

**ADDENDUM #1
ON-THE-JOB TRAINING
POLICY 17-03.4**

Issue Date: April 2, 2020

Effective Date: Retroactive to the NM Governor's Public Health Emergency Declaration on March 11, 2020

Sunset Date: This addendum remains in effect until the New Mexico Department of Workforce Solutions rescinds their OJT work hours waiver, or if rescinded by the SAWDB at an earlier date.

Applicability: WIOA Adult and Dislocated Worker Programs

Purpose: This addendum temporarily waives the 30 hour per week minimum for on-the-job participant training. The waiver is as a result of COVID-19 and the public health emergency declaration. Due to COVID-19, some employers who are contracted under WIOA are forced to layoff employees or reduce their work hours. Subsequently, this addendum permits WIOA OJT participants to continue their training at a reduced number of training hours per week and supports the needs of their employer.

Action: The first sentence on Section Y.25 on page 3 of the OJT Policy stating: "*The reimbursement for training cost will be based on the employer's normal full week, at 30 hours per week.*", is waived.

Inquires: Questions related to this policy should be directed to the Administrative Entity at (575) 744-4857.

Attested: This policy was adopted by Board Resolution on the issue date as stated in the section above.

Board Chair or Vice Chair