



**On the Job Training (OJT)** creates a job opportunity for Temporary Assistance participants by subsidizing an employer's training cost when they hire and train a Temporary Assistance (TA) recipient.

## ELIGIBLE EMPLOYERS

- Private sector businesses
- Non-profits organizations
- Non-government employers
- The employer must have a Federal Employer Identification Number (FEIN) and a current Alaska business license.

(School districts, local governments and tribal government entities are not eligible to participate.)

A Temporary Assistance participant employed in an OJT position is to be considered a regular employee. The working conditions, wages, and required federal and state benefits in OJT positions must be equal to those provided to a regular employee employed a similar length of time and doing the same type of work.

## On-the-Job Training reimburses an employer for a portion of the cost of training a TA client:

- The OJT reimbursement is based on up to 50 percent of the gross wage for the participant.
- The payment is not a set fee, but a reimbursement based on the gross wage paid to the client for the pay period.
- Employers are not reimbursed for all wages and other wage costs, such as payroll taxes or Workers' Compensation.
- Employers submit a copy of the client's pay slip to document the gross wages paid to the client.
- Employers are not reimbursed for overtime or holiday pay.



## Duration of contracts and hours of employment:

- The duration of initial OJT contracts cannot be less than 12 weeks nor more than 26 weeks (six months or 1040 training hours).
- Full-time employees must work a minimum of 35 hours per week, but not more than 40 hours per week.
- Part-time employees must work a minimum of 20 hours per week.

## Employers must meet the following terms and conditions of employment for OJT contracts:

- Provide the employee with training as described in the Worksite Agreement to the degree necessary for the participant to perform their duties. Endeavor to provide both job skills and positive workplace behavior.
- Agree to make a good faith effort to retain the employee at the end of the OJT contract.
- Pay clients a wage at least equal to the Alaska minimum wage (currently \$7.75 per hour).
- Do not displace current employees nor reduce their non-overtime hours by using an OJT position.
- Pay all participants the wage paid for similar jobs in the same labor market, with appropriate adjustments for experience and training.
- Provide all benefits to the OJT employee that are provided to other employees without regard to their OJT status.
- Consider the participants to be full-time employees of the employer who shall be entitled to the benefits required by state or federal law.
- Provide Worker's Compensation insurance that meets Alaska law for each participant.
- Withhold and pay, in accordance with state and federal law, all required deductions including federal income tax, social security tax and unemployment insurance tax, from the participants' wages.
- Maintain health, safety and working conditions at or above levels generally acceptable in the industry and at no less than comparable jobs of the employer.
- Maintain fiscal and other employer records pertinent to the On the Job Training agreement. The employer shall provide the Department access to all such records. [All such records shall be retained and accessible for three years following final payments.]

## How Can Your Business or Agency Take Part in this Program?

For more information about On the Job Training, please contact one of our Employment Security Specialists:

Anchorage..... 907-269-0072

Kenai ..... 907-283-2943

Fairbanks ..... 907-451-3115

Ketchikan ..... 907-228-3238

Juneau..... 907-465-2987

Mat-Su..... 907-352-2504

Nome ..... 907-443-9360



### Other Programs that can help:

- Work Opportunity and Welfare-to-Work Tax Credits
- Fidelity Bonding Program
- Job Start

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Alaska Div. of Public Assistance  
P.O. Box 110640  
Juneau, Alaska 99811-0640  
Sean Parnell, Governor  
William J. Streur, Acting  
Commissioner  
<http://hss.state.ak.us/dpa/>

Alaska Division of Public Assistance

## On the Job Training



Giving employers the opportunity to tap into a pool of workers who are good candidates for a job but may need additional training to be qualified

