



RENSSELAER COUNTY DEPARTMENT OF EMPLOYMENT AND TRAINING

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On-the-Job Training

The Rensselaer County Department of Employment & Training can help by referring job seekers and/or providing partial reimbursement of training costs for eligible individuals when hired.

WHAT IS OJT?

This program is designed to provide *job seekers* with greater access to available jobs when a lack of specialized training or experience may prevent capable individuals from obtaining permanent, productive and profitable employment. OJT is intended to assist *employers* with certain training costs incurred in training.

HOW DOES OJT WORK?

Employers interview and hire eligible individuals who are registered with the Department. The new hire is considered an employee of the company and is subject to all normal rights and benefits applicable to regularly employed, full-time workers. Employers can be reimbursed for up to 50% of the individual's wages for the training period required to achieve the specified skill level for the position.

WHICH EMPLOYERS ARE ELIGIBLE?

Private for-profit companies and not-for-profit employers. Firms must agree to hire and train the eligible job seeker in the skills that are needed for the job and are of lasting value to the trainee.

WHO CAN BE AN OJT TRAINEE?

Unemployed and underemployed residents of the counties of Albany, Rensselaer, and Schenectady who lack the required experience and/or formal skills training, who are otherwise job-ready applicants. Eligibility of applicants is determined on an individual basis. Please contact us for more information on eligibility.

WHAT KINDS OF TRAINING?

At a minimum training should be designed to provide individuals with the skills needed for standard performance in the company's work force. The training wage must be at least \$10.00 per hour for at least 30 hours per week. The duration is based on reasonable training for the position, taking into consideration the individual's prior experience. **The training must be approved by the Department before the candidate starts in the position.**

HOW MUCH PAPERWORK?

The procedure is simple and short. The employer completes a one-page company application and then the training agreement is prepared with the assistance of our Employment Specialists. Regular reports include a timesheet and a progress summary of skills attained, submitted once a month. Reimbursement is monthly, upon submission of a timesheet and progress report and is paid directly to the employer.

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