



# Alabama Career Center *Bay Minette and Foley*

## On-the-Job Training (OJT) Reimbursement Funds for Baldwin County Businesses

For Information Contact **Alabama Career Center**  
Ask for Kathleen Shumate  
**251.943.2327**

### Employer Benefits

- ✓ Employers receive 50% monthly reimbursement of trainees' hourly wages.
- ✓ Employers make all hiring decisions.
- ✓ Employers tailor all training.
- ✓ Employers save recruiting, screening and training costs.
- ✓ Length of training is negotiable.
- ✓ Minimal paperwork.

Funded by the U.S. Department of Labor, the Workforce Development Division of the Alabama Department of Economic and Community Affairs (ADECA) administers the OJT program.

Employers may receive up to a fifty percent reimbursement of hourly wages paid to trainees. This reimbursement serves as an incentive to encourage employers to hire individuals who do not have the required skills for a particular job.

**OJT is also available for existing employees.**

Employers must be willing to increase an employee's wages by 10% and offer an increase in responsibilities and title.

### Eligibility Requirements:

- Trainees must meet Workforce Investment Act (WIA) eligibility requirements.
- Training agreements must be approved by ADECA before trainees begin to work.
- Employers must have Workman's Compensation Insurance.
- Employers must provide a wage of at least \$7.00 per hour.
- Trainees must abide by the same company policies as other employees.



# Build a Skilled Workforce