



Restoring Futures On-the Job Training Fact Sheet for Employers

GENERAL INFORMATION

Restoring Futures is a nearly \$5 million National Dislocated Worker Grant awarded to ICF by the U.S. Department of Labor. ICF is an international professional services with expertise in disaster recovery, workforce innovation and economic development. Partners include the Virgin Islands Workforce Development Board, Virgin Islands Economic Development Authority, and Virgin Islands Department of Labor. Working with employers in the U.S. Virgin Islands, the Restoring Futures team will establish a state of the art On-The Job Training (OJT) program. The goal is to help employers reduce training costs in occupations where skilled, qualified workers are unavailable and promote the hiring of permanent employees. Employers are provided a direct reimbursement of the trainee's hourly starting wage. Reimbursement is done bi-weekly (or monthly basis depending upon employer preference) and is based on the number of employees, a percentage of the trainee's wage (excluding tips, overtime, workers compensation and other fringe benefits) and the availability of federal funds.

EMPLOYER ELIGIBILITY

All employers (public, private, and non-profit) may participate provided they are not included in the U.S. Department of Labor's list of debarred, ineligible or suspended contractors; or not in violation of local, state or federal labor laws; or has demonstrated unsatisfactory performance on any previous training contract or does not intend to hire the participant after the successful completion of the OJT. Participating employers are contracted with ICF under a formal contract to provide OJT to eligible individuals. In exchange, ICF reimburses the employer for a percentage of the wages paid while an eligible individual is trained on the job. Restoring Futures reserves the right to refuse a contract to any employer. Employers with under 100 employees are reimbursed for 75% of agreed upon wages during the OJT. Employers with 100 or more employees are reimbursed for 50% of wages paid during the OJT period. OJT period is not to exceed 6 months.

PROGRAM GUIDELINES

- ✓ Trainees must be certified as eligible according to the U.S. Department of Labor guidelines and policies of Restoring Futures.
- ✓ Trainees are subject to the same wages, working hours and fringe benefits as the employer's other workers, and union concurrence is necessary for occupations subject to collective bargaining agreement.
- ✓ Trainees must work thirty-two (32) or more hours per week worked to a maximum of 40 hours per week.
- ✓ Trainees are recruited and pre-screened to meet the employer's needs.
- ✓ Trainees completing their contracts successfully are retained as successful employees.

CONTRACT GUIDELINES

- ✓ Training funds, training time and other provisions or conditions will be set forth in a contract.
- ✓ Contracts must be signed and approved prior to any training commencing.
- ✓ Length of OJT is based upon the specific vocational preparation time established by the U.S. Department of Labor.
- ✓ Participants must be employees eligible for a W-2 not 1099 while participating in the OJT.

RECORDS

- ✓ Employers are required to complete a bi-weekly invoice (or monthly if preferred), provide a copy of their payroll register showing proof of hours and proof of salary/withholding, and an employee attendance record.