

Adjustment Services

Guidelines

Adjustment Services

DEPARTMENT OF POSTSECONDARY EDUCATION, TRAINING AND LABOUR

February 2015

OVERVIEW

Adjustment Services is an employment support measure offered by the Department of Post-Secondary Education, Training and Labour to encourage, support and facilitate human resource management and labour market adjustments, which are in the public interest.

Time-limited funding is available to various groups to cover costs associated with the implementation of Adjustment Services activities aimed at addressing labour force adjustment challenges impacting the New Brunswick labour force.

DESCRIPTION

Labour Force Adjustment focuses on assisting labour and management in addressing significant changes impacting on human resources at their workplace. Examples of significant changes that may impact workplaces include technological change, organizational restructuring, downsizing or expansion.

In the broadest sense, labour market issues addressed through Adjustment Services are characterized by an imbalance between the supply and demand sides of the labour market. The two biggest indicators of a labour market issue in a community, region or province, are unfilled jobs and high unemployment.

Labour market issues result from such situations as:

- Company difficulties resulting in jobs being threatened
- Industry downsizing
- Industry upsizing, new development, relocation
- Impact of new technologies
- Labour shortages
- Shortage of year round opportunities
- Lack of community and organizational capacity for human resource management

Adjustment Services activities generally contain the following common characteristics:

- All projects should demonstrate partnerships
- Activities should promote ongoing capacity to address a labour market issue or issues
- The provision of funding assistance is pre-determined and time-limited. Although a series of agreements may be signed with the same sponsor, the agreements must state specific project outcomes and timeframes and not be reliant on a future agreement for success
- Activities undertaken should affect people who are in the labour market, or about to enter or re-enter the labour market

ELIGIBILITY

Eligible Applicants:

Applicants eligible for funding under Adjustment Services include, but are not limited to:

- Employers
- Employee and employer Associations
- First Nations
- Communities and community groups
- Industry Associations

Eligible Activities:

Activities eligible for funding under the Labour Force Adjustments component of Adjustment Services include, but are not limited to:

- Activities responding to layoffs that facilitates the transition to a positive future for affected workers;
- The setting up of a temporary service offering employees facing job loss with early retirement option information, labour market information, employment program information and employment action planning
- Human resource management for workers not affected by a layoff
- Human resource management for companies or sectors facing change or expansion
- Soft skills training (up to 50% of eligible costs) for up skilling employees pertaining to their current job. Applicable to Small and Medium size enterprises of 100 employees or less. Employee salaries during training time are not covered

REFERRALS

To access funding under Adjustment Services, interested applicants should contact their local Employment office to discuss their proposed activity and for further information on formal application processes. Program Consultants are available to provide advice on the eligibility of applicants, proposed activities and costs, and to answer general questions.

PROGRAM ADMINISTRATION

The Department of Post-Secondary Education, Training and Labour has full discretion in the administration of its programs and in the application of these guidelines to ensure funding is provided to those projects that contribute to the fulfillment of its mandate. In applying the program guidelines, the Department of Post-Secondary Education, Training and Labour may take into consideration the following factors:

- Budget Allocation
- Provincial/Regional Priorities
- Geographical Consideration and Population
- Number of applications and/or maximum amount approved per proponent per fiscal year
- Priority Groups

CONTACTS

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