

The Yukon Summer Career Placement Program (SCP) is designed to assist students/youth 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.

Employment must occur between May 1 and September 1 of the current year. Normally, employment will last for a minimum of 6 weeks to a maximum of 16 consecutive weeks and to a maximum of 600 hours. Employees must work a minimum of 30 hours per week. Applications which propose part time employment for disabled persons may be considered. Each position can only be filled by one student or youth.

Criteria for assessing applications include the following:

1. The benefits to be derived by the youth/students doing these jobs: including providing career related experience and preparing the necessary skills for the future labour market.
2. The extent to which the employer is prepared to contribute to the proposed activities (such as wages, training, 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. Activities which support the broader goals of economic, community and social development in the Yukon.

Approval process

All employers will be notified after the application assessment stage is complete. If approved for funding, you will receive a copy of the agreement signed by the SCP designate of Government of Yukon with instructions including claim procedures.

Maximum program contribution

All students/youth must be paid at least minimum wage; however, they can be paid more. The Department of Education will provide a subsidy of \$8.25 per hour. If the student or youth is being paid minimum wage and the minimum wage increases, the subsidy will remain the same and any increase will be at the cost of the employer.

Payments

Advance payments of 60% will be issued upon receipt of a signed employer/employee declaration. The final payment will be made upon completion of the work term when the employer submits a final claim with a record of employment for actual hours worked by the youth/student during the contract period. Final claims must be received by October 1st.

Eligible employers are

- private businesses;
- municipalities, educational institutions, self-governments;
- non-profit organizations;
- have operated in Yukon for at least 1 year prior to applying to the program; and
- who are in good standing with Worker's Safety and Compensation Board (WSCB).

Eligible employees are students and youth who

- are legally entitled to work in Canada;
- a new employee, not currently working with your company;
- are not members of the employer's immediate family.

Student is defined as a person over the age of 15 and who attended full-time at a secondary, post-secondary or vocational school during the current academic year (for at least one semester).

Youth is defined as a person between the ages of 16 and 25 who does not meet the definition of a student and who has been a Yukon resident for at least one year.

An employer/employee declaration form must be completed to certify the student/youth eligibility.



Section 1 – Employer information

| | | |
|---|-------------------------------------|---|
| Legal name of employer | | |
| Name of supervisor/contact | Email address of supervisor/contact | |
| Mailing address | | |
| City | Territory | Postal code |
| Physical address (if different than mailing address) | | Phone |
| Employer type: <input type="checkbox"/> Private sector <input type="checkbox"/> First Nations <input type="checkbox"/> Municipal gov't <input type="checkbox"/> Non-profit | | How long has your business or organization been operating in the Yukon? |
| Number of full time employees | Workers' compensation # | Society license # |
| Is there a union at the worksite? <input type="checkbox"/> Yes <input type="checkbox"/> No (If yes, attach union concurrence with this application) | | |
| Main service of your business | | |

Section 2 – Position information

| |
|---|
| Position title |
| Choose one of the following social priorities and describe how the position will support economic, community and social development goals of the Yukon. <input type="checkbox"/> Occupational Shortages <input type="checkbox"/> Community Benefit <input type="checkbox"/> Youth at Risk <input type="checkbox"/> Other: _____ |
| |

Section 2 (continued)

Indicate the level of education that is suitable for the position.

- Some high school High school graduate Some university/college University/college graduate

Describe the day to day duties and responsibilities of the position.

What skills, knowledge, licenses and/or certificates are required for the position (first aid, drivers license, etc.)?

Will any training be provided? Describe.

What knowledge and skills will be learned on the job?

How will the position be supervised?

Will the position supervise other employees? If yes, explain.

Could this position be offered without funding? If no, explain.

DO NOT include/attach a multi-page job description, as it will not be considered a part of the application.

Section 3 – Agreement

Position title

Employer/organization name

Subsidy request

| # of positions | Start date after May 1 | Total weeks per job | Hours/weeks per job | Total hours per job | Hourly wage | Total wages |
|----------------|------------------------|---------------------|---------------------|---------------------|-------------|-------------|
| | | | | | | |

Each position can only be filled by one student or youth.

DEPARTMENT OF EDUCATION USE ONLY**Approved positions and calculations**

| # of positions | Total weeks per job | Hours/weeks per job | Total hours per job | Hourly subsidy | Total subsidy per job | Total maximum subsidy |
|----------------|---------------------|---------------------|---------------------|----------------|-----------------------|-----------------------|
| | | | | | | |

To be signed by official for employer:

The recipient agrees to use the funding provided for the specified purpose, and in accordance with the terms and conditions set out in this agreement.

By signing this agreement the employer is agreeing to Yukon Workers' Compensation Health and Safety Board (YWCHSB), releasing information to the Department of Education in regards to the information as listed (1) any outstanding safety orders against the employer for the past two years, (2) a record of injuries of workers for the past two years (3) and a confirmation that the employer is in good standing with assessments.

In accordance with Section 24(3) of the Yukon's *Access to Information and Privacy Act*, the applicant permits the release of the information supplied in this application may be shared with other departments within Government of Yukon for purposes of administration of the program. Under the provisions of Section 29 of the Yukon *Access to Information and Protection of Privacy Act* individuals have the right to protection of and access to their personal information. Questions about the collection, retention or use of this information can be directed to the Director of Training Programs, Department of Education, Box 2703, Whitehorse Yukon Y1A 2C6.

Signature of employer

Title

Date

YYYY/MM/DD

To be signed by official of the Department of Education:

Certified pursuant to section 23 (contracting authority) of the *Financial Administration Act*.

The Department of Education, subject to employer compliance with the terms and conditions of the program, agrees to fund the above position(s) to the amount indicated above.

Signature

Employment Programs Officer
Title

Date

YYYY/MM/DD

Note: If submitting electronically, please PRINT, SIGN and SUBMIT this page**Submit completed application package to:**

Employment Programs Officer (E-13), Department of Education
PO Box 2703, Whitehorse, YT Y1A 2C6
Fax: 867-667-8555 • Email: Terilee.Huff@yukon.ca

AGREEMENT TERMS AND CONDITIONS

1. In this agreement, "MINISTER," the 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.
2. The EMPLOYER represents and warrants that
 - (a) the employees do not displace or replace existing employees, 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, 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) approved SCP portion of the position(s) funding cannot receive funding from any other source or agency;
 - (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.
 - (f) the funding does not cover an existing position/employee.
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 to the EMPLOYER in respect of wages 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. The MINISTER'S contribution shall be payable upon
 - (i) A submission of the Employer/Employee Statutory Declaration form. Once reviewed and accepted by the Department of Education, an initial advanced payment not exceeding 60% of the estimated total contribution will be payable under the agreement;
 - (ii) a final payment will be made upon receipt a final claim submitted on 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 the 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. 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.
9. Any payment due hereunder is subject to there being an appropriation by Parliament or Government of Yukon for the fiscal year in which such payment is to be made.
10.
 - (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.
11. 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.
12. No amendment to this agreement shall be valid unless made in writing between the parties
13. 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 Programs Officer at Government of Yukon, Department of Education, 1000 Lewes Blvd, Whitehorse, Yukon Y1A 3H9, phone 867-667-5927 or toll-free in Yukon at 1-800-661-0408 local 5927.