specialist to discuss establishing a contract.

An active contract must be in place prior to the company being eligible for OJT referrals.

To be eligible for an OJT contract the position must:

- Require no less than four (4) weeks and no greater than 24 weeks of training;
- Be a high demand occupation in one of the four industry sectors:
 - *Advanced Manufacturing*
 - *Information Technology*
 - *Healthcare*
 - *Transportation, Distribution and Logistics*

Have a starting wage of \$9.75 or greater;

Be posted as an active job order with the Central Kentucky Career Center via e3.ky.gov.

The number of current employees will determine the

maximum number of participants on an OJT annual contract with the company.

Each contract will be monitored quarterly for the participant retention rate. Each company will be expected to maintain a retention rate of 85%. Failure to meet the 85% retention rate will result in a one-quarter deferment of referrals. If the retention rate does not rise to meet or exceed the 85% status, the OJT contract will be canceled.

It is the company's responsibility to notify the Business Service Specialist with any change in the OJT participant's employment.

Number of employees	Number of OJTs
1 - 25	5
26 - 100	20
101 - 250	50
251 - 500	100
500+	150

OJT Process

Notification of eligible newly hired employees must be made to the Business Service Specialist at least five (5) business days prior to the start date.

Within five (5) business days from the newly hired employee's start date, the company must submit a Training Outline.

The Business Service Specialist can provide assistance with development of the Training Outline.

Once the Training Outline has been submitted, each newly hired employee will be eligible for assistance with one (1) required tool. The cost payable by BGADD shall not exceed \$100.

Upon completion of training, the company must submit a completed Training Outline within five (5) business days to the Business Service Specialist.

Upon receipt by the Business Service Specialist of the completed Training Outline the newly hired employee will be eligible for a gas card as incentive for his/her hard work and dedication.

Once the newly hired employee successfully completes training with an attainment of at least 80% of skills and an increase in four (4) skill areas listed on the training outline, an invoice must be submitted within thirty (30) days. Assistance with completing the invoice can be provided by the Business Service Specialist.

From this point, a Business Service Specialist will maintain contact with the newly hired employee providing incentives for continued employment.



OJT Guidelines

1. OJT Reimbursement: Reimbursements are divided into three (3) categories.
 - Category I will reimburse companies of 250 or more employees 50% of the new hire's gross wages, during the training period.
 - Category II will reimburse a company with 51 to 249 employees 75% of the new hire's gross wages, during the training period.
 - Category III will reimburse a company with 50 or fewer employers 90% of a new hire's gross wages, during the training period.
2. Reimbursement will be made only after training is complete and is contingent upon the new hire's continued employment in a permanent full-time job (as defined by the employer) position. Reimbursement must be requested within thirty (30) calendar days after the end of the training period, using the completed BGADD "OJT Agreement Invoice" form. Late invoice submission may void payment rights. Business Service Specialists can help prepare invoices.
3. Training Completion: Training is complete when the training period is over and a training "Ending Capability" score of 80% has been achieved or exceeded, plus a gain of at least four points. Both the training period and the Ending Capability score to be achieved are included in the training outline. Business Service Specialists can help with training design and scoring.
4. Addresses and Notices: All notices and checks shall be sent by U.S. Mail or hand-delivered to the persons listed in the OJT agreement.
5. Modification, Termination, and Assignments: OJT agreements may be modified at any time by written, signed BGADD and Employer agreement. Agreements may be terminated early by giving written notice. Modifications shall not be valid absent the written permission of both parties.
6. Displacement: No regular employee shall be laid off, terminated, otherwise displaced, or denied a promotional opportunity by the OJT agreement trainee.
7. Insurance, Licenses and Safety: All required licenses and insurance are in and shall remain in effect during training periods covered by the agreement. The worksite is and shall remain safe and there are no known outstanding health or safety violations.
8. Disallowed Costs: BGADD will not reimburse for overtime, paid time-off, holiday or any circumstance in which the employee did not work but was paid by the employer. If any payment is made to the Employer which is later found to have violated the terms of an OJT agreement, the Employer shall repay to BGADD the total amount related to the violation.
9. Monitoring: BGADD or its agents shall have the right to visit the worksite during the training period for the purpose of ascertaining trainee progress and agreement compliance. Worksite visits shall be conducted in a manner reasonably designed to avoid interference with work and business activities.
10. Record Retention: Payroll and other records necessary to support payments made by BGADD to the Employer shall be retained for at least two years after the agreement's end date and, if any disputes have arisen, until those disputes are fully resolved.
11. Disputes: All disputes shall be settled informally to the extent possible. Remaining disputes shall be resolved using BGADD's Grievance Procedure. Final determinations resulting from the Grievance Procedure are binding and enforceable in the appropriate Kentucky court of law.
12. Wages and Fringe Benefits: Trainees shall receive wages and fringe benefits equal to similarly situated employees with equivalent tenure, skills and job descriptions. No trainee shall be paid less than minimum wage under section 6(a)(1) of the Fair Labor Standards Act, or the minimum wage under state law.
13. Assurances:
 - No funds received under an agreement may be used to assist, promote, or deter union organizing.
 - No funds received under an agreement may be used to promote political activities.
 - Trainees may not perform religious or anti-religious tasks during training.
 - Training positions covered by OJT agreements have not been created by relocating the business and displacing former employees within the last 120 days.
 - The employer has not been debarred, suspended, declared ineligible or voluntarily excluded from Federal contracting.
 - No trainee shall be illegally discriminated against on the grounds of race, color, religion, sex national origin, age, disability, political affiliation or belief, citizenship, or his or her status as a trainee.

"We are partnering with (the Career Centers) to provide On-the-Job Training assistance to qualified new hires. The OJT program assists RR Donnelley in training and retaining a skilled, productive workforce."

*- Wendy Ashcraft
RR Donnelley & Sons, Danville*

OJT Reimbursement Grid

Hours	Category I				Category II				Category III			
	(250+ employees)				(51 - 249 employees)				(1 - 50 employees)			
	50% Gross Wages				75% Gross Wages				90% Gross Wages			
	12	16	20	24	12	16	20	24	12	16	20	24
\$8.00	\$1,920.00	\$2,560.00	\$3,200.00	\$3,840.00	\$2,880.00	\$3,840.00	\$4,800.00	\$5,760.00	\$3,456.00	\$4,608.00	\$5,760.00	\$6,912.00
\$8.25	\$1,980.00	\$2,640.00	\$3,300.00	\$3,960.00	\$2,970.00	\$3,960.00	\$4,950.00	\$5,940.00	\$3,564.00	\$4,752.00	\$5,940.00	\$7,128.00
\$8.50	\$2,040.00	\$2,720.00	\$3,400.00	\$4,080.00	\$2,880.00	\$4,080.00	\$5,100.00	\$6,120.00	\$3,672.00	\$4,896.00	\$6,120.00	\$7,344.00
\$8.75	\$2,100.00	\$2,800.00	\$3,500.00	\$4,200.00	\$3,150.00	\$4,200.00	\$5,250.00	\$6,300.00	\$3,780.00	\$5,040.00	\$6,300.00	\$7,560.00
\$9.00	\$2,160.00	\$2,880.00	\$3,600.00	\$4,320.00	\$3,240.00	\$4,320.00	\$5,400.00	\$6,480.00	\$3,888.00	\$5,184.00	\$6,480.00	\$7,776.00
\$9.25	\$2,220.00	\$2,960.00	\$3,700.00	\$4,440.00	\$3,330.00	\$4,440.00	\$5,550.00	\$6,660.00	\$3,996.00	\$5,328.00	\$6,660.00	\$7,992.00
\$9.50	\$2,280.00	\$3,040.00	\$3,800.00	\$4,560.00	\$3,420.00	\$4,560.00	\$5,700.00	\$6,840.00	\$4,104.00	\$5,472.00	\$6,840.00	\$8,208.00
\$9.75	\$2,340.00	\$3,120.00	\$3,900.00	\$4,680.00	\$3,510.00	\$4,680.00	\$5,850.00	\$7,020.00	\$4,212.00	\$5,616.00	\$7,020.00	\$8,424.00
\$10.00	\$2,400.00	\$3,200.00	\$4,000.00	\$4,800.00	\$3,600.00	\$4,800.00	\$6,000.00	\$7,200.00	\$4,320.00	\$5,760.00	\$7,200.00	\$8,640.00
\$10.25	\$2,460.00	\$3,280.00	\$4,100.00	\$4,920.00	\$3,690.00	\$4,920.00	\$6,150.00	\$7,380.00	\$4,428.00	\$5,904.00	\$7,380.00	\$8,856.00
\$10.50	\$2,520.00	\$3,360.00	\$4,200.00	\$5,040.00	\$3,780.00	\$5,040.00	\$6,300.00	\$7,560.00	\$4,536.00	\$6,048.00	\$7,560.00	\$9,072.00
\$10.75	\$2,580.00	\$3,440.00	\$4,300.00	\$5,160.00	\$3,870.00	\$5,160.00	\$6,450.00	\$7,740.00	\$4,644.00	\$6,192.00	\$7,740.00	\$9,288.00
\$11.00	\$2,640.00	\$3,520.00	\$4,400.00	\$5,280.00	\$3,960.00	\$5,280.00	\$6,600.00	\$7,920.00	\$4,752.00	\$6,336.00	\$7,920.00	\$9,504.00
\$11.25	\$2,700.00	\$3,600.00	\$4,500.00	\$5,400.00	\$4,050.00	\$5,400.00	\$6,750.00	\$8,100.00	\$4,860.00	\$6,480.00	\$8,100.00	\$9,720.00
\$11.50	\$2,760.00	\$3,680.00	\$4,600.00	\$5,520.00	\$4,140.00	\$5,520.00	\$6,900.00	\$8,280.00	\$4,968.00	\$6,624.00	\$8,280.00	\$9,936.00
\$11.75	\$2,820.00	\$3,760.00	\$4,700.00	\$5,640.00	\$4,230.00	\$5,640.00	\$7,050.00	\$8,460.00	\$5,076.00	\$6,768.00	\$8,460.00	\$10,152.00
\$12.00	\$2,880.00	\$3,840.00	\$4,800.00	\$5,760.00	\$4,320.00	\$5,760.00	\$7,200.00	\$8,640.00	\$5,184.00	\$6,912.00	\$8,640.00	\$10,368.00
\$12.25	\$2,940.00	\$3,920.00	\$4,900.00	\$5,880.00	\$4,410.00	\$5,880.00	\$7,350.00	\$8,820.00	\$5,292.00	\$7,056.00	\$8,820.00	\$10,584.00
\$12.50	\$3,000.00	\$4,000.00	\$5,000.00	\$6,000.00	\$4,500.00	\$6,000.00	\$7,500.00	\$9,000.00	\$5,400.00	\$7,200.00	\$9,000.00	\$10,800.00
\$12.75	\$3,060.00	\$4,080.00	\$5,100.00	\$6,120.00	\$4,590.00	\$6,120.00	\$7,650.00	\$9,180.00	\$5,508.00	\$7,344.00	\$9,180.00	\$11,016.00
\$13.00	\$3,120.00	\$4,160.00	\$5,200.00	\$6,240.00	\$4,680.00	\$6,240.00	\$7,800.00	\$9,360.00	\$5,616.00	\$7,488.00	\$9,360.00	\$11,232.00
\$13.25	\$3,180.00	\$4,240.00	\$5,300.00	\$6,360.00	\$4,770.00	\$6,360.00	\$7,950.00	\$9,540.00	\$5,724.00	\$7,632.00	\$9,540.00	\$11,448.00
\$13.50	\$3,240.00	\$4,320.00	\$5,400.00	\$6,480.00	\$4,860.00	\$6,480.00	\$8,100.00	\$9,720.00	\$5,832.00	\$7,776.00	\$9,720.00	\$11,664.00
\$13.75	\$3,300.00	\$4,400.00	\$5,500.00	\$6,600.00	\$4,950.00	\$6,600.00	\$8,250.00	\$9,900.00	\$5,940.00	\$7,920.00	\$9,900.00	\$11,880.00
\$14.00	\$3,360.00	\$4,480.00	\$5,600.00	\$6,720.00	\$5,040.00	\$6,720.00	\$8,400.00	\$10,080.00	\$6,048.00	\$8,064.00	\$10,080.00	\$12,096.00
\$14.25	\$3,420.00	\$4,560.00	\$5,700.00	\$6,840.00	\$5,130.00	\$6,840.00	\$8,550.00	\$10,260.00	\$6,156.00	\$8,208.00	\$10,260.00	\$12,312.00
\$14.50	\$3,480.00	\$4,640.00	\$5,800.00	\$6,960.00	\$5,220.00	\$6,960.00	\$8,700.00	\$10,440.00	\$6,264.00	\$8,352.00	\$10,440.00	\$12,528.00
\$14.75	\$3,540.00	\$4,720.00	\$5,900.00	\$7,080.00	\$5,310.00	\$7,080.00	\$8,850.00	\$10,620.00	\$6,372.00	\$8,496.00	\$10,620.00	\$12,744.00
\$15.00	\$3,600.00	\$4,800.00	\$6,000.00	\$7,200.00	\$5,400.00	\$7,200.00	\$9,000.00	\$10,800.00	\$6,480.00	\$8,640.00	\$10,800.00	\$12,960.00
\$15.25	\$3,660.00	\$4,880.00	\$6,100.00	\$7,320.00	\$5,490.00	\$7,320.00	\$9,150.00	\$10,980.00	\$6,588.00	\$8,784.00	\$10,980.00	\$13,176.00
\$15.50	\$3,720.00	\$4,960.00	\$6,200.00	\$7,440.00	\$5,580.00	\$7,440.00	\$9,300.00	\$11,160.00	\$6,696.00	\$8,928.00	\$11,160.00	\$13,392.00
\$15.75	\$3,780.00	\$5,040.00	\$6,300.00	\$7,560.00	\$5,670.00	\$7,560.00	\$9,450.00	\$11,340.00	\$6,804.00	\$9,072.00	\$11,340.00	\$13,608.00
\$16.00	\$3,840.00	\$5,120.00	\$6,400.00	\$7,680.00	\$5,760.00	\$7,680.00	\$9,600.00	\$11,520.00	\$6,912.00	\$9,216.00	\$11,520.00	\$13,824.00
\$16.25	\$3,900.00	\$5,200.00	\$6,500.00	\$7,800.00	\$5,850.00	\$7,800.00	\$9,750.00	\$11,700.00	\$7,020.00	\$9,360.00	\$11,700.00	\$14,040.00
\$16.50	\$3,960.00	\$5,280.00	\$6,600.00	\$7,920.00	\$5,940.00	\$7,920.00	\$9,900.00	\$11,880.00	\$7,128.00	\$9,504.00	\$11,880.00	\$14,256.00
\$16.75	\$4,020.00	\$5,360.00	\$6,700.00	\$8,040.00	\$6,030.00	\$8,040.00	\$10,050.00	\$12,060.00	\$7,236.00	\$9,648.00	\$12,060.00	\$14,472.00
\$17.00	\$4,080.00	\$5,440.00	\$6,800.00	\$8,160.00	\$6,120.00	\$8,160.00	\$10,200.00	\$12,240.00	\$7,344.00	\$9,792.00	\$12,240.00	\$14,688.00
\$17.25	\$4,140.00	\$5,520.00	\$6,900.00	\$8,280.00	\$6,210.00	\$8,280.00	\$10,350.00	\$12,420.00	\$7,452.00	\$9,936.00	\$12,420.00	\$14,904.00
\$17.50	\$4,200.00	\$5,600.00	\$7,000.00	\$8,400.00	\$6,300.00	\$8,400.00	\$10,500.00	\$12,600.00	\$7,560.00	\$10,080.00	\$12,600.00	\$15,120.00
\$17.75	\$4,260.00	\$5,680.00	\$7,100.00	\$8,520.00	\$6,390.00	\$8,520.00	\$10,650.00	\$12,780.00	\$7,668.00	\$10,224.00	\$12,780.00	\$15,336.00
\$18.00	\$4,320.00	\$5,760.00	\$7,200.00	\$8,640.00	\$6,480.00	\$8,640.00	\$10,800.00	\$12,960.00	\$7,801.92	\$10,368.00	\$12,960.00	\$15,552.00

