

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

The TOJ program is designed to help people who are no longer able to go back to their regular job and employer. The worker develops skills and gains work experience while you receive a financial incentive and other support from WCB during your new employee's training period. This program is designed to help employers bring a new employee into a position.

### We will help you by:

- Identifying the on-the-job training skills needed and develop a suitable training plan with you.
- Coordinating and covering the costs for any outside courses or training.
- Providing in-person support from a team of experienced professions.
- Providing a subsidy for training wages.
- Coordinating ergonomic assessments and workplace modifications (if applicable).
- Prescreening employees who are a good fit for your organization.

### The program benefits both you and your new worker

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:

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

The TOJ application process has never been easier. We've moved to an online platform called [WCB Job Connections](#). All you have to do is keep us in mind when you have a job opportunity and visit the site as part of your normal recruitment process.

You can easily upload your job posting(s) on the site and let the system do the rest. A detailed search function also enables you to start looking for the right candidate for the job. One of our job developers will then contact you directly to help set up an interview.

### Who pays for the TOJ program?

The cost of the TOJ program is shared between WCB 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.

### What kinds of jobs are best for TOJs?

You can provide any available job posting for TOJ; however, often workers returning to the workforce are supported most effectively with entry level jobs that have room for growth.

These workers will have some restrictions because of their workplace injury, and sedentary and light entry level positions usually work best.

### If I submit a job posting, will there always be a candidate available?

Posting positions with us provides many benefits for workers and for employers. There are between 400-600 workers annually who would benefit from a TOJ program. Given the varying levels of work restrictions and experience, it's not always possible to match a job to a candidate.

### What resources are available to help my company with a TOJ?

When you hire a worker returning to the workforce after an injury, they may require some additional time, training and support to help them succeed.

We can help. We can provide wage assistance, training, ergonomics, assistive devices and other supports that may be required for the worker to perform the job requirements. Each worker/job/needs will be assessed on an individual basis.

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

If a worker is injured or aggravates a previous injury during the TOJ program, the claim costs will not be applied to your WCB account.

## What if after hiring the worker, they are not able to acquire the skills needed or they're not a good fit?

The intent of providing a TOJ is to ensure a worker has a permanent opportunity within your company. We understand that this does not always happen. If you determine the worker is not a good fit, then you treat a TOJ like you would any other employer/employee scenario— you make a decision in the best interests of your company.

We are here to help you overcome barriers but you are under no obligation to keep the worker if you feel the worker is not a good fit or a suitable candidate.

## Why should I consider a TOJ as part of my hiring program?

For some workers, returning to their pre-accident job and employer is not possible. These workers are still able to engage in meaningful work but need to find a new job.

The human and financial cost of permanent injuries is significant. From 2014-2018, economic loss payment (ELP) costs have risen 180%, going from \$86 million to \$249 million. This represents an increase from 440 workers needing permanent wage top-ups to 880.

Supporting permanently injured workers in their return to work reduces the human and financial cost of permanent injuries. It's also the right thing to do.

## Will providing a TOJ opportunity to a permanently injured worker impact my premiums?

There is no direct impact to your premiums when you provide a TOJ. You are, however, indirectly helping to manage the cost of permanent injuries in Alberta. This can have a positive impact on rate setting for all employers in the province since ELP costs are factored into rate setting.

## What if the worker I hire needs adaptive equipment?

We can perform an ergonomic assessment and provide any required assistive devices needed to support the worker to safely perform their job. This can include anything from modifications to a work space to specialized equipment or voice recognition technology, etc.

## My worker has permanent restrictions. Can I do a TOJ with my injured worker rather than someone new?

This process is known as a Work Assessment. Please contact your case manager directly for more details.

## Looking for more information on the TOJ program?

Please call us at 1-866-498-4694.

