

Massachusetts Rehabilitation Commission
Instructional Memorandum
Reference 6.07
Revised

To: Commission Staff

Subject: On-the-Job Evaluation and Training

Date: February 3, 2011

Please file this memorandum in Appendix 1 of the regulation manual.

Goal

The ultimate goal of any OJE or OJT experience is to secure a long term employment opportunity for the individual.

Purpose

An On-the –job evaluation (OJE) is not an evaluation to determine the individual’s employment goal. It is a short term tool that can be used for specific feedback on how a consumer’s disability is impacted in a general work environment or in a particular work setting. It allows a consumer to try out a job which is consistent with the consumer’s knowledge, skills and abilities providing practical experience and allows an employer to judge the individual’s performance without the more long term commitment of an OJT. An OJE may be appropriate when an individual has completed training but has not used that training in a work setting.

OJE’s are limited to thirty days or less. As part of the OJE process, the employer must complete a performance evaluation on the individual. At the end of the OJE (thirty days or less), the individual will continue in employment, enter an OJT if more training is required, or leave the position. The transition from an OJE to an OJT requires a brief written explanation from the employer of the skills gap that will be addressed.

The term on-the-job training(OJT) services means the occupational skills training provided by an employer to an individual to enable the individual to develop the skills necessary for employment in a specific occupation or trade. An OJT program may be the most effective training option for an individual. It is a practical way for an individual to gain reality-based and marketable skills in a relatively short period of time. In addition, it gives the consumer an opportunity to demonstrate to the employer that s/he might be a good fit for a long term employment opportunity.

An OJT may be appropriate when an individual who has an aptitude and potential to learn a specific skill or trade can achieve a vocational objective on the job. There may be considerable

benefits for both the trainee and employer under an OJT program. The trainee has an opportunity to receive suitable training for a job while receiving a wage and other benefits at the same time.

After completing an OJT, an individual should possess the same level of skill as anyone else performing the same job at entry level, for any employer.

Formal Written Agreements

A formal agreement is required to establish the understandings and responsibilities of all parties. Under an OJE/OJT agreement an employer agrees to train an individual while receiving training fees and to make reasonable effort to retain the individual upon satisfactory completion of training. The formal agreement must also stipulate that the employer will pay wages and benefits to the individual commensurate with the job duties. The employer will be paid for supervised skill development, which is beyond the supervision customarily provided to an employee at a unit rate from a minimum unit of 1 hour per day to a maximum of 8 hours per day. The rate must not exceed the established hourly wage and the number of hours of the assigned supervisor who is training the MRC consumer. With prior approval of the area director, the lowest possible fees should be negotiated with the employer.

Approved: _____ Date:

Joan Phillips, VR Assistant Commissioner