

**Fulton, Montgomery, and Schoharie Counties
Workforce Development Board, Inc.
2620 Riverfront Center
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On-The-Job Training Policy

The Workforce Solutions Center operates a federally subsidized On-the-Job Training Program for newly-hired or employed workers who meet eligibility requirements.

Specific procedures for On-the-Job Training contracts are included in the “FMS Workforce Solutions On-the-Job Training Policies & Procedures Manual,” however the FMS Workforce Development Board has specified the following criteria for all contracts:

- The trainee or the business must reside in Fulton, Montgomery, or Schoharie County.
- Some kind of fringe benefit must be offered.
- Employer must offer full-time, year-round employment (minimum 30 hours/week and no more than 8 weeks layoff per year).
- During any one Board Year (July 1 – June 30), businesses with 8 or more employees may contract up to 25% of their workforce; limit of 2 contracts if less than 8 employees.
- The SVP (Specific Vocational Preparation) level for the occupation must be at least 8 weeks.
- Training times can vary from 4 – 26 weeks.
- Reimbursement may be up to 50% of wages.
- No contract may exceed a \$4,000 reimbursement of wages, per person.

In addition:

- New Hires
 - Starting wage must be at least \$2.00/hour over the current minimum wage.
- Employed Workers
 - Starting wage must be an increase of at least \$1/hour or 5% over the previous wage, whichever is higher.
 - Employee must have been employed with the company for a minimum of six months and been on the payroll without any subsidy of the wage for a minimum of six months.

The WIB Executive Director can grant an exception to the above policies on a case-by-case basis if it meets the additional needs of the customer. Each exception must be approved in writing and kept in the customer's file.

JUSTIFICATION FOR ALL FORMS OF TRAINING MUST BE CLEARLY DOCUMENTED IN THE CUSTOMER'S INDIVIDUAL SERVICE STRATEGY.