



408 Washington Avenue, West Plains, Missouri 65775 ❖ Phone 417-257-2630 ❖ MO Relay 711

Effective: July 23, 2024

Subject: On-the-Job Training Policy

The purpose of this policy is to establish local guidelines for administering federally funded On-the-Job Training (OJT) programs. OJT is a tool to be used to assist in achieving training and placement goals for WIOA Adult, Dislocated Workers, and Youth participants. The South Central Workforce Investment Board (SCWIB) and all Job Center staff will adhere to Missouri's most current policy on WIOA On-the-Job Training located at jobs.mo.gov/owdissuances.

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 training end-date, the number of hours, the contract total amount, or for any other valid changes using the OJT Supplemental Agreement form.

Employed Workers Eligibility

The region 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, *please refer to the local ITA policy*, and OJT funds will be utilized to support the on-the-job training portion of the registered apprenticeship as described in this OJT policy.

Reimbursement

The SCWIB will utilize the reimbursement rate of 50%.