

# On the Job Training Overview & Requirements

## OJT Contract Flow

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

## OJT Program Overview

- Employer must have Job Order posted with Department of Labor on [www.jobs4TN.gov](http://www.jobs4TN.gov)
- New Hire applicant must also register and apply for openings on [www.jobs4TN.gov](http://www.jobs4TN.gov)
  - Potential clients must also complete enrollment packet “prior” to hire and determined eligible
- New Hire must be an unemployed or underemployed Adult or a Dislocated Worker w/separation notice
  - Income guidelines 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 time frame 10 weeks
  - May be less based 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 visit(s) by Quality Assurance Specialist

## OJT Paperwork Process

1. Career Service staff will prepare an Addendum for each OJT eligible employee
2. Employer will complete two OJT Evaluation forms in the middle and at the OJT end date
3. Employer will provide timesheets or weekly payroll records within two weeks of OJT end date
4. Career Service staff will complete the OJT Invoice and submit to employer for approval
5. Career Service staff will submit approved Invoice for payment within 30 days of the OJT end date

**If you need assistance or have questions, please contact**

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