

On-the-Job Training

Overview & Requirements

OJT Agreement Process

1. Business Service Team Representative conducts OJT introduction with Employer
2. Employer completes the OJT Pre-Award Application emails to setworks@sedev.org
 - a. Must not have had any layoffs within 120 days
 - b. Must have Union approval, if Union affiliated
 - c. Must provide SETD a current copy of Workers Compensation Certificate of Liability Insurance
3. SETD creates OJT Master Contract Agreement (need 2 originals)
 - a. Obtains signatures by all parties
 - b. SETD gets an original and the Employer gets an original
 - i. AJC Career Service Staff keeps a copy
 - c. Agreements are issued for one program year and renewed annually on July 1st

OJT Program Overview

- Employer must have Job Order posted with Department of Labor on www.jobs4TN.gov
- New Hire applicant must also register and apply for openings on www.jobs4TN.gov
 - Potential clients must be referred to the American Job Center (AJC) for eligibility determination and complete enrollment **prior to hire**
- New Hire must be an unemployed or underemployed Adult, Dislocated Worker, or Youth
 - Income guidelines and other eligibility criteria may apply
- New hires only
 - Rehires are not eligible if returning to the same position
- Temp to perm employees must go through the same process as above **prior to the first day** of employment with staffing agency
- Job Opening(s) must lead to employment for in-demand occupations with a self-sustaining wage or be a part of a career pathway towards self-sufficiency.
- Position must be full-time
 - Employee must work a minimum of 32 hours per week to be considered full-time
- Maximum OJT reimbursement time frame 400 working hours
 - May be less depending on applicants' education and work experience level
- 50% Maximum reimbursement earned (calculation based on starting hourly wage and **hours worked**)
- Employer must agree to annual monitoring, including availability of I-9 documentation. This may be performed as part of a desktop or on-site review.

OJT Paperwork Process

1. AJC Career Service staff will enroll and prepare an addendum for each OJT eligible employee
2. Employer will complete OJT progress reports (mid-term and completion).
3. Employer will provide timesheets or weekly payroll records within two weeks of OJT end date
4. AJC Career Service staff will complete the OJT Invoice and submit to employer for approval
5. AJC Career Service staff will submit approved invoice for payment within 30 days of the OJT end date