



Tompkins County Chamber of Commerce

Healthy Workforce On-the-Job Training Grant

Guidelines and Requirements 2020

The Tompkins County Chamber of Commerce is pleased to announce a new iteration of its On-the-Job Training Grant opportunities through a United States Department of Labor funding award to the Healthy Workforce Consortium. This funding award differs from past OJT grant programs in that it is intended to support people in recovery receiving educational and training supports, new job opportunities, and maintaining a recovery friendly workforce and employer base in Tompkins County.

Under this contract, training grants with a maximum payout of \$2,000 will be available to businesses that are hiring a new employee and providing the training needed to be successful in their new role. The training grant will be used to provide the employee with the additional training needed in order to fulfill the job responsibilities.

THE GRANT APPLICATION, CONTRACT, AND TRAINING OUTLINE MUST BE COMPLETED BEFORE AN EMPLOYEE IS HIRED.

Please contact David Walton, OJT Grant Coordinator, at oit@tompkinschamber.org or at 607-273-7080 immediately if you are interested in this grant.

The following information summarizes the OJT grant guidelines and requirements:

- OJT grants are, in general, for a period of six to eight weeks.
- The grant period must fall between August 15, 2020 through December 31, 2022
- Training schedules will need to begin no later than October 15, 2020 though funding may have already been expended by that time.
- Each OJT grant will provide up to 50% of the salary of the worker for the days worked during the training period, with a maximum of \$2,000 paid out.
- The grant application, training outline and contract must be completed and signed **BEFORE** the effective date of hire for each employee.
- On-the-job training is generally provided on site by a supervisor or co-worker.
- Each employee participating in the OJT must be paid the wage that would be paid to a fully-trained employee during the entire training period.



- Employees must work full-time—at least 35 hours per week; the OJT grant does not apply to part-time or temporary employees.
- The grant is provided to assist the employer in paying the higher wage and to provide training for the employee that will help the individual both now and in the future.
- The grant is also being provided specifically to support the hiring and retention of people in recovery, and will be one of several services and supports available to workers that have experienced addiction issues.
- The Chamber will partner with the Tompkins County Workforce Investment Board and the Tompkins County One-Stop Center to assist employers with recruitment, hiring, skill assessment and evaluation, training plans, record keeping, and best practices for employee retention.
- The Tompkins Chamber will partner with the other Healthy Workforce Consortium partners to deliver a suite of services to the recovery workforce and recovery friendly employers.
- OJT grants require a signed contract and completion of all related paperwork, such as payroll records, daily time sheets, and skills assessment.
- OJT eligibility does not require membership in the Tompkins County Chamber of Commerce; all businesses and organizations are welcome to participate in this training grant opportunity.

For more information or to schedule an appointment to discuss the OJT, please contact David Walton at ojt@tompkinschamber.org or at (607) 273-7080.

The Chamber is extremely pleased to collaborate with other partners to bring our tax dollars back to this community to help businesses thrive and individuals succeed, and to support our shared workforce development goals.

