	West Central Region Local Policy	
	Subject: On the Job Training Policy	**Release Date:** 7/24/24
	Reference: OWD Issuance 07-2023, Change 1 and subsequent issuances	**Revision:** 5

The purpose of this policy is to establish local guidelines for administering federally funded On-the-Job Training (OJT) programs in the West Central Region. This local policy complies with the Office of Workforce Development (OWD) Issuance 07-2023 Statewide On-the-Job Training Policy and Guidelines and its corresponding attachments (and subsequent issuances), as well as OWD Issuance 13-2021 Workforce Innovation and Opportunity Act (WIOA) Work Experiences for Youth Participants (and subsequent issuances).

On-the-Job Training is a tool to be used to assist in achieving training and placement goals for WIOA customers (Adult, Dislocated Workers, Youth ages 18-24). OJT guidelines established in OWD Issuance 07-2023, Change 1 and 13-2021 provide the framework for practices and procedures.

Company Eligibility

The Workforce Development Board of Western Missouri, Inc. (WDB) will follow guidance given in OWD Issuance 07-2023, Change 1 regarding company eligibility.

WDB has established minimum hourly rates for On-the-Job Training placements based on economic conditions and other factors. The minimum hourly rate for OJT placements is $1.00 per hour above state minimum wage for the West Central Region. Exceptions can occur with approval from the WDB Executive Director.

The WDB may limit the number of OJT placements a company can have based on number of regular (unsubsidized) employees at all facilities; no more than 40% of total employees shall be OJT employees.

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

No person participating in the OJT program will be "hired by" and/or "supervised" by a relative of that person. For the purpose of this rule, relative is defined to include: mother, father, son, daughter, grandfather, grandmother, grandson, granddaughter, sister, brother, uncle, aunt, niece, nephew, cousin, step-parent, step-child, foster parent, foster-child, mother-in-law, father-in-law, sister-in-law and brother-in-law. 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 end date, number of hours, the contract total amount, or for any other valid changes using the OJT Supplemental Agreement form.

Employed Workers Eligibility

The 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 subject to local policy limits for ITAs and OJT funds will be utilized to support the on-the-job training portion of the registered apprenticeship. The OJT will follow the On-the-Job Training Policy on agreement length.

Reimbursement

Reimbursement rates will follow OWD Issuance 07-2023, Change 1 Statewide on-the Job- Training Policy and any subsequent issuances. The reimbursement rate for OJT agreements may be increased up to 75 percent based on meeting the circumstances listed in OWD Issuance 07-2023, Change 1. These circumstances include:

- The characteristics of the participants, taking into consideration whether they are “individuals with barriers to employment” as defined in WIOA sec. 3 (24);
- The OJT employer qualifies as a small business, as defined by the U.S. Small Business Administration;
- The Local WDB’s plan identifies the industry sector that includes the OJT occupation in its sector strategies;
- The occupation rates an “A” or “A+” rating in the Missouri Economic Research and Information Center (MERIC) Missouri Occupational Outlook Projections for 2014-2024; and
- Other factors approved by the OWD’s Work-Based Learning Manager, 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.

Reimbursement may be increased to 90% for businesses with 50 or fewer employees. The wage cap for the West Central region will be the average hourly wage rates for the state of Missouri as listed on the Bureau of Labor Statistics Occupational Employment Statistics.

Outreach

The West Central Region’s Business Services Team is the foundation of all outreach and job development within the region with work-based training and the OJT program being a cornerstone. The West Central Region is comprised of thirteen counties but is divided into two internal service areas for the purposes of rapid response, outreach, job development, and public relations, etc. This local configuration allows for

the development of close working relationships and rapport within communities and business and industry customers within an assigned area.

The West Central Region has a history of promoting the use of OJT as a means of serving customers. The job seeking customer and the employer, both reap the rewards of on-site training customized to the individual's background and experience as well as the company's specific procedures for conducting their business.

Promotion of OJT is accomplished through:

- Face to face meetings with employers
- Preparing mass marketing campaigns
- Conducting business surveys
- Making telephone cold calls
- Monitoring MOJobs, the statewide electronic case management system, for potential matches for specific job orders.