

## On-the-job training FAQs

(New Skills, New Jobs)

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### **Q: How can this on-the-job training (OJT) program help my business?**

**A:** You'll hire and train an employee of your choice who's been out of work for six months or more, or who lost work as a direct result of Hurricane Sandy. We'll reimburse you for 70% of the costs to train each employee you hire.

### **Q: How much does it cost?**

**A:** Nothing. This is a free service.

### **Q: What, exactly, is on-the-job training?**

**A:** In on-the-job training, one of your current employees teaches new employees the skills they will need to perform their jobs successfully.

Your current employee (the "trainer") will instruct your new employee(s) (the "trainees") throughout the training. Either the trainee performs his job while the trainer instructs him, or the trainer performs her job while the trainee observes and learns.

### **Q: What do I get out of it?**

- **Financial support:** We'll reimburse you for 70% of the trainee's salary (up to \$25/hour) during the hours that he/she participates in training (up to 280 hours within the first 3 months of employment).
- **Employees who get the job done your way:** We'll use your job description to screen and refer candidates for you to interview; you'll decide who to hire. Through on-the-job training, you'll be able to train your new employees to get the job done your way.

### **Q: What exactly do you pay for?**

**A:** We'll reimburse you for 70% of the trainee's salary (up to \$25/hour) during the hours that he/she participates in training (up to 280 hours within the first 3 months of employment).

### **Q: How quickly will I get reimbursed?**

**A:** Once you submit complete and correct paperwork (see below), we'll reimburse you in approximately 30 business days at the end of training.

### **Q: How do I get reimbursed?**

**A:** You'll need to submit (1) complete, signed sign-in sheets that reflect the number of hours of training your employees completed and (2) payroll records showing that you paid your trainee(s) during that training. The payroll records need to clearly state the pay period, date of payment, and hourly rate you're paying your employees.

**Q: Can I hire anyone I want?**

**A:** Your OJT Program Trainees must:

- Be 18 years of age;
- Be a New York City resident;
- Be legally authorized to work in the United States; and
- Be categorized as at least one of the following:
  - Long-term unemployed (6+ months of unemployment, excluding out of sector and temporary stop-gap employment) AND/OR
  - Unemployed as a direct result of Hurricane Sandy or other qualifying natural disasters AND/OR
  - Qualify as a veteran or military spouse ("veteran" is defined as having served at least 1 day of active duty in the military, air, or naval services, including National Guard and Reserve components) AND/OR
  - Recent school graduates, i.e. any graduate who received a high school diploma or equivalency or successfully completed a degree or continuing education program within the last two years. Continuing education programs include 2- and 4-year college programs as well as occupational training programs.

**Q: What are the rules I have to follow?**

- **Full-time employment:** You'll need to hire your trainees as full-time employees (minimum of 30 hours/week) as of day one, earning at least \$10/hour with supplemental health benefits or \$11.50/hour without benefits.
- **Training:** You or another experienced employee will need to train your new employees to get the job done your way. This will primarily take the form of on-the-job training (see below) but can also include "classroom" training (such as learning material from a manual or a lecture).
- **Site Monitoring:** Allow for an On-the-Job Training Account Manager to visit the training site at least once during the course of the Training Agreement term.

**Q: How do I figure out what kind of training to give my employees?**

**A:** We'll provide you with a standard training plan for the position you need to fill. You can either use the training plan "as is" or work with us to customize it for your specific position. You'll use this as a guide to train your new employee(s).

**Q: I'm interested – how do I get started?**

**A:** Just inform your NYC Business Solutions account manager that you're ready to get started and she'll guide you through the next steps.

If you found out about this program elsewhere and haven't yet been in touch with an account manager, please contact your nearest NYC Business Solutions or call 311 and ask for "on-the-job training" to get started.

**Q: How soon can I have my new employee(s) begin?**

**A:** Depending on your business' specific needs, you can have your new employees begin in 2 – 4 weeks.

**Q: What do I need to do to bring on my new employees?**

**A:** To hire and begin training, you'll need to:

- Provide us with some basic information (see below),
- Choose (or customize) a training plan,
- Select your new employees and add them onto your payroll,
- Sign and notarize a contract.

Note: If you want to speed up the hiring process, you can have your employees begin before the contract is official, but we can't commit to any reimbursements until the contract is executed.

**Q: What information will I need to provide?**

**A:** We'll ask you to provide basic information about your business, the position(s) you need to fill, and any training you conduct now. This includes:

- **Business information:** Company name, federal EIN (employee identification number), DBA (Doing Business As), full name of owner, address, and number of employees
- **Position information:** Job titles, job description(s), hourly wages, and anticipated start date
- **Training information:** Information about any existing training plan/procedures

We'll use this information to run a standard due diligence check (to make sure that you're in good financial and legal standing with New York City), prepare your contract, and refer candidates for you to interview.

**Q: What will I need to do during training?**

**A:** During training, you'll need to:

- Keep track of your new employees' training hours using a simple sign-in sheet (we'll show you how and help you along the way), and

- Let us come by for a site visit.

**Q: What else should I know?**

**A:** We'll contact you at the end of training in order to close out the program and learn from you about what worked well and what we can improve. We'll also follow up with you six months after the training period has finished finding out how the training worked out in the long run.