

Advantages to the employer:

- Subsidized wages
- Better trained employees
- Structured training outline
- TAA eligible participants have recent work histories
- Minimal paperwork

Terms and conditions of an On-the-Job Training Contract

- The employer is reimbursed up to 50 percent of the wages paid to workers during training.
- The OJT cannot interfere with any other training contract.
- The employer cannot fire anyone with the intention of filling the vacancy with the eligible worker.
- The job for which the eligible worker is being trained cannot be created just so he/she can receive OJT funds.
- Although it is not a requirement, the purpose of an OJT is for the employer to continue on with the employee after the contract is completed



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NH Employment Security is an Equal Opportunity Employer and complies with the Americans with Disabilities Act. Auxiliary aids and services are available upon request of individuals with disabilities.

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NH Employment Security is a proud member of America's Workforce Network & NH WORKS.

www.nhes.state.nh.us

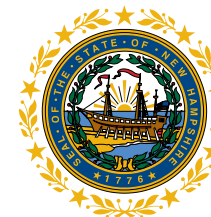
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ON-THE-JOB TRAINING Under The Trade Act of 1974



On-The-Job Training Offers
Incentives for Employers to Hire



NHES New Hampshire
Employment
Security

www.nh.gov/nhes

"We're working to keep New Hampshire working"

_____ is eligible for an On-the Job Training (OJT) Contract through NH Employment Security as a result of Trade Adjustment Assistance.

What is On-the-Job Training?

On-the-Job Training, or OJT, matches employers with qualified individuals who are eager to work, but need the specialized training only YOUR business can supply. YOU, the employer, agree to provide On-the-Job Training to a Trade Adjustment Assistance (TAA) eligible participant and the TAA program reimburses you up to 50 percent of the trainee's starting wage for the contract period.

What is Trade Adjustment Assistance?

(TAA) program is available to workers who lose their jobs or whose hours of work and wages are reduced as a result of increased imports. The federal government certifies companies as eligible for Trade Act benefits under guidelines set forth in the Trade Act of 1974.



TAA offers a variety of benefits and services to help unemployed workers prepare for and obtain suitable employment.

On-the-Job Training offers a financial incentive to employers to hire and train TAA eligible participants who lost their jobs due to foreign competition. In addition, New Hampshire Employment Security counselors provide case management support throughout the training program.

How does the program work?

After a job interview, you agree to hire a TAA eligible participant at the normal starting wage and benefit package for the position.

- Once you've agreed to hire the TAA eligible participant, **but before he/she actually begins working for you**, a New Hampshire Employment Security counselor will work with you to develop a training contract that will be tailored to meet the training needs of the position based on federal guidelines and a program called O*NET.
- While the TAA eligible participant is in training, you submit monthly progress reports and invoices to receive reimbursements for training costs. Payment is based on the total number of hours the trainee worked in that month. **NOTE: Overtime hours cannot be reimbursed.**
- The intention is for you to retain the TAA eligible participant as a full-time employee when the training period is completed

NH Employment Security will do most of the paperwork!

The TAA eligible participant has already received extensive pre-employment screening. This ensures that the TAA participant's individual interest, aptitudes and abilities are appropriate for the training occupation. NH Employment Security counselors will assist you with all of the forms. You have minimal paperwork!

YOU design the training!

One of the advantages of OJT is, YOU, the employer, make the training decisions. OJT is tailored to YOUR job description and the needs of YOUR company. The length of training (limits do apply) will depend on the complexity of the job and the skills and experience the individual will need to learn.

YOU save money!

OJT's are reimbursed monthly. Reimbursement is up to 50 percent of the trainee's starting wage for the contract period.

Trade Adjustment Assistance will also provide essential tools for the trainee, provided that such tools are required of all employees who work for your company in similar positions.

