

Yukon Summer Career Placement Program Program Guidelines 2006

The Yukon Summer Career Placement Program (SCP) is designed to assist students for their future entry into the labour market. The program focuses on providing career-related work experience and developmental learning for youth and students through the provision of a wage subsidy to employers.

All proposals must demonstrate that the jobs would not otherwise be available without the financial assistance of the program; and that the jobs created will not interfere with a collective agreement already in place.

Due to the popularity of this program and local budget restrictions, all applications may not receive approval for funding. Those approved may not receive funding for all positions and costs they apply for.

Criteria for assessing applications include the following:

1. The benefits to be derived by the youth/ students doing these jobs.
 - a) Provide career related experience
 - b) Prepare students/youth for future labour market
 - c) Prepare students/youth for employment in growth sectors within a community or region
2. The extent to which the employer is prepared to contribute to the proposed activities (such as wages, other costs, etc.)
3. The employer's history and/or intention with regard to fair and equitable employment practices, considering Human Rights and employment legislation of Canada and Yukon.
4. Applications which address one or more of the following social priorities:

| | | |
|---|--|--------------------------------------|
| <input type="checkbox"/> Occupational Shortages | <input type="checkbox"/> Community Benefit | <input type="checkbox"/> Environment |
| <input type="checkbox"/> Homeless | <input type="checkbox"/> Literacy | |
5. Employment opportunities for the disabled, visible minorities and youth.
6. Activities which support the broader goals of economic, community and social development in the Yukon.

Upon approval, successful applicants will enter into a contribution agreement with the Government of Yukon (Advanced Education). Proposals selected for funding by YUKON permit BOTH STUDENTS AND YOUTH to participate.

If you wish to hire a youth or have already identified a student, it is very important that you indicate this on your application. It is not possible to have a project where some workers are funded by Canada and some by Yukon.

Employment must occur between May 2006 and September 1, 2006. Normally, employment will last for a minimum of 6 weeks, to a maximum of 16 consecutive weeks. Employees must work a minimum of 30 hours per week but not more than 40 hours. Applications, which propose part time employment for disabled persons, may be considered.

Maximum Program Contribution

All students/youth must be paid at the minimum wage of \$7.20 per hour, or more.

| Cost Category | Private Sector | Public Sector | Non Profit Sector |
|---|-----------------------------------|-----------------------------------|---|
| Wages | 50% of minimum wage \$3.60 /hr | 50% of minimum wage \$3.60 /hr | Maximum of \$7.20/hr |
| Employers' share of Mandatory Benefits (MERC's) (UI, CPP, Vac. Pay, WCB & Overhead) | Not funded | Not funded | Maximum to \$100.00 of benefits, based on Program contribution towards MERC's |

- Private businesses incorporated or unincorporated, banks, and co-operatives with share capital which have operated in Yukon for at least 1 year, from March 1, 2005;
- Municipalities, Educational Institutions, Self-Governments;
- Non-Profit Organizations

Eligible Employees are Students and Youth who

- Are legally entitled to work in Canada
- Youth must be Yukon Residents
- Are not members of the employer's immediate family
- Employers may use the services of the local Canada Employment Centre for Students or other means to select candidates for positions subsidised under this program. An Employer/Employee Declaration Form must be completed to certify the student's eligibility under the program.

STUDENT is defined as a person who attended full-time at an elementary, secondary, post-secondary or vocational school during the preceding academic year (for at least one semester) and whose intent is to return to school full-time the following academic year.

YOUTH is defined as a person between the ages of 15 and 25 who does not meet the definition of a student and who has been a Yukon resident since March 1, 2005 and possesses a Yukon Health Care Card.

ADDITIONAL INFORMATION

Payments:

Advance payments to Private, Not-for-Profit and Public Sector employers may be issued upon receipt of a signed Employer/Employee Declaration. Remaining payments will be reimbursements. Upon completion of their agreement; Employers must submit a claim for actual hours worked by the youth/student and any other eligible costs during the contract period.

Final claims must be received by within 30 days upon completion of Agreement.

Mandatory Employment-Related Costs (MERCs):

For application purposes the following rates can be used to estimate these costs which is **11.72% of gross wages** made up of:

- EI (2.77%), CPP (4.95%), Vacation (4.0%)

Workers Compensation Board:

Workers' Compensation or equivalent insurance coverage must be provided by the employer for SCP employees. This is a mandatory condition for funding. Employers must observe all federal and territorial health and safety laws and advise youth/students of their rights and obligations related to health and safety issues.

Employment of Family Members:

Members of employer's immediate family are not eligible for the program. Refer to Agreement Terms and Conditions for details or contact Government of Yukon Advanced Education for further clarification.

Approval Process:

All proposals meeting program criteria will be prioritised within the available SCP budget. All employers will be notified after the application assessment stage is complete. If approved for funding, you will receive a copy of the Agreement forms signed by the SCP designate of Government of Yukon and instructions on monitoring and claim procedures.

Job Postings:

Employers receiving SCP funding are strongly encourage to use the services of their local Human Resources of Canada Centres for Students (HRCC-S) for recruitment. In addition, approved positions will be posted in Government of Yukon, Advanced Education Branch for students and youth and on our website.

APPLICATION PROCESS

To receive an application package for the Yukon Summer Career Placement Program (SCP), you can:

- Visit our website at www.education.gov.yk.ca and print one off
- Contact Government of Yukon, Advanced Education:
 - Phone 667-5927 or 667-8615, toll free in Yukon at 1-800-661-6408 local 5927
 - E-mail: Ann.Birnie@gov.yk.ca or Darlene.Gammel@gov.yk.ca
 - Visit our office in the Education Building at 1000 Lewes Blvd., Whitehorse, YT
 - Or mail request to Government of Yukon, Dept. of Education, Advanced Education, Box 2703, Whitehorse, Yukon Y1A 2C6

If you can create a summer job for one or more students or youth, please complete an application form and submit to:

Yukon Summer Career Placement Program
Government of Yukon
Department of Education
Advanced Education
Box 2703
Whitehorse, Yukon Y1A 2C6

**Completed applications may also be faxed to our office at 867-667-8555.

APPLICATIONS MUST BE RECEIVED ON OR BEFORE FEBRUARY 28, 2006

Yukon Summer Career Placement – Agreement Terms and Conditions

1. In this agreement, “MINISTER,” means Human Resources Development Canada (HRDC) or the Yukon Department of Education.

“EMPLOYEE” means the employees hired by the employer for the jobs, unless the context indicates otherwise.

“EMPLOYER” means the legal name of the employer referred to on the application/agreement form.

“JOBS” means the positions referred to on the application/agreement form.

“MANDATORY EMPLOYER COSTS” means employment insurance premiums, Canada pension plan contributions, workers’ compensation assessment, vacation pay and health and insurance premiums which the employer is required to pay in respect of the employees.

2. The EMPLOYER represents and warrants that

- (a) the employees do not displace or replace existing employees or volunteers, employees on layoff, employees absent due to a labour management dispute or employees on vacation;
- (b) the jobs will provide a minimum of 30 hours of work per week, but will not normally exceed 40 hours per week and will last between 6 and 16 consecutive weeks (between May 1st and September 1st of this year), except that where the employee is disabled part-time employment is permissible;
- (c) the jobs are not jobs for which another contribution will be received or claimed from any other government source, except where such contribution is provided pursuant to a federal/territorial agreement designed to harmonize federal and territorial job creation programs;
- (d) the jobs would not be created without the financial assistance provided under this agreement; and
- (e) the jobs will be carried out in accordance with all applicable federal and territorial laws.

3. The EMPLOYER shall

- (a) provide the employees with necessary supervision, learning and work experience;
- (b) keep proper accounts and records including invoices, receipts, vouchers, bank statements and cheques of all financial transactions relating to this Agreement;
- (c) allow representative of the MINISTER 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 (b);
- (d) submit such reports concerning the progress of the employees and particulars of the employees as may be request by the MINISTER;
- (e) treat as confidential, personal information relating to employees for which he/she receives a contribution under this Agreement, and not disclose such information to any party other than the MINISTER except where such disclosure is required by law or where the employee concerned provides prior consent to such disclosure.

4. Unless otherwise approved by the MINISTER, the employees shall be employed during the period shown on the approved application/agreement, it being understood that the MINISTER shall have no obligation to pay any contribution the EMPLOYER in respect of costs incurred by the EMPLOYER outside such period.

5. The amount of the MINISTER’S contribution in respect of mandatory employers costs incurred in respect of each employee shall not exceed the amount that would be payable if the employee’s wage were paid at the territorial adult minimum wage rate. It is also understood that the MINISTER’S contribution to the EMPLOYER in respect of wages of mandatory employer costs is based upon costs actually incurred by the EMPLOYER. In addition, in the event that the hourly wage rate paid by the EMPLOYER is less than the hourly wage rate shown on the application of this document, the MINISTER may, in its discretion, reduce the amount of its contribution in respect of those costs by a proportionate amount, as determined by the MINISTER.

6. (1) Subject to subsection (2) the MINISTER’S contribution shall be payable upon receipt of a claim made by the EMPLOYER in a form prescribed by the MINISTER, such **claim to be submitted by the EMPLOYER within 30 days following the termination of the employment covered by this agreement.**

(2) Upon submission of the Employer/Employee Statutory Declaration, the EMPLOYER may receive payment of the MINISTER’S as follows:

- (i) an initial advance payment not exceeding 75% of the estimated total contribution payable under the agreement;
- (ii) upon receipt of a claim made in a form prescribed by the MINISTER 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.

7. (1) No preference may be given to the selection of participants who are immediate family members of an employer or who are immediate family members of a director or senior officer of the employer.

(2) Employer means the individual or organization receiving funding from HRDC or the Yukon Department of Education.

(3) For the purposes of paragraph (1) the immediate family of a person referred therein includes the person’s father, mother, step-father, step-mother, foster parent, brother, sister, spouse (including common-law spouse), child (including child of common law spouse) step-child, ward, father-in-law, mother-in-law, and any relative permanently residing in the person’s household or with whom the person permanently resides.

8. (1) This agreement may be terminated by either party on 15 days written notice. Notwithstanding the foregoing, the MINISTER 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, or
- (c) if any change occurs in the tasks and responsibilities of the employees, as described on the application submitted by the EMPLOYER, without the MINISTER'S prior approval.

(2) Upon termination of the agreement, the MINISTER shall cease to have any obligation to make any further contribution to the EMPLOYER in respect of the costs incurred by the EMPLOYER after the date of termination, and the amount of any unexpended advance shall be repaid forthwith to the MINISTER upon receipt of notice thereof and such amount shall be recognized as being a debt due to the MINISTER.

9. In the event payment made to the EMPLOYER exceed the amount to which the EMPLOYER is properly entitled pursuant to the agreement, the amount of such excess shall be payable forthwith to the MINISTER upon receipt of notice thereof and such amount shall be recognized as being a debt due to the MINISTER.

10. Nothing in this agreement shall be deemed to authorize the EMPLOYER to contract for or incur any obligations on behalf of the MINISTER.

11. Any payment due hereunder is subject to there being an appropriation by Parliament or Yukon Government for the fiscal year in which such payment is to be made.

12. This agreement may not be assigned in whole or in part without the written consent of the MINISTER and any assignment made without that consent shall be void and of no effect.

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

14. Personal information contained on this form is collected under the Yukon Summer Career Placement Program and will be used for administration purposes. For Further information contact the Employment Training Officer at Government of Yukon, Department of Education, Advanced Ed, 1000 Lewes Blvd, Whitehorse, Yukon Y1A 3J1, phone 867-667-5927 or toll-free in Yukon at 1-800-661-0408 local 5927.



Application Information & Instruction Guide for Employers

Note: The following instructions for the completion of the Application/Agreement are provided to ensure complete and accurate information. Without this, your Application/Agreement cannot be processed. Please read the Agreement Terms and Conditions contained in the application package. If you have any questions, please contact our office at 867-667-5927 or 8615.

When completing the form, please type or print legible. In addition, should you need to correct information, please initial the correction.

Please do not assume your application has been approved. You will be notified when your application is approved. If approved, the contribution may cover all or only a portion of the amount requested.

To complete the form, please fill in the appropriate areas as described.

Employer Information:

- **Legal Name of Employer:**
This is the legal name of your organization or business. If approved this application will form a legal binding agreement with the Government of Yukon, and any payments will be made out to the name in this field.
- **Common Name of Employer:**
If the common name of your organization or business is different from the legal name please complete.
- **Mailing Address:**
This is the organization's address where all correspondence will be sent including payments. Ensure to include postal code.
- **Phone/Fax:**
Numbers normally used for business purposes.
- **Contact Person/Phone/Title**
This individual will be the person who is responsible for communicating with Government of Yukon SCP program staff throughout the duration of the program, their contact phone number, and title.
- **Email:**
This is the organization or contact person's regular email address.
- **Address of SCP Activity:**
This is the address where the student will be working and may be different from your organization's mailing address. Be sure to include postal code.
- **Canada Customs & Revenue Agency (CCRA Business/ Charitable Registration Numbers):**
This is the number given to your organization by CCRA to be used to make remittances. It is the same number as your GST number. If you do not have a Registration Number, you must obtain one to be eligible for SCP funding.
- **Organization has Existed in Yukon Since:**
The year that your organization or business registered and began operation in Yukon.
- **Main Product or Service of your Organization:**
The type of occupation or services that your organization or business provides.

- **Type of Employer:**
Circle the appropriate box using the information provided below as a guide to identify the category under which (for program delivery purposes) your business/organization falls.
 - a) *Private Sector:* Private business incorporated or unincorporated, banks, private band councils, private universities or colleges, banks and Co-operatives with shared capital
 - b) *Public Sector:* Municipalities, Educational Institutions, Public Community Colleges and Universities, Self Government Agencies, Public Health
 - c) *Not-For-Profit Sector:* All non-profit organizations not already identified in either category
- **Number of Employees:**
This number will include the total number of all regular full-time employees of your organization or business across Canada, not just those in your local office.
- **Union at the Work Site:**
If there is a union at the work site, the union must agree that the youth/student can work there over the summer. A letter of concurrence, from the union, must accompany your application in order for us to proceed with the assessment process.
- **Worker's Compensation Number:**
Provide your organization's account number and rate. *If your organization does not have Worker's Compensation coverage, you must provide similar insurance in its place for all student employees for the duration of the SCP program.*
- You may have applied for Other Funding and answered "yes" to this question. However, should your application be approved for funding under Summer Career Placement, this is the only funding that can be used for the approved positions.

Position Term Payment Details:

- **Job Title:**
The name of the position applying for funding.
- **Number of Jobs:**
List the total number of youth/student positions you are requesting for the job title.
- **Start Date:**
The year, month and day that you wish your youth/student to start in the position. Remember the earliest start date is May 1st, 2006. You can apply for a later start date to allow for recruitment.
- **Number of Weeks per job:**
List the number of weeks you intend to have your youth/student employed. Minimum is 6 weeks, and the maximum is 16 weeks.
- **Hours per Week per job:**
Indicate the number of hours per week the position will require. Minimum is 30 hours per week.
- **Total Hours**
Use this formula to calculate the total hours requested for each position: number of weeks X number of hours per week X number of jobs requesting
- **Hourly Wage:**
Indicate the hourly wage rate you will be paying the youth/student for this position.
- **MERCs**
Calculate the Total Employment Insurance, Canada Pension Plan, Vacation Pay, and Insurance costs estimated for each position. (11.72% of gross wages) Total Hours X Hourly Wage X 11.72% will give you the total MERCS
- **Total Wages:**
Use the formula to calculate the total wages for each job title: Total Hours X Hourly Wage + MERCs

Department Use Only: Approved Positions & Calculations:

- Do not complete this section. If your application is approved, the SCP designated official will complete this area with information on the positions approved. You will receive a copy, signed by the Summer Career Placement designated official, which will be your agreement with either the Government of Yukon or Government of Canada.

Job Description Form:

- Position:
The job title of the position you are applying for funding for.
- Hourly Wage:
The hourly wage you will be paying your youth/student hired for the position.
- Duties & Responsibilities of the Position:
Please answer the questions 1 to 6 thoroughly.

The responses should pertain to the tasks and duties that the youth/student will be performing in this position. All information gathered will provide the Assessment Review Committee with a clear understanding of the position and a basis to justify funding decisions.

Yukon Summer Career Placement 2006 Assessment Form

EMPLOYER TYPE:

PRIVATE SECTOR (A)

PUBLIC SECTOR (B)

NON-PROFIT (C)

PROGRAM CRITERIA:

YES **NO**

YES **NO** **N/A**

Employer Eligible
Duration 6 –16 Weeks
Adult Min. Wage or Above
Full Time 30-40 Hours
Job Descriptions Attached

____ ____
____ ____
____ ____
____ ____
____ ____

Union Concurrence
Personal Services to Employer
Replacement of Workers
(Volunteers/Layoff/Vacation)

____ ____
____ ____
____ ____

EMPLOYER PAST RECORD:

YTG HRDC

Comments:

(used all the funding, claims in on time, good comments from monitor & student, etc)

SAMPLE ONLY

JOB TITLE: _____ **# of POSITIONS:** _____

RATIONAL FOR FUNDING: (Use a numerical rating scale)

CRITERIA:

Poor Average Above Average

Detail & Strength of Job Description

1 2 3 4 5

Meets Summer Career Placement Criteria
(Drug & Alcohol Abuse, Community Benefit, Literacy, Disabilities, Environment, Trades & Technology)

1 2 3 4 5

Quality of Experience to be Gained

1 2 3 4 5

Community Merit

1 2 3 4 5

Leads to Future Labour Market Participation

1 2 3 4 5

Related Job Opportunities (remote areas, unusual job)

1 2 3 4 5

Other _____

Bonus 2

TOTAL: _____

RECOMMENDATION:

| | | |
|---------------------|-----------------|-----------------|
| Number of Positions | Number of Weeks | Number of Hours |
| | | |

Date of Review: _____

Signature: _____