

# On-The-Job (OJT) Training Program

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*(operated by Action for Boston Community Development)*



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# Housekeeping

*This session is being recorded.*

*Please turn off cameras and mute microphones.*

*For attendance purposes, please enter the following information in the chat box now: **Business Name, Your Name, Job Title***

*Please post questions in the chat box and they will be answered at the end of the presentation.*

*If you are calling in, there will be an opportunity to ask questions at the end of the presentation.*

# On-the-Job (OJT) Training

## ***Earn While You Learn Model***



- Hands on training that the employer designs
- Assists employers with the cost of hiring and training a new employee
- An opportunity to train employees and provide knowledge or skills essential to the full and adequate performance of a job
- An investment in the company and the employee
- An opportunity to train an individual to learn new skills (*example: COVID-19 protocols*)

# OJT Benefits

**As an employer, you understand all too well the cost of hiring and training new employees. Benefits of an OJT include:**

- \*Reducing the cost of hiring and training.
- \*MassHire provides pre-screened applicants for your position – you decide who to hire.
- \*Reimbursing you for a percentage of wages during the pre-agreed training period.
- \*Workers earn as they learn and receive job coaching during the training period from MassHire.

# How Does It Work?



- MassHire Business Services Representative meets with you to understand your hiring needs and determine if your business is eligible.
- Qualified (eligible) applicants are matched with approved job openings with eligible employers.
- You interview and choose a candidate to make a job offer.
- A Skills Gap Analysis is completed to determine the individual's training needs for the specific job.
- You develop an individualized Training Plan that meets both your needs and the employee's needs.

# How Does It Work? *(continued)*

- A contract is developed and executed
- You hire the OJT Trainee according to your hiring process and your hiring needs.
- You submit payroll records and monthly evaluations to your MassHire Business Services Representative.
- You will be reimbursed a percentage of the costs of training during the OJT period *(formula is based on the hourly pay of the OJT employee)*.
- You provide permanent employment to the trainee after successful completion of the OJT period.

# OJT Funding and Reimbursement



We have multiple funding sources we can access to pay for this program. Which funding source is used will be based both on the eligibility of the candidate and on the availability of funds.

## **For all funding sources:**

- Employer needs to meet eligibility requirements.
- Candidate/Applicant needs to meet eligibility requirements.
- Must be a full-time and permanent position that individual will be hired into at end of OJT as long as performance is satisfactory.

## **Reimbursement:**

- Currently, for the Metro North region, reimbursement up to 50% of the trainee's wages is allowable.
- The max wage for an OJT trainee to be used in the calculation for 50% reimbursement is \$27.70/hour. An OJT trainee can be paid more than that however the reimbursement rate will only apply to wages up to that amount.
- The max timeframe on an OJT is 1,040 hours (*equivalent to 26 weeks at 40 hours a week*)

# Employer Eligibility

- \* MassHire will complete an OJT Employer Eligibility Checklist with you
- \* Must be in compliance with the Department of Unemployment Assistance (DUA). Your MassHire Business Services Representative will submit a request for DUA compliance verification.
- \* Must have a Certificate of Good Standing dated within the last 3 months that you provide to your MassHire Business Services Representative.
- \* Must have an open job that you are hiring for.



# Other Requirements

- You cannot use OJT funded trainees to replace employees laid off within six months prior to the date of your application.
- OJT trainee is an employee on day 1 of Training.
- The rate of pay and benefits must commensurate with what you pay others for doing similar work and begin when they would for all employees.
- You must agree to hire them as regular, full time employees when OJT is successfully completed.

# Candidate Eligibility

## **For all funding Sources:**

- \* MassHire team member will assess candidate program eligibility and collect required documentation.
- \* Must be authorized to Work in the United States
- \* Must meet Selective Service Requirements

# Candidate Eligibility

## **AND one of the following must apply:**

- \*Temporarily or permanently laid off as a consequence of the COVID-19 pandemic
- \*Unemployment Insurance Claimant – currently receiving or exhausted and still unemployed
- \*Self Employed and became unemployed or significantly underemployed as a result of COVID-19 pandemic
- \*Recipient (currently or in last 6 months) of public assistance (ex. TAFDC, SNAP, Chapter 115)
- \*Experiencing homelessness
- \*Meet Low Income guidelines

# Identifying Eligible OJT Participant(s)

## Referral Options and Eligibility

The candidate must meet eligibility criteria for the program that will be funding the OJT.

MassHire will search their database for potential candidates, share job posting with our network of partner organizations and internally with our team. We will then make referrals to you to interview.

AND

You can refer potential candidates to MassHire to assess and determine if the candidate is eligible for this program.

# Skills Gap Analysis/Pre Contract



MassHire team members meet with the OJT trainee and assess their current skill set and experience in relation to the job duties.

This analysis will identify where the gaps in skills are and will inform the creation of the Training Plan.

The OJT Trainee signs off on the Pre Contract/Skills Gap Analysis.

# OJT Training Plan

Training Plan will be created by you with assistance from MassHire as needed.

- ✓ Plan is based on skills required to carry out the functions of the job.
- ✓ It is individualized based on the results of the Skills Gap Analysis
- ✓ You will follow plan for training for candidate during the time of the OJT
- **Connection to OJT Contract & Monthly Progress Report**
  - ✓ Training Plan is embedded into the OJT Contract and Monthly Progress Report
  - ✓ Business Services Rep will check in with both employer and candidate on progress towards meeting training goals of the training plan

# Training Plan Example

Tasks	Competency Based Skills	Est. Hours	Instructional Method	Evaluation Method
Provides administrative support to Vice President of Human Resources and HR staff members.	Provides timely and accurate administrative support to HR department, includes files for Vice President; drafts letters, policies; develops spreadsheets; designs presentations and flyers; department supplies.	50	V=Verbal/Written Instruction S=Shadowing W=-Supervised Direct Work A= Assigned Readings	D= Observable Demonstration P= Product Review Q= Meets Performance Quota/Standard
Administers pre-employment process for new employee orientation to ensure all pre-employment paperwork requirements are completed.	Processes appropriate paperwork as outlined in pre-employment chart for new hire orientation. Maintains HR department files including employee records, CORI results, I-9 information, applicant tracking, updating In-Service tracker, etc., in a timely and accurate manner	100	V=Verbal/Written Instruction S=Shadowing W=-Supervised Direct Work A= Assigned Readings	D= Observable Demonstration P= Product Review Q= Meets Performance Quota/Standard
Maintains Employee files	Updates and distributes Employee Information Guide and Manager's Guide, as directed by Vice President of HR.	50	V=Verbal/Written Instruction S=Shadowing W=-Supervised Direct Work A= Assigned Readings	D= Observable Demonstration P= Product Review Q= Meets Performance Quota/Standard

# OJT Contract Start-Up

At time of contract signing or prior to; MassHire will review the following with you:

- ❑ Invoicing Process
- ❑ Monthly Progress Report
- ❑ Local Monitoring



# OJT Contract Execution

- **MassHire prepares OJT Contract and completes all applicable information**
- **MassHire requests the employers' signatory name and email address**
- **MassHire sends contract and signatory information to funding authority for OJT Contract Review, Approval & Signature Execution Process:**
  - **Funding Authority will:**
    - ✓ Review and Approve
    - ✓ Send to Employer for e-signature
    - ✓ Send a fully executed copy to MassHire

*\*The funding authority will depend on which funding source the candidate is eligible for. It is possible for an employer to host multiple OJT trainees that are funded by different sources.*

# IMPORTANT



Fully executed and approved OJT Contract **MUST** be in place prior to the candidate's start date.

MassHire team members will communicate with both the employer and the candidate on progress of contract and notify both parties when contract is fully executed and candidate is approved to start.

# Invoice and Progress Report

## Invoice – Monthly Process

1. The Employer submits Invoice with backup documentation to MassHire Business Services Representative with the OJT Monthly Progress Report
2. MassHire verifies for accuracy and gets official signature
3. MassHire submits to the funding authority and the funding authority will process payment directly to the employer within 60 days of receipt of the invoice depending on funding authority's local process.

# Benefits of Partnership with MassHire

As the Employer, you will have a Business Services Representative assigned to you. If, at any point, during the OJT, there are any concerns about the OJT trainee's performance or training progress, you can reach out to your contact. MassHire will work together to resolve any potential issues/concerns throughout the training program.

The OJT trainee will have a Career Advisor assigned to them. If, at any point, during and after the OJT (for up to 12 months), the trainee is experiencing any issues related to their success, they can reach out to their Career Advisor, who is there to assist them.

The Business Services Representative and Career Advisor work together to help everyone be successful!

# OJT Worksite Monitoring

- MassHire staff will monitor OJT at least once in person or virtually.
- Monitoring will consist of:
  - Supervisor interview
  - Trainee/Employee interview
  - Reviewer report and observations



This process helps us to identify any concerns along the way and allows us to provide appropriate assistance.

# Success

Once the OJT trainee has completed the Training Plan successfully they are now retained by your business as a full time employee.

# Work Opportunity Tax Credit



**Purpose:** To enable targeted groups of individuals who have consistently faced significant barriers to employment, to gradually move from economic dependency into self sufficiency as they earn a steady income and become contributing taxpayers, while participating employers are compensated by being able to reduce their federal income tax liability.

# Work Opportunity Tax Credit

## Targeted Groups:

- the formerly incarcerated or those previously convicted of a felony;
- recipients of state assistance under part A of title IV of the Social Security Act (SSA);
- veterans;
- residents in areas designated as empowerment zones or rural renewal counties;
- individuals referred to an employer following completion of a rehabilitation plan or program;
- individuals whose families are recipients of supplemental nutrition assistance under the Food and Nutrition Act of 2008;
- recipients of supplemental security income benefits under title XVI of the SSA;
- individuals whose families are recipients of state assistance under part A of title IV of the SSA; and
- individuals experiencing long-term unemployment.



# Work Opportunity Tax Credit and OJT

WOTC cannot be claimed for hours worked during the OJT training period, however, can be claimed for hour starting on first day of employment after training period ends.

Ask your Business Services Representative for more information on how to apply for this credit.

# Follow up

As a follow up to this training session you will receive:

- \* Copy of the PowerPoint deck
- \* Contact Information to engage in OJT process
- \* Samples of the Employer Eligibility Checklist, Skills Gap Analysis/PreContract, Contract, Monthly Invoice, Progress Report and Monitoring documents
- \* WOTC links

# Q & A ?

Please Use Chat Box to Ask Questions...

