

Tompkins County Chamber of Commerce
Healthy Workforce On-the-Job Training Grant



Guidelines and Requirements
2023

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 \$4,000 per grant will be available to businesses that are hiring a new employee and providing the training needed to be successful in their new role or promoting an existing employee to a new role within their organization. Employers may also be eligible for grants for job training for part time employees. 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 the OJT Grant Coordinator, at ojt@tompskinschamber.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 May 22, 2023 and September 30, 2023.
- Training schedules will need to be completed no later than September 30, 2023, though funding may have already been expended by that time.
- Employees work full-time (at least 35 hours per week); or part time (a minimum of 20 hours per week); the OJT grant does not apply to temporary employees.
- 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 \$4,000 paid out for full time employees and \$2,000 paid out for part time employees.
- Grant amounts for training programs and apprenticeships are negotiable based on the program, with a maximum award per trainee of \$1,000.
- The grant application, training outline and contract must be completed and signed **within two weeks of the effective date of hire** for each employee.
- On-the-job training is generally provided on site by a supervisor or co-worker; funds cannot be used to pay for external training seminars or workshops.

- 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.
- 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 Jennifer Tavares 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.