



**STUDENT TRAINING AND EMPLOYMENT PROGRAM (STEP)  
PRIVATE SECTOR EMPLOYER APPLICATION PROCEDURES**

1. Closing date for applications — **JANUARY 12, 2007**
2. **Please ensure that the application, job description and brief overview of the position are filled out completely. Without complete and accurate information, your application cannot be processed.**
3. The criteria for assessing applications include the following:
  - Job detail and strength of job description
  - Relevance of job to field of study
  - Quality of experience to be gained
  - Related opportunities available
  - History of previous employment if applicable
4. Preliminary approval should be received by the end of February. Funding for these positions is contingent upon approval of the O & M Budget by the Legislative Assembly.
5. An information package is compiled of all tentatively approved positions, which is then made available to all Yukon post-secondary students.

The information provided to the students is as follows:

- Name and address of employer
- Contact person and telephone number
- Job title and Field of Study
- A very brief job overview (approximately 100-150 words)

We ask that you complete the application thoroughly and provide us with a very brief job overview to include in the information package that is made available to all Yukon post-secondary students. (Please remember: this overview is what most students will base their decision to apply, or not, on). In addition, students will be advised that a detailed job description is available from employers (this is the job description that was submitted to our department). Hopefully, this will help to eliminate unnecessary phone calls and paperwork on both your part as an employer, and the students.

**PLEASE NOTE** the rest of the information provided to students is taken from the information provided on your application.

6. Upon **FINAL** approval, successful applicants will enter into a contribution agreement with the Government of Yukon, Advanced Education Branch.

Further information please contact:

Ann Birnie

Telephone: 1-867-667-5927

Toll Free: 1-800-661-0408 local 5927

Fax: 1-867-667-8555

E-mail [Ann.Birnie@gov.yk.ca](mailto:Ann.Birnie@gov.yk.ca)

# Student Training & Employment Program

## Employer Program Guidelines



### Eligible Employers:

Includes all Non-government Organizations/Agencies, First Nations, Municipal and Private Sector employers who have been operating in Yukon not less than one year.

### Eligible Employees:

Must meet the definition of a **Yukon post-secondary student** as follows:

“**Yukon Student**” means an individual who has just completed a semester of full-time under-graduate studies in Yukon or out of Territory and who is returning to full-time under-graduate studies in the fall of the same year; and, who resided in Yukon for two (2) consecutive years immediately prior to commencement to post-secondary classes or who is eligible for the Yukon Post-Secondary Grant;

### AND

- is legally entitled to work in Canada
- is not a member of the employer’s immediate family
- is not a member of the immediate family or direct supervisor
- is a Yukon resident
- possesses a valid Yukon Health Care Card

### **Please Note:**

**Grade 12, Academic Development, Developmental Studies, Life Skills Training, Upgrading, College Preparation, Certificate Programs etc. DO NOT constitute post-secondary studies.**

### Eligible Proposals:

Eligible jobs or employment opportunities must:

- Relate to a field of study, demonstrate career-related training, and benefit the student’s future employability.
- Guarantee 450 hours of work
- Provide a minimum of 37.5 hours of work per week for a minimum of 12 weeks with appropriate supervision
- Pay a minimum of \$14.40 per hour, and
- Start no earlier than May 1st and end no later than September 1st of the current year.

### Maximum Contributions:

The Department of Education, Advanced Education Branch, will provide a wage subsidy of \$7.20/hr for 37.5 hrs/wk up to 450 hours or approximately 12 weeks of employment. The sponsoring employer is responsible for the remainder of wages (\$7.20/hr), plus wage costs, and benefits. All costs associated with extensions beyond the 450 hours/ 12 week period, or any overtime costs become the sole responsibility of the sponsoring employers.

Participants must not be receiving alternate funding for the **STEP** portion of the positions from any other source or agency.

### Additional Information Private Sector:

Third Party Liability Insurance coverage should be obtained or extended to cover employees under the program. If a collective agreement is in force, a written statement of union consultation and agreement is required.

### Application Process:

If you can create a career-related employment opportunity for a Yukon Post-Secondary Student, please complete:

- **Step Job Description**
- **Brief Job Overview**

For further information, please contact:

Ann Birnie  
Department of Education  
Advanced Education Branch  
Box 2703  
Whitehorse, Yukon Y1A 2C6  
667-5927 or toll free at 1-800-661-0408 local 5927  
e-mail at ann.birnie@gov.yk.ca



# Student Training & Employment Program {STEP}

## Agreement Terms and Conditions

1. **The Employer warrants that**
    - a) employees hired under this program will neither replace, nor infringe upon, an existing employment situation;
    - b) the jobs will provide a minimum of 37.5 hours of work per week, will guarantee 450 hours or approximately 12 weeks of employment (between May 1<sup>st</sup> and September 1st of the current year) and
    - c) will pay a minimum wage of \$14.40 per hour;
    - d) the approved STEP portion of the position(s) cannot receive funding from any other source or agency;
    - e) the jobs will be carried out in accordance with all applicable Federal and Territorial laws;
    - f) the jobs created will not interfere with a collective agreement already in place,
  
  2. **The employer shall**
    - a) keep proper accounts and records including payroll records, statements and cheques of all financial transactions relating to this Agreement
    - b) allow representatives of the government of Yukon to enter the Employer's premises at all reasonable times for purposes of inspection and audit of the books and records referred to in paragraph (a);
    - c) allow representative of Government of Yukon, advanced Education Branch, to conduct a monitoring/evaluation to ensure that program objectives are being met and that students are receiving appropriate work experience;
    - d) notify Government of Yukon, Advanced Education Branch, **immediately** of any termination of a student hired under this program.
  
  3. Unless otherwise approved by the Government of Yukon, the employees shall be employed during the period shown on the attached document, it being understood that the Government of Yukon shall have no obligation to pay any wage subsidy to the **Employer** in respect of wages incurred by the **Employer** outside such period.
  
  4. **Contribution**

Where the Employer confirms hiring a student by submission of the Employee/Employer Student Declaration Form, payment of the Government of Yukon's contribution may be made as follows:

    - (i) an initial advance payment not exceeding 60% of the estimated total contribution payable under the Agreement;
    - (ii) upon receipt of a claim made in a prescribed form and submitted within 30 days from the termination of the employment covered by the Agreement, the balance, if any, of the contribution owing to the Employer.
    - (iii) Record of Employment or separation forms must be attached to final claim forms for disbursement of funds.
  
  5. Unless otherwise agreed to in writing by the Government of Yukon, no wage subsidy shall be paid by the Government of Yukon in respect of wages of an employee who
    - a) is a member of the immediate family of
      - (i) the **Employer**, where the **Employer** is an individual
      - (ii) a senior officer or director of the corporation or association where the **Employer** is a corporation or an unincorporated association, or
      - (iii) an elected or senior official of a municipality, where the **Employer** is a municipality.
- Note:**  
**For the purpose of paragraph 5a), the immediate family of a person referred to therein includes the person's father, mother, brother, sister, spouse (including common-law residents), child, in-law, guardian or any resident permanently residing in the employer/spouse's domicile or with whom the employer/spouse permanently resides or**
- b) Does not meet the requirements of "**Yukon Student**" as set out in the Student Training and Employment (STEP) guidelines.
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6. In the event payments made to the **Employer** exceeds the amount to which the Employer is properly entitled pursuant to the Agreement, the amount of such excess shall be payable forthwith to the Government of Yukon upon receipt of notice thereof and such amount shall be recognized as being a debt due to the Government of Yukon.
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7. No amendment to this Agreement shall be valid unless made in writing between the parties.
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8. This **agreement may be terminated** by either party on 15 days written notice. Notwithstanding the foregoing, the government of Yukon may terminate the agreement immediately by notice in writing.
  - a) if the Employer is in breach of any of its obligations under the Agreement
  - b) if any representation or warranty made by the **Employer** is materially false or misleading
  - c) if any change occurs in the tasks and responsibilities of the employees, as described on the job description submitted by the **Employer** with the Employer's application, without the Government of Yukon's prior approval, or
  - d) if the student leaves the employer, discontinues his/her employment, or fails to maintain eligibility under the terms and conditions of the Agreement.



**APPLICATION / AGREEMENT FOR (STEP)  
STUDENT TRAINING & EMPLOYMENT PROGRAM (STEP)**



Yukon Government  
Advanced Education Branch  
P.O. Box 2703, Whitehorse Yukon Y1A 2C6

Fax 667-8555 Phone 867-667-5927

Read the program Guidelines and Agreement Terms and Conditions carefully before completing this form		<b>EMPLOYER TYPE</b> Private Sector _____ Municipal _____ Non-Profit _____
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Legal Name of Employer _____  Business License # _____  Contact Person: _____  Telephone: _____  Fax: _____  Email: _____	<b>Mailing Address:</b>  Street / P.O. Box _____  City / Town / Village _____  Postal Code _____
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Type of Business: _____  What is the main product/service of your business or organization? _____	Date Business started in Yukon: _____  Number of individuals employed by this business/organization? _____
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PLEASE COMPLETE A “**STEP JOB DESCRIPTION**” (ON REVERSE) AND A” **BRIEF JOB OVERVIEW** “(SHEET ATTACHED) FOR EACH POSITION FUNDING IS BEING APPLIED FOR (Example attached)

**PLEASE COMPLETE THE FOLLOWING SECTION**

JOB TITLE	START DATE	TOTAL WEEKS	HOURS/ WEEK	HOURLY WAGE	TOTAL WAGES

**DEPARTMENT USE ONLY: APPROVED POSTIONS AND CALCULATIONS**

JOB TITLE	START DATE	TOTAL WEEKS	HOURS/ WEEKS	TOTAL HOURS	HOURLY CONTRIBUTION	TOTAL CONTRIBUTION

**MAXIMUM CONTRIBUTION**

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The employer permits the advertising of approved positions by Advanced Education to eligible Yukon post-secondary students through posting on the education website, local newspapers and employment centres.

The employer agrees to abide by the (attached) terms and conditions of this agreement.

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Signature of Employer Title Date

The Department of Education, subject to employer compliance with the terms and conditions of the program, agrees to fund the above position(s) to the amount indicated above.

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Signature of Department Title Date

**STUDENT TRAINING AND EMPLOYMENT PROGRAM  
(S.T.E.P.)**

**JOB DESCRIPTION**

**EMPLOYER:** \_\_\_\_\_ **COMPETITION #** \_\_\_\_\_  
**STREET/PO BOX** \_\_\_\_\_ **POSITION TITLE** \_\_\_\_\_  
**CITY/TOWN:** \_\_\_\_\_ **SUPERVISOR** \_\_\_\_\_  
**POSTAL CODE:** \_\_\_\_\_ **EMAIL** \_\_\_\_\_ **CONTACT PHONE #** \_\_\_\_\_

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**DUTIES AND RESPONSIBILITIES OF THE STUDENT**

1. GEOGRAPHIC LOCATION: Whitehorse or Community \_\_\_\_\_
2. FIELD OF STUDY (I.E. EDUCATION, ENGINEERING, BUSINESS, RENEWABLE):
3. DESCRIBE IN **DETAIL** THE POSITION IN TERMS OF: *(for more space please attach addition sheets)*  
WHAT IS DONE?                      WHY IT IS DONE?                      AND HOW IT IS DONE?

4. WHAT ARE THE CAREER-RELATED MERITS OF THIS POSITION TO THE FIELD OF STUDY?

5. WHAT LEVEL OF POST-SECONDARY EDUCATION IS REQUIRED TO PERFORM THE JOB:

DESIRABLE: 1\_\_\_ 2\_\_\_ 3\_\_\_ 4\_\_\_

MINIMUM: 1\_\_\_ 2\_\_\_ 3\_\_\_ 4\_\_\_

6. WHAT KNOWLEDGE AND SKILLS/LICENCES ARE REQUIRED TO PERFORM THE JOB?

7. OTHER KNOWLEDGE AND SKILLS WHICH MAY BE DESIRABLE BUT NOT NECESSARILY ESSENTIAL TO THE PERFORMANCE OF THE JOB.(example: computer, field work, lab work )

8. WHAT TYPE OF SUPERVISION WILL BE IN PLACE FOR THE POSITION?

9. HOW WILL THE WORK OF THE POSITION BE CHECKED?

10. WILL THE STUDENT SUPERVISE OTHER STAFF? YES \_\_\_ NO \_\_\_  
IF YES, EXPLAIN.

**CONDITIONS OF EMPLOYMENT:**

**Mandatory Conditions:** Yukon Resident  
Attending full time Under Graduate studies  
Yukon Health Care Card #

DRIVERS LICENSE YES \_\_\_\_\_ NO \_\_\_\_\_

TRAVEL YES \_\_\_\_\_ NO \_\_\_\_\_ If yes how much \_\_\_\_\_

IS THE STUDENT REQUIRED TO BE OUT OF TOWN OVERNIGHT YES \_\_\_\_\_ NO \_\_\_\_\_

IF YES FOR HOW LONG \_\_\_\_\_

FIRST AIDE/CPR YES \_\_\_\_\_ NO \_\_\_\_\_

OTHER MANDATORY REQUIREMENTS YES \_\_\_\_\_ NO \_\_\_\_\_

IF YES PLEASE LIST THEM: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please provide a Brief Job Overview. This form will be used to advertise your STEP positions. Department of Education will send out notifications letters to all Yukon post-secondary students in February informing them of our website any the jobs. Due to the volume of positions, we can only include what is in your brief job overview as the advertisement for your position on the web. Based on this information only, the students will have to determine which jobs they would like to apply or not apply on. If the students are selected for an interview and want more detail, then they can contact me and I will forward them the detailed job description.

## **BRIEF JOB OVERVIEW**

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**Field of Study:**

**Qualifications:**

## BRIEF JOB OVERVIEW

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The Computer Camp Coordinator will be responsible for advertising and marketing the camp sessions for maximum attendance, ensuring all supplies and software required are on hand, and coordinating the recreational and curriculum activities of the Summer Computer Camp. The Coordinator will be responsible for the planning, organizing, developing of weekly recreational lesson plans and delivery of all recreational activities. Including the equipment set up, scheduling and supervision of all extra curricular activities outside of the camp facility. The Coordinator will also assist in the hiring and supervision of Instructors.

The Coordinator will be required to organize, administer, supervise and evaluate the day to day operations of the Computer Camp program. Maintain financial accountability records, arrange travel, respond to inquiries and perform administrative office duties. Upon completion of the final camp session, the coordinator will review the course content, recreational activities, and Computer Camp Staff performance providing recommendations in written final report form.

**Field of Study:** First or subsequent year in Education, Recreation, Computer Science or related field.

**Qualifications:** Proven supervisory and organizational skills; good written and oral communication skills; public relations and marketing coursework and/or experience; First Aid; willingness to travel to communities outside of Whitehorse for periods of up to one week. Valid Class 4 driver's license is required.

SAMPLE

*The information you place in here, is what we place in our brochure to be sent out to the students. This is all the information the students receive about your position at the time of applying for the position*