

## Vermont Department of Labor

### On-the-Job Training Program

**(OJT)** helps defray some of the costs associated with hiring and training new employees while providing trainees with the most practical learning experience.

The program provides businesses an incentive to hire and train individuals in full time skilled or semi-skilled occupations.

**D**o you find yourself with many projects unfulfilled or tasks that go unfinished due to lack of time or staffing?

**A**re there times when an extra set of hands would be helpful to get the work done?

**W**ould your business like to defray the cost of training new employees?

If you answered **“YES”** to any of these questions, there could be help headed your way!

**L**earn **M**ore .....

Contact a Vermont Department of Labor Office near you to schedule a visit to learn more about how the program can meet **YOUR** needs.

### Career Resource Centers

#### BARRE

McFarland State Office Bldg.  
5 Perry Street, Suite 200  
Barre, VT 05641  
Phone: 802-476-2600

#### BENNINGTON

200 Veteran's Memorial Drive  
Suite 2  
Bennington, VT 05201  
Phone: 802-442-6376

#### BRATTLEBORO

Marlboro College Graduate Ctr.  
28 Vernon St. Suite 212  
Brattleboro, VT 05301  
Phone: 802-254-4555

#### BURLINGTON

63 Pearl Street  
Burlington, VT 05401  
Phone: 802-863-7676

#### MIDDLEBURY

1590 Rte. 7 South, Suite 5  
Middlebury, VT 05733  
Phone: 802-388-4921

#### MORRISVILLE

197 Harrel Street  
Morrisville, VT 05661  
Phone: 802-888-4545

#### NEWPORT

Hebard State Office Building  
100 Main Street, Suite 210  
Newport, VT 05855  
Phone: 802-334-6545

#### RANDOLPH

50 Randolph Avenue  
Randolph, VT 05600  
Phone: 802-476-2600  
(By Appointment Only)

#### RUTLAND

200 Asa Bloomer Building  
88 Merchants Row  
Rutland, VT 05701  
Phone: 802-786-5837

#### ST. ALBANS

27 Federal St Suite 100  
St Albans, VT 05478  
Phone: 802-524-6585

#### ST. JOHNSBURY

1197 Main Street, Suite 1  
St. Johnsbury, VT 05819  
Phone: 802-748-3177

#### SPRINGFIELD

56 Main Street, Suite 101  
Springfield, VT 05156  
Phone: 802-289-0999

#### WHITE RIVER JUNCTION

118 Prospect St.  
Hartford, VT 05047  
Phone: 802-295-8805

#### VETERANS SERVICES

VDOL has resources available to assist Veterans with their employment and training needs. Contact your local VDOL office listed above.

## Training Services



### Workforce Development Division



## On-the-Job Training

**Resolve Your Workforce Needs**

A proud partner of the  **americanjobcenter** network

## Benefits to Businesses

- ◇ **Customized Training - Your Way -**
- ◇ **No cost access to a pool of available, job ready candidates**
- ◇ **Employers are reimbursed for costs associated with training new employees. The reimbursement can equal up to 50% of the employee's wages depending on the skill level of the position and the hourly starting wage.**
- ◇ **The VT Department of Labor will assist you in developing a job description and training outline for the duration of the contract.**
- ◇ **The trainee becomes your employee on the first date the training begins.**
- ◇ **As a partner, the Vermont Department of Labor will work with you to follow the progress of the employee during the training period.**
- ◇ **Simple process with minimal paperwork**

## What Are My Responsibilities?

- ◆ You provide a description of the work to be performed
- ◆ You set a schedule for the hours the employee will perform the work. It must be a minimum of 30 hours per week
- ◆ Name a supervisor or mentor at your business to provide supervision
- ◆ Provide on-going performance feedback to the employee and complete a monthly evaluation form
- ◆ A training agreement is prepared by the Vermont Department of Labor and signatures are obtained from both the trainee and you, the employer
- ◆ You retain all customary employer rights, as you are the employer

## Worksite Standards

- ◆ Provide a structured, well supervised work setting for the employee during the scheduled training period
- ◆ Provide sufficient work, equipment and/or materials for the employee during the training hours
- ◆ Maintain employee attendance records
- ◆ Notify Case Manager of any issues or problems that occur on the worksite
- ◆ Assure that no employee will work under conditions which are unsanitary, hazardous or dangerous to their health or safety

### Equal Opportunity is the Law

The State of Vermont is an Equal Opportunity/Affirmative Action Employer. Applications from women, individuals with disabilities, and people from diverse cultural backgrounds are encouraged. Auxiliary aids and services are available upon request to individuals with disabilities.