



ON-THE-JOB TRAINING PROGRAM

Occupational Training Program for Local Employers

Through an On-the-Job Training (OJT) contract, employers provide occupational training to participants in exchange for the reimbursement of up to 50% of the wage rate as compensation for the employer's extraordinary costs.

Participants are employed by the employer partner.

OJT participants become employees of the contracting company. As such, they are hired under the same policies and procedures, and retain the same rights, as other individuals currently employed at the company.

Employers manage the participants.

The contracting company treats OJT participants the same as any other employee. The company may exercise disciplinary actions as appropriate, including dismissal when warranted.

Employers may refer applicants to Goodwill for OJT consideration.

If an applicant meets OJT program requirements, the employer can refer him or her to Goodwill for enrollment in the program. Once enrolled in the OJT program, the employer will receive up to 50% reimbursement of wages while the employee is undergoing training. An agreement must be in place prior to the employee's first day of work. It typically takes about two weeks to fully enroll a participant in the OJT program.

In addition, Goodwill also supports each participant with wraparound services that address barriers and help set them up for success.

An equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. For more information, Relay 711 (TTY or Voice) or 1-800-326-6868.

EMPLOYER REQUIREMENTS FOR WAGE REIMBURSEMENT

In order to receive reimbursement of up to 50% of OJT participants' wages, employers must follow these guidelines:

- OJT participants must be compensated at the same rates, including periodic increases not related to individual performance, as similarly situated employees or trainees. In no event shall OJT participants be paid less than the minimum wage.
- Wages do not include tips, commissions, or normal fringe benefits. OJT trainees are entitled to the same fringe benefits received by regular employees. The employer is responsible for 100% of the fringe benefit cost for each trainee.
- Trainees may work overtime if they do not object, and provided they are compensated at the employer's usual rate. However, overtime wages are not reimbursable. Paid federal or local holidays recognized by the employer as paid days off are reimbursable.
- Submit reimbursement forms to Goodwill on a regular basis.

For more information about the Goodwill Work Experience Program, please contact Sheree Kelly at **702-214-2049** or **Sheree.Kelly@sngoodwill.org**.

Learn more about Goodwill workforce development programs at GoodwillVegas.org

Goodwill works for employers and their hiring needs.

