KERN COUNTY EMPLOYERS' TRAINING RESOURCE
A proud partner of America's Job Center

On-the-Job Training Program

Employer Guidelines

THE OJT CONTRACT MUST BE SIGNED BY THE EMPLOYER BEFORE THE TRAINEE CAN BEGIN WORK

The following criteria are the guidelines by which an On-the-Job Training employee is hired:

- ☑ The job opening to be filled must be a permanent, full time position (32 hours per week minimum). The current minimum wage requirement for an OJT contract is $16.90 per hour . A trainee must be paid at the same rate as other same level employees with the same job title. *Commission-only pay and 1099 contract employee positions are not eligible for the OJT program*.

- ☑ Before hiring, contact your Business Services Representative for more information: not all America's Job Center customers qualify for the OJT Program.

- ☑ *The applicant must NOT be a relative by blood, adoption or marriage of any executive or supervisor employed by the employer.* For the purpose of definition, "relative by blood, adoption, or marriage" shall include: wife, husband, son, daughter, mother, father, brother, sister, brother-in-law, sister-in-law, daughter-in-law, aunt, uncle, niece, nephew, step-parent and step-child.

- ☑ The trainee is considered a *regular employee* who is subject to all company rules and regulations and is entitled to all company benefits.

- ☑ The employer shall maintain in full force and effective at all times during the term of the agreement the following types of insurance:
  - Workers' Compensation Insurance
  - Automobile Liability Insurance, if applicable
  - Certificate of Commercial General Liability Insurance-shall have minimum limits for Bodily Injury and Property Damage liability of $1,000,000 each occurrence and $2,000,000 aggregate and requires an endorsement naming:

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Connect with Us

(661) 325-HIRE
employerstrainingresource.com

"County and County's board members, officials, officers, agents and employees as additional insured for the liability arising out of this agreement and any operations related thereto."

The Certificate Holder should read:
County of Kern
Employers' Training Resource
Attn: Susana Vasquez
1600 E. Belle Terrace. Bakersfield, CA 93307

Required: Additional Insured Page(s), as well as Certificate of Insurance

- ☑ The employer will be reimbursed a percentage of the hourly wages for each hour of the basic work week. (Overtime, vacation, sick and holiday pay are not reimbursed).
- ☑ The employer must maintain attendance and payroll records which includes; verification of days and hours worked (timecard), and gross wages and deductions (payroll summary). These records will be requested in order to process your reimbursement. Payroll records must be submitted within 5 calendar days of the contract completion date.
- ☑ The employer must comply with the provisions of the Hatch Act, which limits political activity of employees.
- ☑ The length of the contract is determined by the skill level of the occupation, through the O*NET (Occupational Information Network) guidelines, job description submitted by the employer and the qualifications and experience of the employee/trainee.
- ☑ Trainees shall not be employed to carry out the construction, operation, or maintenance of a facility which is used or will be used for sectarian instruction or as a place of religious worship.
- ☑ No participant shall be employed or fill a job opening when any other individual is on a layoff from the same or any substantially equivalent job, or when the employer has terminated the employment of any regular employee or otherwise reduced its work force with the intention of filling the vacancy by hiring an employee whose wages are subsidized with WIOA funds. Employer will inform trainee of company grievance procedures.
- ☑ A monitor from Employers' Training Resource will set an appointment to visit periodically with the employer and trainee at the work site to evaluate training progress. T*he employer is expected to retain the worker when the contract and reimbursement is completed.*
- ☑ Trainees wages may never be lower than the established hourly wage in the OJT Agreement. The contract wage will be the wage used to calculate the reimbursement. Increases may be given to trainees by the employer but additional earnings will not be part of the reimbursement.