

**Fulton, Montgomery, and Schoharie Counties Workforce
Development Board, Inc.
2620 Riverfront Center
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BY-2016-14

Youth On-The-Job Training Policy (Full Time)

The Workforce Solutions Center operates a federally subsidized On-the-Job Training Program for newly-hired youth 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 \$3,000 reimbursement of wages.

In addition:

- New Hires - Starting wage must be at least \$11.00/hour

The WDB 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. If further clarification is needed, the staff person should get it in writing from the WDB Director.

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

PY2002-05 Original Resolution – Adopted 7/17/02
PY-2003-04 Revised/Adopted – 7/9/03
BY2003-26 Revised/Adopted 2/4/04
BY2006-10 Revised/Adopted 10/4/05
BY2008-04 Revised/Adopted 6/10/08
BY-2009-03 Revised/Adopted 7/8/09
BY-2010-09 Revised - Adopted 12/8/10
BY-2012-09 Revised – Approved 11/7/12
BY-2015-06 Revised- Approved 12/2/15
BY-2016-14 – Revised-Approved 5/3/17