

**Fulton, Montgomery, and Schoharie Counties  
Workforce Development Board, Inc.  
2620 Riverfront Center  
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**BY-2015-06**

**On-The-Job Training Policy**

The Workforce Solutions Center operates a federally subsidized On-the-Job Training Program for newly-hired or employed workers who meet eligibility requirements.

Specific procedures for On-the-Job Training contracts are included in the “FMS Workforce Solutions On-the-Job Training Policies & Procedures Manual,” however the FMS Workforce Development Board has specified the following criteria for all contracts:

- The trainee or the business must reside in Fulton, Montgomery, or Schoharie County.
- Some kind of fringe benefit must be offered.
- Employer must offer full-time, year-round employment (minimum 30 hours/week and no more than 8 weeks layoff per year).
- During any one Board Year (July 1 – June 30), businesses with 8 or more employees may contract up to 25% of their workforce; limit of 2 contracts if less than 8 employees.
- The SVP (Specific Vocational Preparation) level for the occupation must be at least 8 weeks.
- Training times can vary from 4 – 26 weeks.
- Reimbursement may be up to 50% of wages.
- No contract may exceed a \$3,000 reimbursement of wages.

In addition:

- New Hires
  - Starting wage must be at least \$2.00/hour over the current minimum wage.
- Employed Workers
  - Starting wage must be an increase of at least \$1/hour or 5% over the previous wage, whichever is higher.
  - Employee must have been employed with the company for a minimum of six months and been on the payroll without any subsidy of the wage for a minimum of six months.

*The WIB Executive Director can grant an exception to the above policies on a case-by-case basis if it meets the additional needs of the customer. Each exception must be approved in writing and kept in the customer's file.*

**JUSTIFICATION FOR ALL FORMS OF TRAINING MUST BE CLEARLY DOCUMENTED IN THE CUSTOMER'S INDIVIDUAL SERVICE STRATEGY.**

PY2002-05 Original Resolution – Adopted 7/17/02  
PY-2003-04 Revised/Adopted – 7/9/03  
BY2003-26 Revised/Adopted 2/4/04  
BY2006-10 Revised/Adopted 10/4/05  
BY2008-04 Revised/Adopted 6/10/08  
BY-2009-03 Revised/Adopted 7/8/09  
BY-2010-09 Revised - Adopted 12/8/10  
BY-2012-09 Revised – Approved 11/7/12  
BY-2015-06 Revised- Approved 12/2/15