

## Training-on-the-Job (TOJ) program

The TOJ program is an incentive for employers to get financial assistance for employee training. The program is designed to help people return to work. The goal is to have the new worker learn about the company and their new job.

### What will WCB do to help you?

- Identify the on-the-job training skills needed and develop a suitable training plan with you.
- Provide in-person support from a team of experienced professionals.
- Provide subsidy for training wages.
- Coordinate ergonomic assessments (if applicable).
- Prescreen potential employees for your organization.

### Benefits

You and your worker can both benefit using TOJ. Your worker develops skills and gains work experience while you receive financial assistance from WCB during the training period.

Other benefits include:

- Access to a skilled employment pool.
- Save time with prescreening and recruitment.
- Save money on training costs/wages during the training period.
- Protection for the costs of any injury or re-injury that might occur during a TOJ program.\*
- You will have a fully-trained staff member who will contribute to the company.

### Who pays for the TOJ program?

The cost of the TOJ program is shared between WCB-Alberta and the training employer. We will reimburse a percentage of the salary you pay your new employee while they learn the new job.

The percentages of reimbursement varies and depends on the related skills and abilities the new employee brings to the position. These amounts are negotiated with the case manager or service provider.

### How long does the TOJ program last?

The duration and amount of financial assistance varies and depends on the skills and abilities needed for the position. Typically TOJ programs run up to six months, depending on the complexity of the skills needed to perform the job and amount of training required.

### What if a worker is reinjured during a TOJ program?

Individuals hired through the TOJ program are covered by WCB. If workers are injured or aggravate a previous injury during the TOJ program, the claim costs are applied to the industry and not your WCB account.

### Where can I get more information?

Please contact your case manager or one of the service providers below:

#### Edmonton

Millard Health 780-498-3200

#### Calgary

CBI 403-256-8060

Lifemark 403-297-9500

### *Example of a TOJ program showing typical duration and cost sharing:*

For a six-month TOJ period, WCB-Alberta could subsidize the first month at 100%, the second month at 75%, the third month at 50% and the fourth, fifth and sixth months at 25%. This is negotiable and should reflect the skills that the worker is expected to learn.

*\* This benefit only applies to employers covered by WCB-Alberta.*

