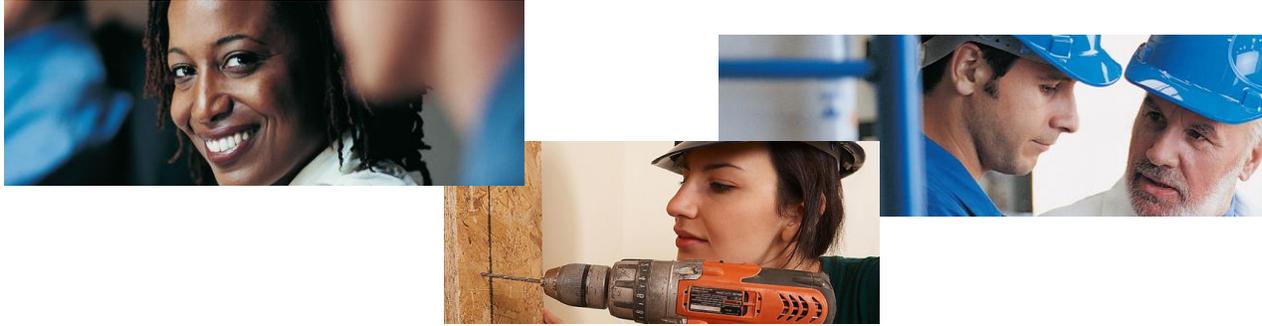


ANOKA COUNTY ON-THE-JOB TRAINING PROGRAM

A Benefit for Employers and Employees



WHAT ARE THE BENEFITS OF ON THE JOB TRAINING (OJT)?

- **Eligible new employees** receive the opportunity to “earn and learn” by receiving “hands-on” training from their supervisor(s) and/or coworkers during their normal work day.
- **Employers** receive 50% reimbursement of an eligible new employee’s initial wages (typically the first three months) if he/she lacks some of the skills required of the position, the employer agrees to train the employee to perform those skills, and other criteria are met.

HOW DOES IT WORK?

- Employer interviews a job seeker from an Anoka County Job Training Program for a permanent, full-time position (30+ hours/week, preferably with benefits).
- If the job seeker has skill gaps that the employer could train him/her to perform on the job, the employer contacts the OJT Representative to discuss the possibility of an OJT contract. The job seeker’s skill gaps, employer’s ability to provide the required training, previous training and funding the job seeker has received, and the proposed wage are all part of this decision-making process.
- If OJT criteria are met, the OJT Representative visits the worksite to write the OJT contract, which includes specifics about the type of training to be provided, the contracted time frame, reimbursement amounts, and each party’s responsibilities. The contract must be signed before the employee’s first day of work.
- Employers submit monthly invoices, and employer and employee provide monthly updates to OJT representative about the training offered and training progress.
- Upon successful completion of the contract, the employee remains a full-time, permanent employee.

WHERE DOES THE MONEY FOR OJT COME FROM?

- State and Federal funds (your tax dollars at work!)



Anoka County
JOB TRAINING CENTER

An equal opportunity employer and service provider.

Upon request, information can be made available in alternative formats for people with disabilities.