



Mission and Purpose of Organization

The mission of the Bucks County Workforce Development Board is to promote, drive and ensure an effective workforce in Bucks County aligned with economic development. The BCWDB acts as the Fiscal Agent and Contracting Entity for federal, state and local funds dedicated to workforce development, including OJT contracts.

The mission of the PA CareerLink® Bucks County is dedication to serving residents in its area by fostering economic growth and being a leader in workforce development through an integrated delivery of services to both job seekers and employers. As the local point of contact for the PA CareerLink® System, it provides employers and job seekers one stop access to services drawing from multiple federal, state, and community resources. The PA CareerLink® Bucks County works with local Employers to fulfill their hiring and workforce needs and with local Job Seekers who are seeking reemployment or increased working opportunities. The PA CareerLink® Bucks County matches appropriate job candidates with hiring businesses.

Mission and Purpose of On-The-Job Training

An On-the-Job Training contract allows an Employer to hire a CareerLink® customer who would not be qualified for that particular job without additional and specific skill training. The Employer receives the referral from the PA CareerLink® Bucks County from the pool of eligible customers and then trains for the skills needed to perform the job at entry level.

OJT funding may be allocated for a PA CareerLink® Bucks County eligible job seeker customer residing in Bucks County or to an Employer whose primary business and OJT training location is located within Bucks County.

An OJT Contract allows the BCWDB to reimburse the Employer up to 50% of wages for an agreed-upon period of time and the Employer agrees to retain the worker at the conclusion of the contract, provided s/he has performed successfully. The wage reimbursement is considered to be compensation to the employer for the costs associated with training this individual to the acceptable level comparable to another employee as it pertains to this specific position.

The PA CareerLink® Bucks County job seeker customer, as the OJT Employee, is considered a regular employee and receives wages and benefits at the same level as similarly employed workers. The maximum training time for an OJT is six months or 1040 hours, but most OJTs can be completed in a shorter period of time. Factors that are considered include the skill level of the OJT Employee and the skill level needed to be obtained. The PA CareerLink® Bucks County Business Services Representative works with the Employer to craft individualized Training Plans for each OJT candidate and position.

1. **Eligibility.** An OJT contract may be executed only for jobs that are considered High Priority Occupations (HPO). Generally, an HPO is an occupation that offers family sustaining wages, has career lattice/laddering opportunities, and is projected to have 75 or more openings every year for the next five years in the Bucks County regional workforce area.
2. **Goal Wages.** The goal wage for OJT contracts is \$10.88 for Adult and Dislocated Worker customers and \$8.00 for Youth customers. Contracts with lower wages may be considered if there is the possibility for increased salary compensation upon completion of the OJT. OJT contracts will not be executed for wages below minimum wage, or for seasonal positions. OJT contracts are executed for full-time employment positions of at least 35 hours per week; contractual agreements for less than 35 hours per week or 140 per month will be at the discretion of the BCWDB. Hours/wages reimbursement occurs through the Employer's submission of monthly payroll registers to the BCWDB. Only actual hours worked are eligible for the reimbursement.
3. **Length.** The length of the OJT contract is determined by whichever of the following three factors occurs first: The period of time required for an OJT Employee to become proficient in the occupation for which the training is being provided; a maximum period of six (6) months; or the Employer receiving \$8,500 in subsidy. In determining the appropriate length of the contract, consideration must be given to the skill requirement of the occupation and the academic and occupational level of the OJT Employee, including prior work experience.
4. **Capacity.** At any time, no more than five OJT Employees will be funded by the BCWDB for employment with the same company/organization. Prior to increasing the number of OJT Employees working for the same company, a 90-day job retention period for each initial OJT Employee will be necessary.
5. **ADA Compliance.** As the OJT is funded through federal resources, the work-site location where the OJT Employee will be working/training is required to be in compliance with the Americans with Disabilities Act (ADA). The PA CareerLink® Bucks County Business Services Representative will conduct an ADA Inspection prior to referrals of potential employees through the PA CareerLink® Bucks County. If the worksite is not compliant, the employer must agree to make reasonable changes/accommodations should the request be made by the employee.

Stipulations

1. The BCWDB will not contract with an employer who has 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 those provided to regular employees who have worked a similar length of time and are doing the same type of work.
2. The OJT contractual agreement must be completed and fully executed (authorized signatures from the Employer and the BCWDB) before the OJT Employee/Trainee starts working. If the OJT Employee/Trainee start working before the contract is executed we will unfortunately **not** be able to provide any reimbursement or funds going forward for that OJT Employee/Trainee. This includes paid job shadowing, internships or hiring OJT applicants as 1099 C Contractors. Unpaid job shadowing may not exceed 8 hours.
3. An OJT cannot be executed for an employment position that was downsized within the previous six months. An OJT cannot be executed for an employment position that has been subject to reduced hours within the past six months.
4. The Employer must make a good faith effort to retain the OJT Employee at the end of the contract.
5. Reverse referrals, whereby the employer brings a potential candidate to the PA CareerLink® for an OJT, are not permitted. OJTs are executed for referrals of appropriate candidates from the PA CareerLink® Bucks County and who are eligible for subsidized work opportunities through the federal Workforce Innovation and Opportunity Act.