



Development
and Technology

Post-Secondary Student Program

—
Guidelines and
application
for Employers
—

Employment Development Agency
1st Floor, Sullivan Building
16 Fitzroy St., PO Box 2000,
Charlottetown, PEI C1A 7N8
Internet: www.gov.pe.ca

Tel: (902) 368-5805
Fax: (902) 368-5909

POST-SECONDARY PROGRAM

PROGRAM GUIDELINES

INTRODUCTION

The **Post-Secondary Student Program** is designed to create jobs for Island post-secondary students by providing a financial incentive to Island employers who provide students with summer employment in their field of study. The Program is funded by the Government of Prince Edward Island.

OBJECTIVES

- * To encourage Prince Edward Island employers to create new employment opportunities for Island post-secondary students that relate to the students field of study and,
- * To provide Island students with work relating to their field of study thus provide them with opportunities that will better assist them to obtain career related work on PEI after graduation.

WHO CAN APPLY?

Eligible employers can include private, non-profit and public sector employers operating on Prince Edward Island.

EMPLOYEE ELIGIBILITY

Students must have graduated Grade 12 or are attending a post-secondary institution full-time in the current year and intend to return to a post-secondary institution in the Fall of the current year; be a resident of Prince Edward Island and entitled to work in Canada, be registered with the Central Jobs Registry of the PEI Employment Development Agency and, must not be members of the employer's immediate family.*

*Members of the immediate family of the employer or a member of the immediate family of an officer, director, or management personnel of the employer's firm (immediate family is defined as father, mother, son, daughter, husband, wife, brother or sister.

POSITION ELIGIBILITY

- * Positions must be for a minimum of eight weeks or a maximum of twelve consecutive weeks.
- * Employers must fill approved positions with students registered with the Central Jobs Registry.
- * Positions must not reduce or otherwise affect the security of work hours of any existing employee.
- * Positions receiving wage support from other provincial or federal boards or agencies are not eligible.
- * Employers bidding on contracts must not use subsidized positions to underbid.
- * Where applicable, positions must meet with the acceptance of union officials.
- * Positions cannot begin prior to application approval nor can positions be filled or refilled without prior permission.

APPLICATION PROCESS

Project sponsors must complete the attached application and return it to the Employment Development Agency by **May 5, 2006**.

Positions will be approved, reduced or rejected based on Program criteria, availability of funds or type of position. Program funds will be allocated on a regional basis. Final approval is vested with the Employment Development Agency.

AMOUNT OF ASSISTANCE

The Employment Development Agency will reimburse to private sector employers \$4.50 per hour paid to approved positions for up to 40 hours per week.

Non-profit and public sector employers will be reimbursed \$9.00 per hour paid to approved positions for up to 40 hours per week.

Positions can be funded for 8 to 12 weeks.

A minimum of thirty-five work hours must be provided to a position in any single week.

Employers are responsible for the employer's share of employee benefits such as: EI, CPP, Workers Compensation premiums and the cost of materials, supplies, rentals and so on.

Copies of the project's payroll records must accompany all claims for reimbursement and be submitted within 30 days of the project's completion.

EMPLOYER RESPONSIBILITIES

- * Interviewing prospective employees;
- * Complying with Program guidelines and all other statutes, regulations, and bylaws that may be applicable;
- * Supervising employees;
- * Selecting employees from the Central Jobs Registry;
- * Placing trainees on their payroll, making appropriate deductions, and issuing pay cheques;
- * Allowing staff of the employment Development Agency to inspect payroll records during or after the payroll period;
- * Employers may dismiss or suspend an employee if the employee is unable to satisfactorily perform his/her duties. Notice of dismissal must be given in writing to the employee by the employer.
- * The employer must notify the Employment Development Agency should an approved position become vacant. Depending on the circumstances, the Agency may fund a replacement.

APPLICATION FORMS

An application form accompanies these guidelines. Additional guidelines and applications are available at:

Employment Development Agency,
1st Floor, Sullivan Building,
16 Fitzroy St., PO Box 2000,
Charlottetown, PEI C1A 7N8
Tel: 368-5805 Fax: 368-5909

Internet: www.gov.pe.ca

or by contacting any of the following Access PEI offices:

	Tel:		Tel:
Alberton	853-8622	Souris	687-7000
Charlottetown	368-5200	Summerside	888-8000
Montague	838-0600	Tignish	882-7351
O'Leary	859-8800	Wellington	854-7250

Students wishing to be considered for jobs created by the Program must complete a Central Jobs Registry Employment Registration available at these same locations.

Application Form For PEI Employers

Date Received: _____

Program No. _____
Sector No. _____
Application No. _____
Region No. _____
NAIC No. _____

Please read the guidelines before completing this application. This application can also be completed online or downloaded as a PDF form at www.gov.pe.ca.

Above line for office use.

PART I – APPLICANT INFORMATION

Organization Name _____

Mailing Address _____

Civic Address _____

Postal Code _____ Telephone _____ Facsimile _____

Revenue Canada Business Number (Payroll Remittances) _____

Workers Compensation Board Employer Number _____

In Operation Since? _____ Type of Operation _____

Number of Employees, Including Employer: Full-time _____ Part-time _____

Contact Person _____ Telephone _____ E-mail _____

PART II – PROJECT DETAILS

Office Use	Position Title	Start mm/dd/yy	Finish mm/dd/yy	Hours / Week	Wage Rate*	Weeks
	1.					
	2.					
Total Number of Position Weeks						

*minimum \$9.00

Position 1. Education/Skills/Work Experience Required: _____

Duties: _____

Position 2. Education/Skills/Work Experience Required: _____

Duties: _____

Name the person(s) who will be responsible for keeping the employees' payroll records and providing supervision to the project employee.

Payroll Supervisor _____ Title _____ Telephone _____

Work Supervisor _____ Title _____ Telephone _____

Have you previously taken part in *the Post-Secondary Student Program or Jobs for Youth Program*? Yes No

Please calculate the amount of funds your project will require. Use the hourly rate contributed by the Program.

Calculation for Position # 1 _____ X _____ X _____ = _____
(Weeks) (Hourly Rate) (Hours/Week) (Funds Requested)

Calculation for Position # 2 _____ X _____ X _____ = _____
(Weeks) (Hourly Rate) (Hours/Week) (Funds Requested)

PART III – DECLARATION

I have read and fully understand the conditions of this application under the Jobs for Youth Program. I certify that the statements contained in this application and any attachments are to the best of my knowledge true and correct.

Employer's Signature _____ Name (please print) _____ Position _____ Date _____

Note: Positions must not be filled prior to application approval.