



**MEMORANDUM:**

**TO:** Government Employers for S.T.E.P. students

**FROM:** Ann Birnie  
Employment Programs Officer  
Advanced Education Branch  
E-1  
Phone 667-5927 or fax 667-8555 Email abirnie@gov.yk.ca

**RE: Student Training and Employment Program ( STEP )**

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Yes, it's that time again. The Employment Training Unit of Advanced Education is presently requesting that any department/branch interested in participating in S.T.E.P. 2007 must have their proposals submitted by **5:00 p.m. January 05 , 2007.**

The STEP program is designed to provide career-related summer employment for Yukon post-secondary students.

If your department/branch would like to participate, your proposals must be submitted on a:

**STEP JOB DESCRIPTION**

**NOTE:** Please **do not** submit a multi-page job description that is used for indeterminate employees.

The job description must detail duties, which will provide a post-secondary student with career-related work experience in their chosen field of study. The level of education required is limited to under-graduate studies. As proposals will be assessed, it is therefore imperative you provide adequate information to enable a fair assessment of your proposal.

**BRIEF JOB OVERVIEW** (limited to approx. 150 words)

This form will be used to advertise your position(s). Dept. of Education sends out notification letters to all Yukon post-secondary students in February, informing them that the (STEP) jobs are now advertised on our website for the upcoming summer. Due to the volume of positions, approximately 130 jobs, we can only include what is in your brief job overview as the advertisement for your position on the web. If the students are selected for an interview and want more detail, they can contact me and I will send them the detailed job description at that time.

**FUNDING:** (Wages \$14.40 – Wage Subsidy \$7.20)

The Employment Training Unit will provide funding as follows:

- \$7.20 per hour for 37.5 hours per week for 12 weeks or 450 hours, maximum \$3,240.00
- The host department will pay \$7.20 per hour plus 100% of other wage costs, eg. holiday pay.
- The student wage is set at \$14.40 per hour.
- The employer must guarantee the student 12 weeks/450 hours of employment.
- Beyond the 12 –weeks period or 450 hours, any overtime, or hours over the 450 hours becomes the sole responsibility of the sponsoring department.

As well, the expansion of the STEP program, allowing additional students to be hired over and above those approved for funding (the host department pays 100% of all costs associated with these positions), is still in effect. If you require further information on this, I will be happy to provide it.

Although we have had some inquiries from individuals in Departments, we are only sending hard copies of this information to each Departmental Human Resource Administrators. In light of this, **PLEASE ENSURE THAT THIS INFORMATION IS CIRCULATED TO EACH UNIT MANAGER/COORDINATOR** in your department as soon as possible. I will email the electronic package to anyone who requests it.

Job descriptions must be returned to my attention no later than **5:00 PM JANUARY 5, 2007**. Please ensure that all proposals are submitted through your Human Resource Office. We hope to provide preliminary approval by early February.

This employer application package is also available on our website at [www.education.gov.yk.ca](http://www.education.gov.yk.ca) then click on summer employment and programs for students then click on STEP.

If you have any questions or concerns, please do not hesitate to call me at 667-5927 or email me at [abirmie@gov.yk.ca](mailto:abirmie@gov.yk.ca)

Regards,

Ann Birnie

Attachments

**Closing Date: January 5, 2007**



## Student Training and Employment Program (STEP)

### Program Guidelines

#### 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 and who is returning to full-time under-graduate studies in the fall of the same calendar year; and, who resided in Yukon for 2 consecutive years immediately prior to applying to this program, or immediately prior to the commencement of post-secondary classes or who is eligible for the Yukon Post-secondary Grant;

#### OR

“Yukon Student” means an individual who has just completed a semester of full-time post-secondary studies in Yukon and who is returning to full-time post-secondary studies in the fall of the same year; and, who has resided in the Yukon for 2 full years prior to applying to this program;

#### AND

- Is legally entitled to work in Canada
- Is not a member of the employer’s immediate family
- Is a Yukon resident;
- Student may return to the same position for a maximum of 2 years
- Holds a valid Yukon Health Care Card

**Please note:** Grade 12, Academic Development, Developmental Studies, Life Skills training, Upgrading, College Preparation, Certificate Courses 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
- Provide a minimum of 37.5 hours of work per week for a **minimum of 12 weeks or 450 hours** with appropriate supervision
- Pay \$14.40 per hour, and
- Start no earlier than May 08, 2007 and end no later than September 1, 2007

#### Maximum Contributions:

The Department of Education, Advanced Education Branch, will provide a wage subsidy of \$7.20/hr for 37.5 hours per week up to 12 weeks or 450 hours. 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 12-week period/or 450 hours, any overtime costs become the sole responsibility of the sponsoring employers.

Participants must not be receiving alternate funding for STEP 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:

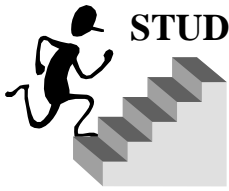
If you can create a career-related employment opportunity for a Yukon Post-Secondary student, please complete:

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

Ann Birnie  
Employment Programs  
Department of Education  
Advanced Education Branch E-1

For further information please contact me at 667-5927 or toll free at 1-800-661-0408 or email me at [ann.birnie@gov.yk.ca](mailto:ann.birnie@gov.yk.ca)

**APPLICATION CLOSING DATE: JANUARY 5, 2007**



# STUDENT TRAINING AND EMPLOYMENT PROGRAM

## (S.T.E.P.) JOB DESCRIPTION

DEPARTMENT: \_\_\_\_\_ COMPETITION # \_\_\_\_\_

BRANCH: \_\_\_\_\_ POSITION TITLE \_\_\_\_\_

SUPERVISOR: \_\_\_\_\_ POSITION # \_\_\_\_\_

EMAIL: \_\_\_\_\_ LOCATION: \_\_\_\_\_

PHONE #: \_\_\_\_\_ MAIL CODE \_\_\_\_\_

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### DUTIES AND RESPONSIBILITIES OF THE STUDENT

1. FIELD OF STUDY (I.E. EDUCATION, ENGINEERING, BUSINESS):
  
2. DESCRIBE THE POSITION IN TERMS OF: *Add attachments if necessary*  
 WHAT IS DONE?    WHY IT IS DONE?    HOW IT IS DONE?

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

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

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

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

5. OTHER KNOWLEDGE AND SKILLS WHICH MAY BE DESIRABLE BUT NOT NECESSARILY ESSENTIAL TO THE PERFORMANCE OF THE JOB.

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

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

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

**CONDITIONS OF EMPLOYMENT:**

**Mandatory Conditions: Yukon Resident  
Attending full time post secondary studies  
Yukon Health Care Card**

Please check appropriate box if any of these following conditions must be met.

Drivers License YES \_\_\_ NO \_\_\_ Class \_\_\_\_\_

Security Check YES \_\_\_ NO \_\_\_

Medical Clearance YES \_\_\_ NO \_\_\_

T.B. Testing YES \_\_\_ NO \_\_\_

First Aide/CPR YES \_\_\_ NO \_\_\_

Is travel required YES \_\_\_ NO \_\_\_ If yes how much \_\_\_\_\_

Is the student required to be out of town overnight YES \_\_\_ NO \_\_\_

Other conditions 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. 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.

**(S.T.E.P.)      BRIEF JOB OVERVIEW**

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**Field of Study:**

**Qualifications:**

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.

*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. If they make it to the interview stage the students usually at that time will ask for a detailed job description, I will then show them the job description that you have sent in for assessment for funding of the position.*

*When the successful candidate is documented for hire, they will receive a copy of the job description.*

**SAMPLE**

# STUDENT TRAINING AND EMPLOYMENT PROGRAM (STEP)

## Agreement Terms and Conditions

These terms and conditions will be attached to, and form part of, the Agreement.

### 1. The Employer Warrant that

- Employees hired under this program will neither replace, nor infringe upon, an existing employment situation
- The jobs will provide a minimum of 37. Hours of work per week, will last for a minimum of 450 hours or approximately 12 weeks of employment (between May 08, 2007 and September 1, 2007 and will pay a minimum wage of \$14.40 per hour;
- The approved STEP position(s) are not positions for which another contribution will be received or claimed from any other source or agency;
- The jobs will be carried out in accordance with all applicable federal and territorial laws
- The jobs will not interfere with a collective agreement already in place, and;
- The position would not exist without the wage subsidy provided under this agreement.

### 2. The Employer shall

- Keep proper accounts and records including payroll records, statements and check's of all financial transactions relating to this Agreement
- Allow representative 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)
- 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,
- 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. (A) Subject to subsection (1) the Government of Yukon's wage subsidy shall be payable upon receipt of a claim made by the EMPLOYER on a prescribed form, such claim may be submitted by the EMPLOYER at the end of each 4 weeks of employment or within 30 days following the termination of the employment period covered by the Agreement.

(B) Where the EMPLOYER is a non-profit organization, payment of the Government of Yukon's contribution may be made as follows:

- An initial advance payment not exceeding 75% of the estimated total contribution payable under the agreement;
- Upon receipt of a claim made in a prescribe 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

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 **is a member of the immediate family of:**

- The EMPLOYER, where the EMPLOYER is an individual
- A senior officer or director of the corporation or association, where the EMPLOYER is a corporation or an unincorporated association, or
- An elected of senior official of a municipality, where the EMPLOYER is a municipality.

NOTE: For the purposes of paragraph (5) the immediate family of a person referred to therein includes the person's father, mother, brother, sister, spouse (including common-law), child, in-law, guardian or any resident permanently residing in the employer/spouse's domicile or with whom the employer/spouse permanently resides, or

- Does not meet the requirements of "Yukon Student" as set out in the Student Training and Employment (STEP) guidelines

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.

7. No amendment to this agreement shall be valid unless made in writing between the parties.

8. Either party may terminate this agreement on 15 days written notice. Notwithstanding the foregoing, the Government of Yukon may terminate the agreement immediately by notice in writing

- If the EMPLOYER is in breach of any of its obligations under the Agreement
- If any representation or warranty made by the EMPLOYER is materially false or misleading
- 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 approval
- If the student leaves the employer, discontinues his/her employment, or fails to maintain eligibility under the terms and conditions of the Agreement