

FloridaWorks Standard Operating Procedure (SOP)

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SOP Number:	Subject: On the Job Training
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PURPOSE

The purpose of this document is to provide guidelines for the provision of On-the-Job Training services to active WIA, and Welfare Transition customers. The Alachua/Bradford Career Centers will work with the local businesses to develop jobs and job training in the form of on-the-job training (OJT) opportunities for our customers.

POLICY

Workforce Investment Act: On the Job Training

On-the-Job Training (OJT) is training conducted in a work environment designed to enable individuals to learn a bona fide skill and/or qualify for a particular occupation through demonstration and practice. The goal of this training is retention of the trainee as a permanent employee. Training shall be designed to lead to the maximum development of customer's potentials and to their economic self-sufficiency.

GUIDELINES

On-the-Job Training (OJT)

- OJT focuses on jobs involving the introduction of new technologies, production or service procedures; upgrading to new jobs that require additional skills or workplace literacy; or other appropriate purposes identified by the Board.
- The employer can be in the public, private non-profit or private sector.
- OJT provides knowledge or skills essential to the full and adequate performance of the job.
- The employer is reimbursed up to \$10.00 per hour or 50 percent of the wage rate, whichever is less, of the individual for the extraordinary costs of providing the training and increased supervision related to the training.
- The length of OJT agreements will be determined by the skills associated for the occupation as described in the US Department of Labor's [O*Net database](#) (version 3.1 or higher), job zones listed on O*Net and the Specific Vocational Preparation (SVP).
- The maximum time for OJT is six months (1040 hours) for full-time employment.
- Proposed training that exceeds this timeframe must have prior approval from the Administrative Entity and be justified through skills associated for the occupation as described in the O*Net database.

ELIGIBILITY & REQUIREMENTS

Individual

Eligible customers are those who have not been earning a self-sufficient wage as determined by Alachua Bradford Region Workforce Board (ABRWB).

- Customers must be current Welfare Transition or WIA customers.

- Customers will be identified and assisted by the local service provider(s). The customer and the career center staff will work collaboratively to determine what position/career field the customer may be interested in pursuing.
- All customers must be looking for full-time work and be willing to enter into a new career.
- All customers must complete career planning which, at a minimum, will include a vocational assessment in order to determine the customer's education level, aptitudes, and interests.

Business

Eligible employers must commit to hiring and retaining customers who successfully complete their training programs for a minimum of one year after completion of this training. Employers who have exhibited a pattern of not retaining customers are not allowed to continue participating in these types of training. The actual terms and duration of the training activities are formalized contractually after negotiations occur between the employer and the local service provider.

- Businesses must legally operate in Alachua or Bradford County for at least one year and remain current with all tax obligations and licenses.
- ABRWB must confirm that the customer requires training and minimum skill increases, as determined by the US Department of Labor's [O*Net Database](#), for the specified occupation.
- Customers must be trained in occupations that pay a wage according to ABRWB's local definition of self-sufficiency.
- The OJT customer must be provided with the same wage rate, benefits, and working environment as non-participating employees in the same occupation or with the same responsibilities.
- Businesses are required to complete the OJT contract which provides the following information:
 - job start date
 - hourly salary
 - hours per week (must be a minimum of 30 hours per week)
 - basic job description
 - training outline
 - payment schedule.
- The ABRWB designee and the employer then sign the completed OJT contract with the original kept by the ABRWB designee in the customers file. The employer is provided with a copy of the executed contract.

DOCUMENTATION:

Negotiated OJT contracts must include the following:

1. Training occupation;
2. Duration of training;
3. Wage paid to participant;
4. Training outline;
5. Outline of classroom training provided by the employer;
6. General program requirements under the WIA;
7. Rate of reimbursement;
8. Maximum amount of reimbursement; and
9. Employer's agreement to maintain and make available time and attendance, payroll and other records to support amounts claimed by the employer for reimbursement under the OJT contract.

<u>COLLECTIVE BARGAINING AGENT CONCURRENCE</u>		
a. Is the operation in which employment and training to be offered covered under a collective bargaining agreement?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
b. If YES, has the appropriate collective bargaining representative been notified, as to the Training Program and the rates of pay associated herein?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
c. If YES, has any notice of non-concurrence by the appropriate collective bargaining representative been received?	YES <input type="checkbox"/>	NO <input type="checkbox"/>

<u>EMPLOYER</u>	<u>ABRWB DESIGNEE</u>
<p>I understand and shall abide by this training contract and all provisions of the OJT Employer's Handbook that I have received and which is hereby incorporated by reference and made part of this contract. The undersigned, as the duly authorized representative of the Employer, has authority to commit the Employer to this contract. I certify that either I or a representative of this company shall provide On-the-Job Training in the manner described in the Training Outline for the time period specified in this contract. I agree to maintain and make available time and attendance, payroll and other records to support amounts claimed for reimbursement under the OJT contract. I also certify that nepotism has been discussed with me by the Service Provider and is absent from the activities covered by this contract. I further certify that employees trained under this contract will be covered by a worker's compensation insurance as is consistent with Chapter 440 of the State of Florida Statutes.</p> <p>I as the employer, agree to follow the attached ABRWB On-the-Job Training Policy.</p> <p>I, as the employer, do affirm and attest that the position for which this training is provided is a new position that has not existed previously.</p> <p>If signature of person other than employer, a separate letter from the employer authorizing the signatory must accompany this contract.</p> <p>Name: _____</p> <p>Title: _____</p> <p>Signature: _____</p> <p>Date: _____</p>	<p>I certify that the customer subject of this contract has been recruited by this office in compliance with ABRWB procedures; and that try out employment and nepotism have been discussed with both the customer and the employer and are absent from the activities covered by this contract.</p> <p>Name: _____</p> <p>Title: _____</p> <p>Provider: _____</p> <p>One-Stop: _____</p> <p>Signature: _____</p> <p>Date: _____</p> <p>=====</p> <p style="text-align: center;"><u>TRAINEE</u></p> <p>=====</p> <p>I hereby certify that I do not possess the skills to be acquired through this contract; nor have I worked for this or another employer performing functions the same to those to be taught; and that the Service Provider has discussed nepotism and it is absent from the activities covered by this contract.</p> <p>Name: _____</p> <p>Signature: _____</p> <p>Date: _____</p>

Alachua Bradford Regional Workforce Board
OJT: Certification of Competency Achievement

Trainee's Name: _____

Trainee's Occupation: _____

Competencies/Skills to be acquired through OJT	Supervisor's Signature to Attest Achievement of Competency	Date
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		

* Copy and attach additional sheets as necessary. Submit form(s) to OJT coordinator upon trainee's achievement of competencies / skills.

Alachua Bradford Regional Workforce Board
OJT: Time Sheet

{PRIVATE } The Time Sheet documenting the number of hours worked is maintained at the employer's place of business. **Any kind of time keeping system is acceptable, as long as it verifies the hours submitted for reimbursement on the monthly invoice.**

EMPLOYER NAME

TRAINEE NAME

TRAINING LOCATION

TRAINEE SS#

HOURS WORKED BY CALENDAR DAY (MONTH _____) (YEAR _____)

{PRIVATE }

01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16
17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	

HOURS WORKED BY CALENDAR DAY (MONTH _____) (YEAR _____)

01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16
17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	

{PRIVATE }

HOURS WORKED BY CALENDAR DAY (MONTH _____) (YEAR _____)

01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16
17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	

I hereby certify that this time sheet is a true statement of the time worked by the above trainee and that he/she was compensated at the rate shown on the training agreement (statements are subject to audit).

Employer Name

Employer Signature

Date

Trainee Name

Trainee Signature

Date

Alachua Bradford Regional Workforce Board
OJT: Trainee Evaluation

EMPLOYER NAME

TRAINEE NAME

TRAINING LOCATION

TRAINEE SS#

{PRIVATE }The Service Provider is responsible for making sure that each trainee learns as much, and performs as well as possible, on the job. In order to do this most effectively, the Service Provider needs to know how the trainee is doing. Please complete this form as accurately as possible so that any problems can be solved immediately. The signature of both the supervisor and the trainee are required.

Criterion	Ranking	Comment
1. Acceptance of responsibility (follows direction, keeps on the job).		
2. Displays initiative in his or her work.		
3. Tact, courtesy, cooperation, relationship with other employees.		
4. Degree of accuracy (thorough and efficient).		
5. Promptness in reporting to work.		
6. Regularity in reporting to work.		
7. Personal grooming. (Proper appearance and dress for work situation).		
8. Conduct and attitude. (Good judgment).		
9. Skills used on the job. (Job knowledge)		

RANKING KEY: A: Excellent B: Good C: Average D: Poor

Supervisor Name

Trainee Name

Supervisor Signature

Trainee Signature

Date

Date