



## On-the-Job Training (OJT)



### What is 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.

### Contact your SWN Business Services Representative for more information

Stacey Brown – Cecil County (410-996-0542)  
Charlie McMillan – Harford County (410-939-4240)

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