

**Southwest Corner Workforce Development Board**  
**OJT POLICY UPDATE**

Historically, SCWDB OJT contracts have been based on a maximum 40-hour work week for reimbursement. Many employers are requiring a six-day work week during this training period. For this reason, SCWDB is recommending an alteration to its OJT reimbursement policy. The result will be more hours submitted during a pay/reimbursement period. The alteration includes:

- Removing the 40-hour cap on OJT reimbursement. This employer must still follow all Fair labor standard Act in regards to overtime and compensation.
- SCWDB will reimburse at a percentage of the starting wage, not the premium wage which includes the overtime wages.

This policy update will not change the total amounts reimbursed to the employer. However, this may result in a shorter contract to deliver the training on the job.