



WIA ON-THE-JOB TRAINING / CUSTOMIZED TRAINING POLICY

- 1.0 **Purpose.** To provide guidance as to how WIA On-the-Job Training, as defined at WIA Section 101 (31), and Customized Training, as defined at WIA Section 101 (8), issued through the Northwest Pennsylvania Workforce Investment Area (NW170) will be administered.

On-the-Job Training means training by an employer that is provided to a paid participant while engaged in productive work in a job that:

- (a) Provides knowledge or skills essential to the full and adequate performance of the job;
- (b) Provides reimbursement to the employer of up to 50 % 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 as appropriate to the occupation for which the participant is being trained, taking into account the content of the training, the prior work experience of the participant, and the service strategy of the participant, as appropriate.

Participant means an individual who has been determined to be eligible to participate in and who is receiving services (except for follow-up services) under a program authorized by WIA. For an individual to qualify for OJT under the WIA guidelines, he/she will have used at least one intensive service and have been determined to need training to find employment and meet the WIA definition of an Adult or Dislocated Worker.

Customized training means training that:

- (a) Is designed to meet the special requirements of an employer (including a group of employers);
- (b) Is conducted with a commitment by the employer to employ, or in the case of incumbent workers, continue to employ, an individual on successful completion of the training; and
- (c) For which the employer pays for not less than 50% of the cost of the training.

- 2.0 **Scope.** This policy applies to all contractors, grantees, sub-grantees, and any other authorized providers of WIA Title I funds.

- 3.0 **Requirements.** Governing relevant and applicable local, state and federal statutes, including WIA Section 101 (31), WIA Section 101 (8), 20 CFR Part 663.715, 20 CFR Part 663.720, as well as funding stream requirements and RCWE policies.



Additional WIA Requirements.

- WIA OJT/Customized Training contracts shall not be made with employers who have previously exhibited a pattern of failing to provide OJT participants with continued long-term employment with wages, benefits and working conditions that are equal to those provided to regular employees who have worked a similar length of time and are doing the same type of work.
- Customized training will only be available either for tuition reimbursement for an outside training provider OR wage reimbursement for customized training contracts within an employer's place of business. Customized training reimbursement is not allowable for both training by an outside training provider AND reimbursement for customized training contracts within an employer's place of business.
- A WIA OJT Contract must be limited to the period of time required for a participant to become proficient in the occupation for which the training is being provided. In determining the appropriate length of a contract, consideration should be given to the skill requirements of the occupation, the academic and occupational skill level of the participant, prior work experience, and the participant's individual employment plan.

WIA OJT Contracts for Employer Workers (Upgrades)

- When funds are available, WIA OJT contracts may be written for eligible employed workers when:
 - (a) The employee is not earning a self-sufficient wage as determined by local policy (based on current self-sufficiency policy), and
 - (b) The OJT relates to the introduction of new technologies, introduction to new production or services procedures, upgrading to new jobs that require additional skills, workplace literacy, or other appropriate purposes identified through the WIB.

WIA Customized Training Contracts for Employer Workers (Upgrades)

- Customized training of an eligible employed individual may be provided for an employer or group of employers when:
 - (a) The employee is not earning a self-sufficient wage as determined by local policy, and
 - (b) The customized training relates to the introduction of new technologies, introduction of new production or service procedures, upgrading to new jobs that require additional skills, workplace literacy, or other appropriate purposes identified through the WIB.

4.0 Responsibility.

WIA On-the-Job Training

The Contractor reimburses the employer up to 50% of the wages in reimbursement for an agreed-upon period of time, and the employer agrees to retain the worker after the contract ends, provided the individual has performed successfully. The length of the contract may vary. The trainee is an employee of the hiring company.



The minimum amount of hourly compensation allowable by a WIA OJT is \$9.25 per hour. WIA OJT contracts will be written for position of 30 hours or more per week. All wage reimbursements will be paid at 50% of the regular hourly wage, and not at any premium rates such as overtime rates. WIA OJT contracts will be initiated by the Contractor and the employer. The Contractor will sign contracts that have met all policy requirements. The Contractor must ensure compliance with their procedures.

The maximum training time for a WIA OJT is six months or 1040 hours, but many WIA OJTs can be completed in a shorter period of time. Designated staff may negotiate with the employer regarding the length of the reimbursement period. Factors that must be considered include the skill level of the employee and the skill level to be attained.

The maximum level of any training will not exceed the level as outlined in the Specific Vocational Preparation Level (SVP) guide for the specific job.

To determine the maximum amount of training, the job title or classification is reference in the O*Net for the appropriate nine-digit occupational code. The nine-digit code is then cross-referenced for skill level in the SVP Estimates for Occupations in the O*Net. Once the SVP level has been identified, the SVP index is applied to the following Training Time Conversion chart to determine the maximum number of allowable reimbursed training hours.

D.O.T. CODE TRAINING TIME CONVERSION CHART
Maximum Hours of Allowable

<u>SVP Level</u>	<u>Reimbursed Training Hours</u>
2	160 (4 weeks)
3	320 (8 weeks)
4	640 (16 weeks)
5	800 (20 weeks)
6	960 (24 weeks)
7 or higher	1,040 (26 weeks)

In cases where the participant has prior training and/or experience, the duration of training may be decreased and the reason and number of training hours waived must be noted in the participant's file. The Contractor is encouraged to decrease training time with respect to directly related experience or training.

WIA Customized Training

With employers being the target customers, customized training is designed to meet the special requirements of an employer or group of employers. A customized training agreement requires the commitment of an employer to employ, or in the case of incumbent workers, continue to employ an individual upon successful completion of training skills for which an employer pays for not less than 50% of the cost of the training. The minimum amount of hourly compensation allowable for WIA customized training is \$9.25 per hour.



General

Participating employers must agree to cooperate with monitoring efforts as required by WIA legislation and adhere to all other applicable local, state and federal rules and regulations.

Funds provided to employers for WIA OJT or customized training must not be used to directly or indirectly assist, promote or deter union organizing.

Other guidelines may be added by the RCWE that may be necessitated by federal and/or state regulation, regional oversight, or local recommendation.

5.0 History.

Name	Date	Rev. Level	Description of change	Effective Date
Deb O'Neil	05/01/2009	A	New policy (merging previous OJT & Customized Training separate policies)	07/01/2009
Deb O'Neil	10/7/2010	B	Content change regarding # of hours per week	11/12/2010
Deb O'Neil	4/13/2011	C	Content change	5/13/2011

Auxiliary aids and services are available upon request to individuals with disabilities.
Equal Opportunity Employer Program
Paul Newlin – Equal Opportunity Officer
(814) 333-1286



EXCEPTION TO THE WIA ON-THE-JOB TRAINING/CUSTOMIZED TRAINING POLICY

The following exception to the WIA On-the-Job Training/Customized Training Policy #203 was approved for implementation:

The WIB Executive Committee met on January 28, 2011 and approved that an exception be added to the WIA On-the-Job Training/Customized Training Policy #203 for implementing the state's on-the-job training waiver that provides employer reimbursement of the wage rate with a graduated scale based on the size of the business until such time as the state's on-the-job training waiver is expired or revoked. The waiver permits the following wage rate reimbursements:

- 1) Match up to 90 percent for employers with 50 or fewer employees; and
- 2) Match up to 75 percent for employers with 51-250 employees.

For employers with more than 250 employees, the current statutory requirements (up to 50% reimbursement) continue to apply.

This exception to the WIA On-the-Job Training/Customized Training Policy #203 is not intended to mandate employer reimbursements of the wage rate with a graduated scale based on the size of the business for on-the-job training, but it does allow the contractor to provide such employer reimbursements as long as the state on-the-job training waiver is in effect. It is up to the discretion of the contractor whether or not they choose to provide these graduated reimbursements based on the waiver criteria. Once the state's waiver has expired or been revoked, employer reimbursements of the wage rate must return to the current statutory requirements of up to 50% maximum reimbursement.