



Serving as the workforce development board for the Lower Shore of Maryland

POLICY: WORK-BASED LEARNING

Purpose

To establish the board's policy on work-based learning contracts.

Policy

In addition to occupational skills training through Individual Training Accounts (ITA), Adults and Dislocated Workers may receive training services via work-based learning contracts.

On-the-Job Training (OJT) – Wage Reimbursement

On-the-Job Training (OJT) is training conducted by an employer to a paid employee. OJT engages the individual in productive work and teaches knowledge and skills essential to the full and adequate performance of the job.

- LSWA provides reimbursement of 50% of wages for the trainees for the period of training that leads the person to proficiency in the job.
- A structured training plan is required, including the length of the training period.
- OJT is available for employees in permanent full-time status. Retention of the employee is expected after the training period.
- Reimbursement does not continue beyond the training period and is limited to the length of the individual's training plan.

Customized Training – Training Cost Reimbursement

Customized Training is designed to meet employers' specific requirements. The training is provided by an employer (or by a training or educational institution on behalf of an employer) and is conducted with a commitment by the employer to employ an individual upon successful training completion. The skills learned are intended to be transferable across the industry. The employer pays a significant portion of the training cost.

- LSWA reimburses the employer for 50% of the cost of the training.
- A structured training plan is required, including the length of the training period.
- Customized training is available for employees in permanent full-time status. Retention of the employee is expected after the training period.
- Available to individual employers as well as groups of employers.

Incumbent Worker – Training Cost Reimbursement

Incumbent Worker Training is training for an employer's existing employee(s), carried out in conjunction with employers or groups of employers for the purpose of assisting such workers in obtaining the skills necessary to retain employment or avert layoffs.

- LSWA reimburses the employer for a portion of the cost of the training.

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- 50 or fewer employees: 90% reimbursement
- 51-100 employees: 75% reimbursement
- 101+ employees: 50% reimbursement
- A structured training plan is required, including the length of the training period.
- Incumbent worker training is available for employees in permanent full-time status. Retention of the employee is expected after the training period.
- “Incumbent” means that the employee has worked for the company for a minimum of 6 months.

In order to participate, an employer is expected to:

- Enter in to a project contract with LSWA;
- Establish an individual contract and training plan for each employee/participant;
- Provide mid-point updates on individual progress;
- Submit timely invoices for the requested reimbursement;
- Allow LSWA staff access to the employee/participant for initial interviewing, progress checks and follow up.

The maximum number of contracts per employer will be at the discretion of the director or designee depending on the participating business’s needs.

Policy Approval Date: June 9, 2021

Policy Status: Active

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**LOWER SHORE
WORKFORCE ALLIANCE**

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