

JEFFERSON/FRANKLIN CONSORTIUM WIOA ON-THE-JOB TRAINING POLICY

Resources: [Office of Workforce Development's Policy/Manual on On-the-Job Training](#)

The purpose of this policy is to establish local guidelines for administering federally funded On-the-Job Training (OJT) programs. OJT is a tool to be used to assist in achieving training and placement goals for WIOA Adult, Dislocated Workers, and Youth participants.

The Jefferson/Franklin Consortium Local Workforce Development Board (WDB) and all Job Center staff will adhere to Missouri's most current policy on WIOA On-the-Job Training located at jobs.mo.gov/owdissuances.

Dispute Resolution

Except in urgent or irreversible circumstances, the OJT participant will not be terminated without prior notice or without notification to the program operator's OJT representative. The employer must have an established informal grievance/complaint process by which the OJT participant can be heard. If the informal process does not settle the dispute, the employer agrees to advise the OJT participant of their rights and responsibilities regarding further dispute resolution options.

Nepotism

Per 20 CFR 683.200 (g), no individual may be placed in a WIOA employment activity if a member of that person's immediate family is directly supervised by or directly supervises that individual. WIOA defines family as:

two or more persons related by blood, marriage, or decree of court, who are living in a single residence, and are included in one or more of the following categories:

- (1) A married couple and dependent children;
- (2) A parent or guardian and dependent children; or
- (3) A married couple.

An individual who "hires and/or supervises" refers to an individual who exercises authority to hire for the position, provides day-to-day training or direction, or keeps time and attendance records. In addition, owners are included as supervisors/hiring managers since they have general authority to supervise, hire and dismiss.

Agreement Modification

The OJT contract may be modified to adjust training end-date, the number of hours, the contract total amount, or for any other valid changes using the OJT Supplemental Agreement form.

Employed Workers Eligibility

The Local WDB does not provide OJT for employed workers at this time.

Registered Apprenticeships

Individual training accounts (ITAs) and OJT may be combined to place participants into a registered apprenticeship program. An ITA will be used to cover the classroom training portion of the apprenticeship and OJT funds will be utilized to support the on-the-job training portion of the registered apprenticeship. Funds may be available to cover some or all the registered apprenticeship training based on availability and subject to the Local WDB's limits on ITAs.

Reimbursement

The Local WDB's typical reimbursement is 50%, however, the Local WDB may increase the reimbursement rate for OJT contracts up to 75 percent, when considering the following factors:

- (1) The characteristics of the participants taking into consideration whether they are "individuals with barriers to employment," as defined in WIOA sec. 3(24);
- (2) The size of the employer, with an emphasis on small businesses;
- (3) The quality of employer-provided training and advancement opportunities, for example if the OJT contract is for an in-demand occupation and will lead to an industry-recognized credential; and
- (4) Other factors the Governor or Local WDB may determine to be appropriate, which may include the number of employees participating, wage and benefit levels of the employees (both at present and after completion), and relation of the training to the competitiveness of the participant.

The Local WDB will document the factors used when deciding to increase the wage reimbursement levels above 50% up to 75%.