

**AMENDED**  
**GLOW WIB ON-THE-JOB TRAINING WITH**  
**EMPLOYMENT AGENCIES**  
**POLICY**

The following guidelines should apply:

1. Only Temp-to-Hire employees who are expected to transition to full-time permanent employment within 90 days, may be considered for an OJT
2. An OJT contract with the Employment Agency may not exceed 90 days
3. Any cost savings received by the Employment Agency through reimbursement of trainee wages, must be passed along to the employer with whom the trainee is placed.
4. The Employment Agency must follow all other OJT guidelines already in place for other employers, such as the submission of a training plan, facilitation of employee training, required record keeping, submission of wage information for reimbursement purposes, etc.
5. **On-the-Job Training contracts with Employment Agencies must be in the 5 skill demand areas identified in GLOW (Manufacturing, Healthcare, Agriculture, Information Technology, Commercial).**

**POLICY #20**