

COUNTY OF ULSTER

Workforce Development Board

535 Boices Lane
Kingston, NY 12401
UlsterWorks.com



Phone: (845) 340-3170
Fax: (845) 340-3165
Email: oet@co.ulster.ny.us

Patrick K. Ryan, County Executive

Tomasine Oliphant, Director

On-The-Job Training Policy

The Ulster County Office of Employment and Training under the direction of the Ulster County Workforce Investment Board operates a federally subsidized On-The-Job Training Program that reimburses up to 75% of gross wages paid for regular hours worked during their training period, for newly hired, or newly promoted WIOA-eligible workers.

- The customer must reside in or the business job site must be located in Ulster County.
- Total compensation for the job must be at least \$15.00/hr., inclusive of benefits package.
- Training time can vary depending on the trainee's former experience, skills, and the employer's needs. Provided the Specific Vocational Preparation (SVP) level is at least 8 weeks, training times can vary from 4 weeks to 26 weeks. There is a \$10,000.00 maximum reimbursement per trainee.
- The number of new OJT contracts that a business may begin during any one Board Year** is shown in the table below and may be adjusted at the discretion of the Director.

Total Number of Employees	Maximum Number of New OJT Contracts per Board Year
1-4	1
5-8	2
9-12	3
12 or more	4

- No business may receive more than \$40,000.00 in OJT reimbursements during any Board Year, and any funding approval is based on the availability of Training Funds and the discretion of the Director.
- The reimbursement rate will be based on the total number of employees at that business, regardless of the location. See table below for reimbursement rates:

Total Number of Employees	Reimbursement Rate
1-50	75%
51-250	60%
251 and up	50%

- Employer must offer full-time, year-round employment (minimum 30 hours per week on average over the time of the OJT and no more than 8 weeks of layoff per year).
- Prior to any OJT contract being awarded, a Pre-award survey will be conducted of the employer to include, but not be limited to, a review of any OJT contracts the employer may have had in the past, the determination that the employer carries general liability, workers compensation, and disability

insurance and is willing to name the County of Ulster as additional insured, and that the employer has not been found in violation of NYS labor laws.

- OJT contracts will not be entered into 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 regular employees who have worked a similar length of time and are doing the same type of work.
- The Priority of Service policy targeting service of veterans, eligible spouses of veterans, public assistance and low-income individuals, and non-veteran/non-low income/non-public assistance customers shall be applied to the On-The-Job Training Program.
- JUSTIFICATION FOR ALL FORMS OF TRAINING MUST BE CLEARLY DOCUMENTED IN THE CUSTOMER'S INDIVIDUAL SERVICES STRATEGY.

**** Board year is July 1 – June 30**

Approved by UCWDB 6/8/2021