



Does hiring seem too risky? Help put Ohioans back to work.

OhioMeansJobs Summit County

On-the-Job Training (OJT)

SummitOMJ.org

Guidelines

Summit County's On-the-Job Training (OJT) program offers employers a way to be partially reimbursed for hiring and training job seekers in permanent positions. Job seekers must be assessed for program eligibility by The Job Center staff. The initial contract takes about one week to execute before an employee can begin working. After that, additional employees can be added with a simple training plan. The Job Center staff will complete most of the paperwork and will help you with the rest!

- **On-the-Job Training** is available to all industries.
- **Training periods** average 3-6 months depending upon the position and the new employee's experience level. A training plan is created which cites the details of this period of time.
- **The minimum wage** for any position is \$10 per hour.
- **Employers** can be reimbursed for 50% of an employee's wages up to a maximum of \$6,000.
- **Employees** must be a direct hire. Individuals hired through staffing agencies are not eligible for the OJT program.
- **Reimbursement** requires a signed invoice and documentation demonstrating wages paid to the employee.
- **Overtime and holiday wages** are not reimbursable. Standard shift differentials that are offered throughout the company are reimbursable.

Questions? Call our Business Consultant line 330.474.5122



Summit County

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American Job Center network