

# Staffing UP

## Funding for employers to:

- ▶ Find, hire, and keep workers that are a good fit for your organization
- ▶ Train new or existing workers to meet your needs
- ▶ Develop workplace supports to accommodate your staff
- ▶ Enhance your human resource knowledge and practice
- ▶ Get and effectively use labour market information
- ▶ Connect with other employers to find and keep workers

## What is the “labour market”?

The interaction between workers and employers, where employers compete for the most suitable workers and workers compete for the job that best suits their needs.

### A strong labour market exists when:

- ▶ workers have satisfying and well-paying jobs
- ▶ employers are able to fill their staffing needs and
- ▶ both have access to information they need to make positive choices

## Before you start

### Is my business eligible?

#### YES, if you:

- ▶ Provide or offer work to others in addition to yourself. (If you have no other staff besides yourself, we can consider support for you under Working UP)
- ▶ Are not a federal, provincial or territorial government or Crown corporation. First Nation governments are eligible for Staffing UP.

While all employers are eligible to apply, our priority is employers that demonstrate limited success, resources or capacity to successfully find and retain workers.

### What if I am an organization or an individual seeking support?

Check out our other programs:

#### **Building UP**

Direct funding support for organizations

#### **Working UP**

Direct funding support for individuals

### Program limits

Staffing UP provides significant flexibility within the limits imposed by legislation, regulations and policy. As you develop your proposal, keep these factors in mind:

- ▶ The Government of Yukon operates on a fiscal year beginning April 1 and ending March 31. Staffing UP is required to manage project expenditures within a fiscal year. Normally, a Staffing UP agreement is less than one year; however, the maximum duration is up to three years.
- ▶ We do not normally accept applications for activity that has already begun.

### How to apply

We are here to help you prepare your application and guide you through the process. Once you are familiar with this document, talk to us early in your planning process to ensure your application has everything we need to process it without delays. Our contact information is on the back cover.

## Tell us your story, develop your plan

Our approach begins with what you want to do, what positive effects you hope to create and how you will measure success. Tell us your story:

### **I am a . . .**

(What kind of business are you?)

### **I would like to . . .**

(What would you like to do?)

### **So that . . .**

(What will happen? What is the beneficial outcome?)

Before you ask for an application, fill out a form or determine a budget, **you should be clear on these questions:**

1. **What staffing issue** or circumstance are you trying to address?
2. **What are your human resource goals** and limitations?
3. **What capacities** are you trying to improve?
4. **What specific activities** do you propose to meet your goals?
5. **When** do you want to start? **How long** will it take?
6. **How will you measure success?**

## Our priorities for fiscal year 2019-20

Strengthen the labour market, particularly in communities outside of Whitehorse.  
For employers, this means

- ▶ Improving your ability to find and keep qualified workers to sustain your business
- ▶ Reducing job vacancies and the time to fill them
- ▶ Increased employer involvement in strategic labour market development
- ▶ Increase the labour market involvement of under-represented groups, including Yukon First Nation citizens, youth under age 30, workers over age 50, newcomers to Canada, persons with disabilities, and women in trades and technology.

## How will you measure success?

This is your business, and your goals are paramount. Knowing that you have reached them through this program is a key outcome for us.

We will work with you to identify how the goals of your project align with the intended outcomes for the Staffing UP program. We will also work with you to determine how you will document and report your results.

## Activities and services we fund

What do you want to do? We can support projects that help you achieve one or more of the following goals:

### Find, hire and keep workers

#### Apply for a wage subsidy

To offset the costs of hiring or training a suitable but inexperienced worker for an existing job in your business. Normal limits:

- ▶ Duration up to 1 year
- ▶ Subsidy up to 60% of entry level wage over the life of the project
- ▶ To perform a workplace assessment or determine required accommodations. Normal duration: up to 8 weeks
- ▶ To provide workplace experience that will strengthen an employee's resume. Normal duration up to 24 weeks

*"Normal" durations apply to most situations. Rare and exceptional circumstances may require different solutions. Contact us if your project requires a unique approach.*

#### A wage subsidy is not intended to:

- ▶ Improve the employer's bottom line or to create unfair competition
- ▶ Create jobs, except when assessing a worker's capability
- ▶ Staff a position that must terminate when the funding does, except when assessing a worker's capability

### Train current and future workers

Apply for a training subsidy if you have identified third-party training that will:

- ▶ Improve the performance of an existing employee in their current job
- ▶ Ready an existing employee for promotion or expansion of your business
- ▶ Provide a new or future worker with skills you need for your business

#### Preference will be given for training:

- ▶ That will result in a new hire
- ▶ That benefits a member of an under-represented group

#### Normal limits:

- ▶ A project can include multiple training activities, multiple trainees and can span up to 3 calendar years (maximum of 3 calendar years)
- ▶ In order to ensure fair access to the fund, we will limit each employer to 3 approved applications or \$10,000 in approved funding, whichever is reached first, in any fiscal year (April to March).
- ▶ The minimum funding request is \$250

## Subsidy provided on direct course costs

### Employee not paid while in training

60% our portion • **40% your portion**

### Employee paid while in training

70% our portion • **30% your portion**

### Potential employee (unemployed)

80% our portion • **20% your portion**

### Potential employee, unemployed and a member of an under-represented group

90% our portion • **10% your portion**

## Develop your human resources capacity

Apply for a professional development subsidy if you have identified:

- ▶ Training or an activity that will strengthen your human resources knowledge
- ▶ A need to consult an expert to help you develop a human resources plan
- ▶ A need for training or an activity that will help you interpret and use labour market information

## Develop workplace supports to accommodate staff

Apply for a subsidy if you need to make changes to a workplace in order to meet the duty to provide for special needs requirements within the *Yukon Human Rights Act*.

You will need to demonstrate that accommodations would cause undue financial hardship for your business. Some examples of accommodations and supports we can fund:

- ▶ Structural changes to your place of business, such as a wheelchair ramp or accessible washrooms
- ▶ Specialized equipment purchases, such as desks, chairs, software or computers
- ▶ Consulting an expert to analyze work practices and suggest alternatives to support an accommodation, such as job coaching or vocational assessments.

**Contact us if you have questions.**

# Eligible costs

We will fund all or a portion the fair market value of wages or costs directly related to your activity. We use the following categories:

Category	Description
<b>Project delivery</b>	Costs consumed directly by the project
Participant	<ul style="list-style-type: none"> <li>▶ Costs consumed directly by participation of individuals or employers:               <ul style="list-style-type: none"> <li>• Wages (all or a portion)</li> <li>• Mandatory Employment Related Costs (MERCs: EI, CPP, WCB)</li> <li>• Employer cost benefits, and training costs (including travel) if the <b>employee</b> is billed directly</li> </ul> </li> </ul>
Operating	<ul style="list-style-type: none"> <li>▶ Overhead costs other than staffing and participant costs, such as:               <ul style="list-style-type: none"> <li>• Fees paid to providers of the activity (for example, instructors or consultant fees)</li> </ul> </li> </ul>

Category	Description
Operating costs (continued)	<ul style="list-style-type: none"> <li>• Materials and supplies</li> <li>• Supports related to a disability</li> <li>• Training costs (including travel) if <b>your business</b> is billed directly</li> </ul>
<b>Administrative</b>	Costs that represent a reimbursement to your organization for use of existing resources for this project

We will work with you to develop a detailed project budget that suits the specific nature of your proposal. We will share detailed information and tools to help.

# Making a successful application

There is always more demand for funding than available budget. You are more likely to be successful in your funding application if you:

## 1. Show your work

A good application requires detail. In order to make a recommendation for approval, we must be able to demonstrate that your proposal:

- ▶ Benefits your business, your staff and the Yukon labour market
- ▶ Has clear, measurable goals
- ▶ Represents fair market value
- ▶ Is consistent with government and Staffing UP priorities

## 2. Plan ahead

Make your application before the deadline. Applications for an activity that has already begun will not be accepted. A processing time of three weeks should be expected.

## Let's get started

Your first step in applying for funding is to get in touch with us. Reach us by phone at **867-667-5906**, or toll-free at **1-800-661-0408 ext. 5906**, or email us at **[edu-pslm@gov.yk.ca](mailto:edu-pslm@gov.yk.ca)**.

Make an appointment to come and see us at 1000 Lewes Blvd. in Whitehorse.

**Or we can come to you, too!**



Canada Yukon