

# Department of Rehabilitation's: On the Job Training Agreement (OJT) for Community Partners

---

## **What is an OJT:**

- OJT is used when negotiating employment for a consumer to assist the business with off-setting training costs.
- The OJT is a “non-binding” contract to provide training funds to businesses to train consumers.
- Non-binding means that if any of the parties involved with the contract are not satisfied, they can terminate the contract and walk away without penalty.

## **What is the goal of OJT:**

- OJT is an incentive for businesses to hire DOR consumers.
- The goal of the OJT is to provide direct placement and employer-directed training. The result is a business with a vested interest in the consumer's success and an increase in successful employment outcomes.

## **Who can negotiate an OJT:**

- OJT agreements are to be negotiated among:  
DOR Consumer, DOR Counselor and the Hiring manager

## **General Guidelines about who can initiate OJT contracts:**

- As a Community Partner you can introduce the concept of an OJT to a business on behalf of your consumer and DOR. After the introduction of the OJT, inform the DOR Counselor of the need for an OJT. The DOR Counselor will work with the business to negotiate the terms of the OJT agreement.
- It is important as a community partner to let the DOR counselor discuss the stipend amount and the duration of the OJT.

## **Employment guidelines for the OJT:**

- The Consumer must be receiving at least minimum wage when the contract is in effect and is considered an employee eligible for all benefits other employees receive for the same or similar position.
- The weekly work hours of the consumer are flexible and should be agreed upon by the participants.

## **How much money can DOR offer to support OJT for consumers:**

- In general, DOR Counselors may offer employers up to **\$ 5,000** for an OJT.
- Businesses will have different probationary periods based on the skills and complexity of the jobs. DOR Counselors can design the OJT to last through the probationary period if necessary, as highly skilled jobs may require higher OJT funding, and some consumers may need more training than others.