



Development  
and Technology

# Jobs for Youth Program

## Private Sector Component

—  
Guidelines and  
application  
for private sector  
employers  
—

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# JOBS FOR YOUTH PROGRAM

## PRIVATE SECTOR COMPONENT - GUIDELINES FOR PRIVATE SECTOR EMPLOYERS

### INTRODUCTION

The **Private Sector Component of the Jobs for Youth Program** is designed to create new jobs for Island students by providing a financial incentive to private sector employers.

The Program is funded by the Government of Prince Edward Island and administered by the PEI Employment Development Agency.

### OBJECTIVES

- \* To encourage private sector employers in Prince Edward Island to create new employment opportunities for Island students and,
- \* To provide Island students with meaningful work experience in their local communities which will assist them in making the school-to-work transition.

### WHO CAN APPLY?

Eligible employers can include new or existing businesses on Prince Edward Island.

### EMPLOYEE ELIGIBILITY

Students must be 16-29 years of age, and have a minimum of Grade 10 education by September, 2007; have attended school full-time in 2007 and intend to return to school full-time in the current year; be residents 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 conclude by the end of August. 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.
- \* Any type of legal work activity can be assigned to the position except domestic work or activities which contribute to the enhancement of personal property not used solely for business purposes.
- \* 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 **March 30, 2007**.

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 to ensure funds are distributed across the Province. Final approval is vested with the Employment Development Agency.

### AMOUNT OF ASSISTANCE

The Employment Development Agency will reimburse to the employer **\$3.90 per hour paid to an approved position for up to 40 hours per week for eight to twelve weeks.**

A minimum of thirty-five work hours must be provided to a position in any single week. A maximum of two positions can be approved per employer.

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,  
1<sup>st</sup> Floor, Sullivan Building,  
16 Fitzroy St., PO Box 2000,  
Charlottetown, PEI C1A 7N8  
Tel: 368-5805 Fax: 368-5909**

Internet: [www.gov.pe.ca](http://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 Private Sector 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](http://www.gov.pe.ca).**

The personal information contained on this form is collected for the purpose of evaluating eligibility for Program assistance under the legal authority of section 32(2) of the Freedom of Information and Protection of Privacy Act R.S.P.E.I. 1988, c.F-15.01. If you have any questions about the collection of this personal information, you may contact the Manager, Employment Development Agency, 1st Floor Sullivan, 16 Fitzroy Street, Charlottetown, P.E.I. Telephone: (902) 368-5805.

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Above line for office use.

## PART I – APPLICANT INFORMATION

Business/Community \_\_\_\_\_

Mailing Address \_\_\_\_\_

Civic Address \_\_\_\_\_

Postal Code \_\_\_\_\_ Telephone \_\_\_\_\_ Facsimile \_\_\_\_\_

Revenue Canada Business Number (Payroll Remittances) \_\_\_\_\_

Workers Compensation Board Employer Number \_\_\_\_\_

In Business Since? \_\_\_\_\_ Business Type \_\_\_\_\_

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.					
<b>Total Number of Position Weeks</b>						

**Position 1.** Education/Skills/Work Experience Required: \_\_\_\_\_

\_\_\_\_\_

Duties: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Position 2.** Education/Skills/Work Experience Required: \_\_\_\_\_

\_\_\_\_\_

Duties: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

continued on next page

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 \_\_\_\_\_

Please calculate the amount of funds your project will require.

Total Number of Position Weeks \_\_\_\_\_ X \_\_\_\_\_ X \_\_\_\_\_ = \_\_\_\_\_  
(Total Position 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.**