



COMMONWEALTH OF  
PENNSYLVANIA  
DEPARTMENT OF AGING  
Harrisburg, PA. 17101

**PENNSYLVANIA DEPARTMENT OF AGING**

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Senior Community Service Employment Program (SCSEP)

**6. Origin:**

Bureau of Aging Services

**7. Contact:**

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**AGING PROGRAM DIRECTIVE**

**SUBJECT: On-the-Job Experience Policy**

**TO:** Executive Staff  
Philadelphia Corporation for Aging  
Lancaster County Office of Aging  
AAA of Westmoreland County  
Greater Erie Community Action Committee  
Luzerne/Wyoming Counties Bureau for Aging  
Lycoming/Clinton Bi-County Office of Aging  
Northampton County AAA  
Lehigh County AAA  
Southwestern PA AAA  
Allegheny County AAA  
AARP Foundation

**FROM:**

  
\_\_\_\_\_  
Teresa Osborne  
Secretary  
Pennsylvania Department of Aging

The purpose of this Aging Program Directive (APD) is to transmit to the Area Agencies on Aging (AAAs) and AARP Foundation the Department's On-the Job Experience (OJE) policy. OJE training provides a trial employment for SCSEP participants to be considered for a permanent job with mainly private for-profit employers. The type of OJE depends on the identified needs of employers and matching those needs with the right participant. An assessment must be completed. An Individual Employment Plan (IEP) must be developed, and participants are then trained to meet employer needs. The assessment includes the

participant's work interests, personal characteristics and entry level work skills. The assessment is used to develop the participant's IEP and match to the employer's needs and a potential OJE opportunity. The typical profile of good OJE candidates are individuals that have been determined to be eligible for SCSEP, have completed the assessment, have been in the program for less than nine months, have been cooperative in their training development and job-search efforts, have a positive attitude, and are dependable and performing well in their community service assignments. PDA subgrantees will not contract for OJE with any organization that is an active host agency. Participants must be in a community service assignment for at least two weeks before participating in an OJE. During the initial IEP development phase, PDA subgrantees will educate the participants about OJE, how it connects to their IEPs and that they can also look for employers that might be an appropriate OJE opportunity.

In order that PDA may offer OJE to all potential eligible employers and increase OJE opportunities for participants, PDA will exercise both options included in Older Worker Bulletin No. 04-04 to pay participant wages during the OJE training period. The participant may remain on the SCSEP payroll and be paid directly by the sub-grantee, or the participant may be placed on the employer's payroll and an arrangement will be made to reimburse the employer. The OJE agreement must stipulate whether the participant wages will be paid by the sub-grantee during the training or whether the participant will be placed on the employer's payroll. If the participant is placed on the employer's payroll, the OJE agreement will stipulate how much the employer will be reimbursed. The potential employer may be reimbursed for up to 100% of the wages earned by each participant for OJE training lasting no more than four weeks. Employers or subgrantees may not switch to 50% reimbursement after 4 weeks. Subgrantees shall arrange for the shortest OJE period, normally 2-3 weeks but it will depend on how specialized the position is and the skills of the participant. However, if the OJE is approved beyond four weeks, the potential employer will only be reimbursed up to 50% of the participant wages for the OJE training. Subgrantees shall only use an OJE with a particular participant once in any 12 month period. OJE training assignments are for no more than 40 hours a week for up to 12 weeks to accommodate the gap between actual and needed skill level. Subgrantees must retain copies of all OJE contracts in the participant file and will provide them to PDA upon request.

Subgrantees must use the OJE agreement with employers that is contained at the end of this policy. The OJE agreement stipulates that the employer is required to provide a safe work environment for the participant. Subgrantees must also inform the employer about worker's compensation procedures. All sub-grantees must assure the employer will provide the following and will closely monitor the participant's progress weekly:

- A healthy, safe, drug-free workplace,
- Adequate supervision and job-specific training,
- Ensure the participant is not involved in work that is in violation of Federal, State and/or local law or collective bargaining agreements,
- Ensure participants are not involved in work that displaces current employees or performs the tasks of a laid-off worker, or replace others working in supported programs, or reduce a regular employee's hours, wage or benefits, and
- Work-related injury or illness must immediately be reported to the sub-grantee.

The following PDA OJE guidelines and a sample OJE agreement are provided to further support PDA's OJE policy and procedures.

### **General Guidelines**

1. The type of training that a participant may acquire is determined by the sub-grantee as laid out in the participant's IEP.
2. Participants must be in a community service assignment for at least 2 weeks before participating in an OJE.
3. An active OJE file will be kept for all OJE employers that contain at least the OJE agreement and safety monitoring form.

### **Agreement**

- The agreement may be with a public or private employer that is not an active host agency.
- The sub-grantee must negotiate a separate OJE Agreement with the employer that identifies the job title, training period, skills, timelines, benchmarks, duties of the assignment and a rate of pay. This agreement must be generated for all OJE assignments.
- The agreement must stipulate the amount the participant will be paid in the OJE training. Participants must be paid the prevailing wage while in an OJE training assignment.
- The agreement must stipulate whether the participant wages will be paid by the sub-grantee during the training or whether the participant will be placed on the employer's payroll. If the participant is placed on the employer's payroll, the agreement must stipulate how much the employer will be reimbursed.
- The agreement must stipulate that at the end of the training period, if the participant's OJE has been satisfactory, the participant will be hired by the employer.
- The agreement must stipulate that there will be significant follow-up to resolve potential unsafe conditions or issues that arise with the employer or participant.
- In cases where the sub-grantee will retain participants on their payroll during the OJE period the agreement will stipulate that the sub-grantee will be responsible for workers' compensation. If the participant is placed on the employer's payroll, the agreement will stipulate that the employer will be responsible for workers' compensation.
- The participant, the employer and the sub-grantee must sign the OJE Agreement. The PDA will review and approve all OJE agreements between employers and sub-grantees before they are executed.
- A participant may only be assigned to an OJE once in a 12-month period.
- The OJE training option may only be exercised with the same employer for up to five times in the same job category in a 12 month period.

### **Length of Assignment**

- A defined training period must be established before the OJE assignment can begin. This training period should be entered on the OJE agreement that is signed by the participant, the employer and the sub-grantee.
- An employer may be reimbursed for up to 100 percent of wages earned by each participant in OJE training that will last no more than four weeks. An employer may not

switch to 50% reimbursement after 4 weeks. For OJE training that will exceed four weeks, but not 12, the employer may be reimbursed for up to 50 percent of the wages earned by each participant in OJE training.

- The sub-grantee, participant, and employer must sign the training assignment description and OJE agreement, which documents the details, pay, and duties of the participant while at the assignment.

**ON-THE-JOB EXPERIENCE (OJE) LETTER OF AGREEMENT**

This is an agreement between the Senior Community Service Employment Program (SCSEP) Sub-Grantee \_\_\_\_\_, a SCSEP participant \_\_\_\_\_, and \_\_\_\_\_, an employer.

It is understood that any wages paid to the SCSEP Participant by the sub-grantee under this agreement have been provided to the sub-grantee by the Pennsylvania Department of Aging's (PDA) SCSEP Program. It is further understood that the PDA administers the SCSEP in the Commonwealth and exercises significant control over the SCSEP policies of its sub-grantees concerning OJE training.

Participant Name	Position	FEIN
<b>T Training Period (Start Date-End Date)</b>	<b>Work Schedule and Hours</b>	<b>Rate of Pay</b>
<b>Employer Name</b>	<b>Address</b>	<b>Phone No.</b>
<b>Payment of Participant Wages</b>		
<b>(C (Check one))</b>		
1. Remain on SCSEP Payroll		
2. Reimburse Employer _____		
<b>R</b>	<b>Date Accomplished</b>	
<b>Required Skills for Position</b>		
1.	_____/_____/_____	
2.		
3.		
4.		

**I. Employer's Responsibilities**

- A. The employer will provide training to the participant in accordance with the attached training assignment description to facilitate the transition onto the employer's payroll.
- B. The employer agrees to hire the participant in a permanent position at the end of training period as stated above if the participant has performed satisfactorily.
- C. The employer will be responsible for providing supervision and a safe working environment for the participant and will ensure that the participant is not exposed to conditions that are unsanitary, hazardous or dangerous to the participant's health or safety.
- D. The employer agrees to periodic follow-ups or visits from the SCSEP sub-grantee to ensure safe working conditions, that time-lines are monitored and to review the participant's progress.
- E. The employer will maintain Time and Attendance Reports documenting the hours the participant was present at the assignment. Hours may not exceed 8 hours in one day or 40 hours in one week, and overtime hours are not authorized. If the sub-grantee pays 100% of participant wages, the employer will fax or otherwise deliver the Time and Attendance Reports to the sub-grantee at the end of each applicable payroll period.
- F. An employer may be reimbursed for up to 100 percent of wages earned by each participant in OJE training not to exceed four weeks. An employer may not switch to 50% reimbursement after 4 weeks. An employer may be reimbursed for an OJE lasting more than four weeks but not to exceed 12 weeks. If the OJE exceeds 4 weeks, the employer may only be reimbursed for up to 50 percent of the wages earned by each participant in OJE training.
- G. If applicable, the employer will submit an invoice for reimbursement of participant wages.
- H. The employer agrees to contact the sub-grantee as soon as possible if it becomes apparent that the participant will not be considered for permanent employment.
- I. If the participant is placed on the employer's payroll, the employer will be responsible for workers' compensation.

**II. Sub-Grantee Responsibilities**

- A. Unless an arrangement is made to reimburse the employer for participant wages, the SCSEP sub-grantee will pay participant's wages, plus FICA, for hours worked during the training period at the agreed upon rate of pay as well as provide workers compensation to participants. Workers Compensation shall cover participants during the training period noted above, during assigned hours and while performing assigned duties only.
- B. The SCSEP sub-grantee will provide to the employer Time and Attendance Reports to be completed for each payroll period.
- C. The SCSEP sub-grantee will monitor the participant's progress in the training assignment.

\_\_\_\_\_  
Participant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employer

\_\_\_\_\_  
Date

\_\_\_\_\_  
Sub-Grantee

\_\_\_\_\_  
Date