**ON THE JOB TRAINING INFORMATION**

**FY ‘23**

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| **Purpose:** | To train the students in STEP to perform the work duties associated with the job title. |
| **Expectation:** | It is expected that students who satisfactorily complete the OJT would be retained at 100%, minimum wage, employer paid employment:    **IF** there is no expectation up front that the employer will be able to hire, the OJT funds should not be used:    **IF** the performance evaluation after each phase of the OJT does not satisfy employer expectations, the employer will still receive the agreed amount for that phase. |
| **Program Length:**  ***\*****Under 18, minimum wage $10.50*  *\*\* This hourly wage will change 1/1/20 when minimum wage increases to $9.25 and on 7/1/20 increase again to $10.00* | **Phase 1** **-** **First 20 hours - 100% reimbursement**   * Employer Pays $260 - Employer Reimbursed $260 * *\*Employer Pays $135.50 – Employer Reimbursed $136.50*     **Phase 2 - Next 10 hours - 50% reimbursement**   * Employer Pays $130– Employer Reimbursed $65 * \**Employer Pays $105– Employer Reimbursed $52.50*     **Phase 3 - Final 10 hours at - 25% reimbursement**   * Employer Pays $130 – Employer Reimbursed $32.50 * *\*Employer Pays $105 – Employer Reimbursed $26.25* |
| **Wages/Reimbursement:** | **The employer is required to:**   * Pay minimum wage   \*($13.00 age 18 and older, *$10.50 up to 18th birthday*);   * Pay by check with taxes withheld; * Continue to pay student full minimum wage when reimbursement decreases; * Complete the OJT Evaluation Form.     **The school is required to:**   * Negotiate the agreement with a maximum total reimbursement $357.50 or *$215.25 if under 18*, based on above schedule; * Obtain a copy of the check from the student; * Reimburse the employer; * Submit documentation with TMCSEA Quarterly Expenditure Report Schedule for reimbursement from their STEP budget. |
| **Evaluation:** | The OJT Evaluation Form needs to be completed after Phases 1, 2 and 3 and returned to the school contact. |
| **Workers Compensation:** | The employer is responsible as with all other employees. |