



STUDENT TRAINING AND EMPLOYMENT PROGRAM (STEP)
EMPLOYER APPLICATION/AGREEMENT

If you are Government of Yukon employer, complete Part B. All other employers complete Part A.

Employer information			
Part A – For ALL non-Government of Yukon employers			
Legal name of employer			
Name of contact		Title of contact	
Email of contact		Phone	
Mailing address		City	Territory Postal code
Employer type:	<input type="checkbox"/> Private sector <input type="checkbox"/> Municipal government	<input type="checkbox"/> First Nations <input type="checkbox"/> Non profit	Number of full time employees
Business/organization licensed in Yukon YYYY / MM		Business license #	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			
Part B – For Government of Yukon employers ONLY			
Department		Branch	
Name of supervisor		Supervisor title	Phone
Human resource delegate who will be receiving the hiring package via Sharepoint in February			
Approval from: Director (branch) name		Signature	Date YYYY / MM / DD
Approval from: Director (human resources) name		Signature	Date YYYY / MM / DD
Note: If submitting electronically, PRINT, SIGN and SUBMIT this page			

Personal information contained in the application and in mandatory forms prescribed by the officer collected under the Student Training and Employment Program will be used for administration and statistical purposes.

This information is being collected by the Department of Education in order to administer the Student Training and Employment Program under the authority of the Education Act. 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 Director of Training Programs, Department of Education, Box 2703, Whitehorse Yukon Y1A 2C6.

STEP Position information

Position title

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

Describe the tasks and responsibilities of the position. What are the day to day tasks being performed and/or details of specific projects to be completed by the position?

What knowledge and skills are required to perform this job? (Example: field experience, computer skills, lab work, etc.)

What are the career-related merits of this position to the field of study? (See page 3) What new skills will the student learn and/or build on?

How will this position be supervised?

Will the student supervise other staff? Yes No If yes, explain:

The following section (page 3 and 4) will form the basis of the job posting that will appear on the Yukon.ca website. Students will use this information when deciding to apply on your position. STEP reserves the right to alter spelling, punctuation and field of study.

OFFICE USE: STEP-

Information for job posting on Yukon.ca

Position title

Brief job overview (maximum 250 words). Include things such as daily tasks, specific projects, work environment and necessary qualifications for the position as well as any new skills or learning opportunities the position may offer.

In what community will the position be located? If outside of Whitehorse, will accommodations be provided?

Field of study (maximum 3). Example: education, engineering, and business. The position must offer hands on training related to a post-secondary student's field of study/program.

Please note: Bachelor of Arts is too broad to be eligible as a field of study. Office Administration is a one year certificate program and not eligible. Business Administration is a two year program and is eligible.

1. _____ 2. _____ 3. _____

Desired level of post-secondary education:

- Completion of 1st year or higher Completion of 3rd year or higher
 Completion of 2nd year or higher Completion of 4th year or higher

Preferring your STEP position

Aboriginal/Yukon First Nations ancestry

Preferring competitions is ideal and encouraged when the position deals with a high number of Aboriginal citizens or general public, is in regular contact with Yukon First Nation governments/organizations, could attract a high number of Aboriginal candidates, or is situated in a Yukon community.

Disabilities

Giving preference to persons with disabilities creates a more diversified and inclusive workforce and allows for businesses to better respond to consumer needs, to improve business relationships and can promote good business.

Preference will be given to persons of Yukon First Nations Ancestry	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Preference will be given to persons of Canadian Indigenous Ancestry	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Preference will be given to persons with disabilities	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Conditions of employment

Is a driver's license required?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is travel required? (i.e. daytrips, overnight, etc.) If yes, how much? _____	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is shift work/weekends or on call required? If yes, how much (approx hrs)? _____ When? _____	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is a security check required? If yes, note the security checks could take up to 6 weeks for processing. Most STEP students who require this have a much later start date due to waiting for the clearances to come back. Can your student start work prior to the results coming back?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No
Is medical clearance required?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is T.B. testing required?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is First Aid/CPR required?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Are there any other conditions of employment the applicants should be aware of?

STEP wage rates

STEP offers wage subsidies to hire post-secondary students for summer jobs. The subsidy is \$7.20 per hour for 450 to 600 hours of employment between May 1st and September 1st.

All employers must agree to pay according to the following STEP wage scale. Student wages are set at a minimum of \$20.80 per hour. The wage corresponds to the student's level of post-secondary education.

- Completed 1st year: \$20.80 per hour
- Completed 2nd year: \$22.29 per hour
- Completed 3rd year: \$23.85 per hour
- Completed 4th year or higher: \$25.52 per hour

These wages are based on the Treasury Board of Canada's pay scale for post-secondary students. If you are not a Government of Yukon employer, you may pay higher than these STEP wages.

As per the terms and conditions of the agreement, the employer wholly agrees to pay for any increased wage rates. The Department of Education will notify participating employers as soon as new rates become available.

Terms and conditions

1. The Employer warrants that

- a) the jobs will provide a minimum of 450 hours of employment (between May 1st and September 1st). The employer agrees to pay according to the Treasury Board of Canada post-secondary student wage rates.

Non Government of Yukon employers may pay higher than the wage scale that is listed for STEP, but not less.

STEP wages increase with the Treasury Board of Canada student wage rates. The employer agrees to wholly pay for any increased wage rates. The Department of Education will notify participating employers as soon as new wage rates become available.

- b) approved STEP portion of the position(s) funding cannot receive funding from any other source or agency;
- c) jobs will be carried out in accordance with all applicable federal and territorial laws;
- d) jobs created will not interfere with a collective agreement already in place, do not displace or replace existing employees or volunteers, employees on layoff, employees absent due to a labor management dispute.

2. The employer shall

- a) provide the employee with necessary supervision, skill development training and work experience;
- b) keep proper accounts and records including payroll records, statements and receipts of all financial transactions relating to the signed agreement;
- c) allow representatives of the Department of Education to enter the employer's premises at reasonable times for the purposes of inspection and audit of the books and records;
- d) allow representative of the Department of Education to conduct a monitoring/evaluation to ensure that program objectives are being met and that students are receiving appropriate work experience;
- e) notify the Department of Education, **immediately** of any termination of a student hired under this program.
- f) treat as confidential, personal information relating to all STEP student applications received under this agreement;
- g) agree, unless otherwise approved by the Department of Education, the employees shall be employed during the period shown on the agreement and, the Department of Education shall have no obligation to pay any wage subsidy to the employer in respect of wages incurred by the employer outside such period;
- h) only hire the same student for a maximum of two terms in the same STEP position.

3. Contribution payables and restrictions

- a) Where the non Government of Yukon employer confirms hiring a student by submission of the results form, payment of the Department of Education's contribution will be made as follows:
 - (i) an initial advance payment not exceeding 60% of the estimated total contribution payable under the Agreement;
 - (ii) upon receipt of a claim on the prescribed form and submitted within 30 days of termination of employment covered by the Agreement, the balance, if any, of the contribution owing to the Employer shall be paid;
 - (iii) Record of Employment must be attached to final claim forms for the final disbursement of funds.
- b) Where the Government of Yukon employer confirms hiring a student by submission of the STEP results form, the STEP contribution will be made as follows:
 - (i) upon receipt of a journal voucher on the prescribed form and proof of payroll must be attached for the disbursement of funds and submitted by October 1st after completion of the student's work term.
- c) Unless otherwise agreed to in writing by the Department of Education, no wage subsidy shall be paid by Government of Yukon in respect of wages of an employee who is a member of the immediate family of:
 - (i) the employer, where the employer is an individual
 - (ii) a senior officer or director of the corporation or association where the employer is a corporation or an unincorporated association or
 - (iii) an elected or senior official of a municipality, where the employer is a municipality.
- d) For the purpose of paragraph 3c, the immediate family of a person referred to therein includes the person's father, mother, brother, sister, spouse (including common-law residents), child, in-law, guardian or any resident permanently residing in the employer/spouse's domicile or with whom the employer/spouse permanently resides.

OR

- e) No wage subsidy shall be paid by the Department of Education if the student does not meet the requirements of "**Yukon post-secondary student**" as set out in the STEP guidelines.
- f) In the event payments made to the employer exceeds the amount to which the employer is properly entitled pursuant to the agreement, the amount of such excess shall be payable forthwith to the Government of Yukon, upon receipt of notice thereof and such amount shall be recognized as being a debt due to the Government of Yukon.

4. Agreement amendments and terminations

- a) No amendment to this agreement shall be valid unless made in writing between the parties.
- b) This agreement may be terminated by either party on 15 days written notice. Notwithstanding the foregoing, the Department of Education may terminate the agreement immediately by notice in writing if:
 - i) the employer is in breach of any of its obligations under the agreement
 - ii) any representation or warranty made by the employer is materially false or misleading
 - iii) any change occurs in the tasks and responsibilities of the employees, as described on the job description submitted by the employer with the employer's application, without the Department of Education's prior approval, or
 - iv) the employee leaves the employer, discontinues his/her employment, or fails to maintain eligibility under the terms and conditions of the agreement.