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**On The Job Training: The 1, 2, 3's of O, J, T's**

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**Getting Started**

- ▶ To use the Captioning window:
  - Click the Window pulldown menu and select Closed Captioning
  - A Captioning window will appear at the bottom of your screen
  - You may resize and move this window to meet your viewing needs
- ▶ Asking Questions:
  - The presenter will take your questions at the end of the presentation using the Chat window
- ▶ We will provide links to the CRC quiz and survey at the end of the Webinar

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**Objective**

- ▶ To familiarize rehabilitation professionals with the process of creating On-The-Job Training (OJT) agreements
- ▶ To help rehabilitation professionals distinguish when to utilize OJTs
- ▶ To provide creative strategies on how to implement OJTs
- ▶ To outline and simplify the paperwork involved with OJTs

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### **What is an OJT?**

- ▶ Is a hiring incentive offered to employers through the Department of Rehabilitation (DOR)
- ▶ A three way “non-binding” contract between:
  - Consumer
  - Employer
  - DOR
- ▶ “Non-binding” means that the contract is binding up until the point of departure
- ▶ Early departure can be requested at any time by:
  - Consumer
  - Employer
  - DOR

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### **What is the purpose of an OJT?**

- ▶ It is an incentive for employers to hire our consumers
- ▶ It helps ensure that our consumer is trained properly in the ways of the organization at minimal to no cost to the employer
- ▶ It allows the employer to see how dedicated and motivated our consumer is during the training so that they will keep the consumer hired on at the conclusion of contract

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### **What does an OJT mean for the employer?**

- ▶ The employer will get reimbursed by the DOR for expenses related to the consumers training costs
  - Reimbursement amount is agreed upon by all parties at the time of agreement

- Consumers wages and training needs are taken into consideration when determining amount
- The consumer and employer will receive additional support from the job developer during the training period
- ▶ The employer also qualifies for the Work Opportunity Tax Credit (WOTC) for hiring our consumers

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### **When to use an OJT?**

- ▶ No experience in the field
- ▶ Large employment gap
- ▶ Unable to “sell” themselves in an interview
- ▶ Job duties need to be altered or carved
- ▶ Extend training time will be needed to learn job

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### **When NOT to use**

- ▶ If job doesn't align with the Individualized Plan for Employment (IPE) goal
- ▶ If the employer is solely after free labor
- ▶ If the consumer is highly qualified and could be successfully employed without an OJT
- ▶ If the consumer is not able to perform the essential functions of the job regardless of how much training is involved

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### **Different Approaches on Pitching OJT's to an Employer**

- ▶ You can assist the consumer in pitching it themselves if they feel comfortable
  - If there is large employment gap or no relative work history

- In the cover letter responding to a job lead
- If the consumer has difficulty interviewing
  - At the end of the interview
  - In the follow-up thank you letter

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### **Different Approaches on Pitching OJT's to an Employer**

- ▶ The job developer can pitch OJT if the consumer cannot or does not feel comfortable
  - In an email response to a job posting
  - Over the phone: Call-Write-Call
  - In person
  - Employment proposal

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### **Sample Cover Letter OJT Proposals (Mrs. Yvonne Carter)**

Please accept my attached resume in response to the posting for Registered Veterinary Technician position. I feel that I am very well qualified for this position and could be a great benefit to your hospital staff. Not only do I have the educational background in animal health technology and am a Registered Vet Tech, but I also have over 7 years of experience in working with animals across a variety of settings and a true passion and commitment to helping animals. I also have a number of personal characteristics that a job like this requires. In addition, I am very flexible, detail oriented, and can perform the all of the physical requirements that this job demands. After researching this hospital and reading the biographies of your staff, I am very impressed with the commitment and love for animals that each of you carry and would be honored to become an employee here at Kearny Mesa Vet Hospital!

I would also like to take this time to inform you of an additional benefit to hiring me as opposed to another applicant. Since I am an individual with a disability, you would qualify for tax benefit in which you would be reimbursed for up to 40% of my wages paid during the first year of employment. In addition to that, I qualify for what is called an OJT, this stands for on the job training. This is where you would get reimbursed for any expenses related to my training during my first 90 days of employment.

This could be used to cover my wages or any training related materials. This would allow me to get acclimated with your practice and learn all of the required tasks of this position at no cost to you.

I want to ensure you that my disability does not in any way prevent me from being able to perform any of the duties of a vet tech. I truly feel that I am very qualified for this position, but just wanted to inform you of these additional benefits that are available to you. My career counselor would be happy to explain this possibility to you in more detail if you are interested. I look forward to an in person meeting in which we can discuss my qualifications further.

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### **Sample Job Developer OJT Proposal**

Dear Ruby Ruiz;

I am a career counselor at San Diego Community College District. I work with students within our district and assist them in obtaining employment opportunities that align with their coursework and career goals. I noticed your website that you are accepting applications for a Dog Kennel Attendant position and wanted to extend a unique opportunity to your organization. I have a student that I have been working with for quite some time that I believe would be a great addition to your team. He has had both paid and volunteer experience in working with animals and he also has pets of his own. He is a very personable student and has also had experience in customer service. After reviewing the job description posted via craigslist, I can assure you that Student A would be an outstanding fit for the position.

In addition to gaining an excellent employee, if you were to consider him for this position, your company would be eligible for full reimbursement of the wages that you pay him during his training period (up to three months) as well as qualify for a tax credit for up to \$2,400. I have attached his resume to this email for you to review. Please let me know if you would like to get more information about this opportunity. I will follow up with you on this next Friday if I haven't heard from you beforehand.

Best,

Bree Kennedy

San Diego Community College District  
3375 Camino Del Rio South Suite 275

San Diego, Ca 92108-3883  
Phone:(619)388-6808 Fax:(619)388-6534  
<http://worka.sdccd.edu>

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### **Sample Employment Proposal**

#### **(Employment proposal for a “part-time” auto-body painter & Assistant and shop helper)**

##### **BENEFIT:**

Since for most shops the hourly wage for auto body preppers is between \$10.00 and \$13.00 per hour, I propose that you hire a part-time painter’s assistant and shop help to perform the same work in addition to perhaps some other tasks such as; janitorial work that may need to be done at your shop for 30% less than typical wage for an auto body prepper. In addition to the money that Company XXYYZZ would be saving from the difference in wages, if you choose to hire Student A, your company would be reimbursed for the wages that you pay him during the first 3 months of employment, to ensure that he is trained properly to perform the tasks needed to improve your shops productivity at no additional cost to Company XXYY.ZZ Lastly, if you were to hire Student A, Company XXYYZZ would also qualify for a tax credit for up to \$2,400.

##### **QUALIFICATIONS:**

Student A is an ambitious and hard working auto body painter who has an abundance of experience working in this industry and who has recently completed the auto-body and paint certificate program within San Diego Community College District. In addition to the experience that he has working in the industry, he has 6 years of previous experience working for Company XXYYZZ, and knows and appreciates the company’s expectations and high quality customer service standards. Student A is ready and willing to do whatever it takes to get back into the auto-body and paint industry, an industry that he loves.

**EMPLOYMENT CONDITIONS:** 20-25 hours a week, \$8.50 per hour

Bissonnette, D. (1994). *Beyond Traditional Job Development: The Art of Creating Opportunity*. Granada Hills, CA: Milt Wright & Associates.

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### **Sample Job Interview OJT Proposal**

EMPLOYER:

“Do you have any questions or further comments for me?”

CONSUMER:

“Yes actually I do, I thought of a couple of questions beforehand and wrote them down. (Always have a list of 2-3 questions ready to ask the employer).

In addition to that, I wanted to inform you of an additional benefit to hiring me over some of the other candidates. I participate in an employment program that will reimburse you for any expenses that are related to my training during my first 90 days of employment. This could be used to cover my wages or any training related materials. This would allow me to get acclimated with your company and learn all of the required tasks of this position at no cost to you. Based solely on my resume, you might be hesitant to hire me because it has been a few years since I last worked. Hopefully, after getting to know me a little better throughout this interview and learning about this training program some of your hesitations are alleviated. Thank you for your time and I look forward to hearing from you in regards to your hiring decision.”

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### **Sample Call- Write- Call**

**Call One-**

- ▶ **“Hello, I am trying to write a letter to your program manager may I get his/her name please?”  
You should not try and speak with the manager on this first call, you are calling to get his or her name if you aren’t able to get it any other way.**

**Write-**

- ▶ **Send a cover letter and resume to the program manager (by name) and say that you will be calling them on a specific day to follow up.**

**Call Two-**

- ▶ **Call and ask to speak to the program manager by name (you should have this by now). If a secretary asks why you are calling you can honestly say, “She is expecting my call.”**
- ▶ **Once you get to the decision maker,**

- ▶ **“Hello, my name is (your name) and I am a career counselor at San Diego Community College District. I emailed you last week in regards to a unique employment opportunity and I wanted to follow up with you and get your feedback on such a proposal and answer any questions that you might have about this. My student has been researching many agencies in this field and yours is at the top of her list for a number of reasons. (make sure you know about the company and why they are at the top of the list) Based on the information that I provided you, do you think you could use someone like (consumer’s name) to add to the great team that you have at (company)? OR do have an idea of the timeline in which you are looking to hire?”**

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### **Steps in OJT Process**

- ▶ **Step 1: If the job developer or community rehabilitation professional is initiating an OJT, they must discuss the OJT with DOR counselor to get approval**
- ▶ **Step 2: Approach employer with proposal**
  - **Consumer or Job Developer**
- ▶ **Step 3: Consumer goes through hiring process with employer**
- ▶ **Step 4: Consumer gets hired and employer is interested in OJT agreement**

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### **Step in OJT Process Continued..**

- ▶ **Step 5: Job developer discusses OJT agreement with DOR counselor**
- ▶ **Step 6: Job developer and consumer meet with employer to determine terms of OJT agreement and explain process**

### **Step 7: Fill out forms**

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### **Forms Involved**

- ▶ **Complete the forms as best as possible before meeting with employer:**

- OJT Agreement (OJT)
- Form STD 204 (OJT)
- Form 8850 (WOTC)
- Form 9061 (WOTC)

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**OJT Agreement**

The California Department of Rehabilitation hereinafter called "The Department," and COMPANY XYZ, The Trainer, agree to enter into an On-the-Job Training (OJT) Agreement to provide on-the-job training to CONSUMER XYZ, the Trainee, in the occupation of Registered Vet Technician. The Trainer, for and in consideration of the terms set forth in this agreement, and in accordance with all applicable laws and regulations governing employment, agrees to provide on-the-job training to the Trainee. In consideration of the training services rendered to the Trainee, the Department agrees to pay the Trainer a training fee as set forth in this agreement. This OJT agreement is not a legally binding contract and may be modified or terminated at any time the by trainer or the Department.

The training period shall be from 8/17 2010, to 11/17, 20    .

Hours of work shall be 8 AM till 7 PM 4 days a week. Trainee shall have 1 hour for lunch and two 15 minutes breaks during the day.

Schedule of time off includes: \_\_\_\_\_

Number of hours to be spent in the shop or field: 40 hours per week

Instruction and supervision shall be given by SUPERVISOR XYZ, and in his/her absence, by MANAGER XYZ or     .

The Trainer agrees to provide instruction to the Trainee on the following specific work skills and essential functions, technical knowledge, and/or operation of tools/machines, if any:

1) Please see attached phase training information

2)

(please attach additional sheets, if necessary)

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**OJT Agreement**

The Trainer agrees to pay the Trainee the following wages during training at the prevailing rate paid other employees with similar knowledge and skills: \$ 10.00 (per hour, week, month) for 3 months    week(s)/month(s).

The Trainer understands that an employee/employer relationship exists and the Trainer is responsible for the following:

Application and required employer contribution such as unemployment insurance benefits and social security.

Withholding from the trainee's earnings applicable and required deductions such as state and federal income taxes, Social Security, and State Disability Insurance.

Employ the Trainee upon completion of training.

Inform the Department of any problem that may arise and agrees to submit monthly progress reports on the last day of each month with his/her invoice.

The Department agrees to pay the Trainer a training fee per month or a prorated portion thereof, as follows: \$            500.00 per month           .

The Department agrees to provide the following accommodations, if needed:

           Job Retention Support           

Trainee Signature:

Date:

DOR Counselor Signature:

Date:

Trainer/Employer Signature:

Date:

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**Form STD 204**

- ▶ The form that the employer must submit to DOR so that DOR can authorize payment
- ▶ Needs to be completed along with the agreement
- ▶ <http://www.documents.dgs.ca.gov/osp/pdf/std204.pdf>

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### Work Opportunity Tax Credit (WOTC) Form 8850

- Needs to be signed by both the consumer and the employer
- Needs to be completed and submitted along with Form 9061 NO later than 28 days after the start date

<http://www.irs.gov/pub/irs-pdf/f8850.pdf>

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### Work Opportunity Tax Credit (WOTC) Form 9061

- Needs to be signed by consumer
- This form needs to be accompanied by a statement from the individual's DOR counselor stating that they receive Vocational Rehabilitation services
- [http://www.uses.doleta.gov/pdf/Appendix\\_II/Appendix\\_II\\_1\\_ETA\\_9061.pdf](http://www.uses.doleta.gov/pdf/Appendix_II/Appendix_II_1_ETA_9061.pdf)

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Mail Forms 8850 & 9061 to:

Employment Development Department

WOTC Center

Attention: John Alford

2901 50<sup>th</sup> Street

Sacramento, CA 95817

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Steps in OJT Process Continued...

- ▶ Step 8: Send OJT agreement to DOR counselor for processing
- ▶ Step 9: Employer will receive progress report form from DOR that is mailed after the first 30 days of implementation of the OJT

- ▶ **Step 10: The employer needs to sign and complete progress report form to update DOR on student's progress and mail back to DOR**

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### **Sample Progress Report Form**

- ▶ **Summary of information that is requested on the form**
  - **How many days was the employee absent?**
    - **What were the reason for the absences?**
    - **Did the employee notify you of the absences?**
  - **How many hours of instruction were given?**
    - **What were the subjects of instruction?**
    - **Please grade the employees performance on each subject.**
    - **How was the employees attitude and cooperation?**
    - **Were there any difficulties in training?**
    - **How much more training will be required?**

**What are you recommendations for improvement?**

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### **Steps in OJT Process Continued**

- ▶ **Step 11: The OJT reimbursement check will be mailed out 45 days after the DOR receives the invoice**
- ▶ **Step 12: Job developer checks in with employer regularly to see how things are going**

**Student remains successfully employed and case is closed 26 90 days after the OJT ends**

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### **Sample Reimbursement Schedule**

Showing calendar with symbols for dates for

= Consumer Start Date

= Employer receives, completes, and returns invoice to DOR

= Employer receives reimbursement

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Question and Answer

- ▶ The webinar Chat window is now open for your questions
- ▶ Type your question into the text entry area below the Chat window
- ▶ Click enter or return on your keyboard to submit your question

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Survey and CRC Credits

Please give us feedback on today's webinar by completing our survey:

<http://www.surveymonkey.com/s/MHRSRFK>

Certified Rehabilitation Counseling (CRC) Credits are available for this webinar:

- ▶ To receive CRC credits please complete this short quiz and survey:

[http://interwork.sdsu.edu/chiip/webinar/archive/crc\\_credits/110811/webinar.html](http://interwork.sdsu.edu/chiip/webinar/archive/crc_credits/110811/webinar.html)

- ▶ We will also follow up with an email that includes extra OJT handouts, and links to the CRC quiz, survey and archive of the webinar so you can listen to it again

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QUESTIONS?

or

COMMENTS?

For further information please contact Bree Kennedy

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