

SWN's OJT & SUSQUEHANNA WORKS Grant Programs

On-the-Job Training (OJT)

OJT provides reimbursements to businesses to help compensate for the costs associated with skills upgrade training and the loss of production for newly hired employees. OJT can assist a business looking to expand and who needs additional staff trained with specialized skills. The business may receive up to a 50% reimbursement of the wage rate of OJT trainees to help defray personnel training costs.

What Businesses & Positions Qualify for OJT?

- Private Sector businesses are eligible. Priority is given to those businesses with Cecil and/or Harford County locations.
- Positions must be full time (30+ hrs/wk) and offer benefits.
- Reimbursement is made for up to 50% of the hourly wage. The maximum reimbursable hourly wage is up to \$23 (actual wage can be higher). Positions must offer a minimum wage of \$15/hr.
- The duration of the OJT is a minimum of 4 weeks; 10 weeks maximum.
- The OJT participant's rate of pay at completion must be commensurate with the pay of others doing similar work.
- OJT participants cannot fill positions where workers have been dislocated and cannot displace workers.
- Any business that has relocated all or part of the business within the previous 120 days where this relocation resulted in the loss of employment of any employee at the previous location is not eligible.

Who are the Potential OJT Candidates?

- Job seekers must be ages 18 and older and are eligible under SWN-approved funding streams. SWN's strategy is to assist workers who have been impacted by business closures, downsizings and layoffs to become re-employed in growing companies. These workers have a variety of skills and often have recently gained new skills from training programs. The OJT assists businesses in training these workers with skills specific to your company.
- OJT candidates are pre-screened by SWN staff.
- Your business makes the final candidate selection.

SUSQUEHANNA WORKS

Susquehanna Works is a training grant program that supports employer strategies by upgrading the skills of incumbent workers.

OUTCOMES & BENEFITS

- Regional employees become more productive, profitable, and competitive.
- Employment stability for workers with upgraded skills.
- Career growth and increased wages for workers through training in transferable skills or an industry wide recognized certification or credential program.
- Development of promotional tracks and workforce growth within existing businesses.

ELIGIBILITY/CRITERIA

- The business must be headquartered or have at least one permanent physical location in Cecil/Harford County.
- Funds awarded to the business applicants must be expended on workers in Cecil/Harford County.
- Eligible trainees must be a full-time employee with benefits.
- Eligible trainees must have been employed at least 6 months.
- A cap of \$1,500 is in place per trainee for training for businesses with 50 or less employees.
- A cap of \$1,000 is in place per trainee for businesses with more than 50 employees.
- There is an annual funding cap of \$10,000 per business.

TRAINING REQUIREMENTS AND USE OF FUNDS

- Training activities must be specific to the job, increase skill levels of existing workers and relate to the strategic goals and objectives of the company. The business must pay the actual training costs and may be eligible for reimbursement of up to 50%.
- Allowable training costs
 - Classroom, online and onsite contract based training, including training designed to meet the specific requirements of a business
 - Instruction provided by consultants
 - Books and training materials
 - Initial proficiency testing for approved training (ie: certification exam).

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