

WORKFORCE DEVELOPMENT BOARD OF VENTURA COUNTY (WDB)
LOCAL POLICY BULLETIN #2015-17: Policy on On-the-Job Training and Customized Training

Effective date: July 1, 2015
(Original effective date: April 1, 2010)

SUBJECT: Policy on On-the-Job Training and Customized Training

PURPOSE: This policy defines On-the-Job Training and Customized Training and outlines the requirements for training agreements.

REFERENCE: WIOA Sec. 122(h) and federal regulations 680.530 & 700 through 770

POLICY:

Definitions:

- (1) **On-the-Job Training** is provided by an employer to a WDB-enrolled employee while that employee is engaged in productive work in a job that:
 - A. Provides knowledge or skills essential to the full and adequate performance of the job and
 - B. Provides reimbursement to the employer of up to 50 percent (and in special circumstances, 75 percent) of the wage rate of the participant for the extraordinary costs of providing the training and additional supervision related to the training and
 - C. Is limited in duration and appropriate to the occupation for which the participant is being trained, the content of the training, the prior work experience of the participant and the service strategy of the participant.
- (2) **Customized Training** is training that is:
 - A. Designed to meet the special requirements of an employer or group of employers and
 - B. Conducted with a commitment by the employer to employ, or continue to employ, an individual who successfully completes the training and
 - C. For which the employer pays a "significant cost of the training."

On-the-Job Training Agreements

- Agreements will be written in every instance of training provided by an employer to an enrolled WDB participant or group of participants. OJT agreements may not be sub-contracted.
- Agreements may be written for public and private (for-profit and non-profit) employers.
- Participants will be of two types: (1) either unemployed at the time of WDB enrollment and, subsequently, a new hire who will receive training, or (2) someone currently employed who needs upgrading of skills.
- The WDB has established a wage rate for self-sufficiency for an individual of \$27.85 per hour.
- Employed workers must, at the outset of their training, earn less than the established self-sufficiency wage.
- An eligible Adult worker is not subject to the self-sufficiency standard. At the discretion of authorized program representatives, program staff may write OJT agreements for such Adult workers for a wage rate greater than the self-sufficiency standard.
- On successful completion of training, current employees will receive a salary increase of at least 5%. This increase is not necessarily applicable to those newly hired at the beginning of training.
- An eligible Dislocated Worker, if actually unemployed, is also not subject to the self-sufficiency standard and may, at the discretion of authorized program representatives,

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obtain an OJT at wage rate greater than the self-sufficiency standard. No wage increase is required on successful completion of training.

- OJTs may be written, if appropriate, for out-of-school youth ages 16-24.
- Employers will have no more than 6 current on-the-job training participants for each trainer/supervisor; and no more than 20% of the total workforce will be current OJT participants. Extenuating conditions will require prior review and approval by the authorized program representatives.
- Employers are not required to document the costs involved in their delivery of training. The cost of training will not include any part of the actual wages of employed workers: reimbursement will be for the cost of training only and is not a wage subsidy.
- Reimbursement payments by the authorized program representative will be made in arrears after submission of monthly invoices.

Customized Training Contracts

- Contracts will be written in every instance of training provided by an employer to an enrolled WDB participant or group of participants. The employer may opt to provide the training directly to WDB participants or sub-contract it to a third-party vendor. All such third-party contracts will be provided to the County prior to the initiation of the training.
- The WDB has established a wage rate for self-sufficiency for an individual of \$27.85 per hour.
- Participants may be employed or unemployed. Employed workers must, at the outset of their training, earn less than the established self-sufficiency wage.
- This WDB will understand "an employer" to be a locally owned and independent business, or the local branch of a business that is headquartered elsewhere.
- An eligible Adult worker is not subject to the self-sufficiency standard. At the discretion of authorized program representatives, program staff may write contracts involving such Adult workers for a wage rate greater than the self-sufficiency standard.
- On successful completion of training, current employees will receive a salary increase of at least 5%. This increase is not necessarily applicable to those newly hired at the commencement of training.
- No part of the actual wages of employed workers may be included in the employer's cost of training. The wage rate, however, may be included. Reimbursement for training expenses is not a wage subsidy.
- Reimbursement for payments by the authorized program representative will be made in arrears after submission of monthly invoices.

INQUIRIES:

Inquiries regarding this policy can be addressed to the WDB administrative staff: 805-477-5306.