



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.

**Submit completed application package to:**

Employment Programs Officer, Department of Education (E-13)  
1000 Lewes Blvd, Whitehorse, Yukon Y1A 6H9  
Email: [studentjobs@yukon.ca](mailto:studentjobs@yukon.ca)

**Employer information**

**Part A – For ALL non-Government of Yukon employers**

Legal name of employer

Name of authorized contact

Title of contact

Email of contact

Phone

Mailing address

UNIT # (OPTIONAL)

STREET NUMBER AND NAME/ P.O. BOX

CITY/TOWN

PROVINCE/TERRITORY

POSTAL CODE

Employer type:

☐ Private sector

☐ First Nations government

Number of full time employees

☐ Municipal government

☐ Non profit

Date business/organization licensed in Yukon

Business or Society License #

YYYY / MM

Is your organization currently in good standing with Yukon Workers' Safety and Compensation Board (WSCB)?

☐ Yes ☐ No

Is there a union at the worksite? ☐ Yes ☐ No *(If yes, attach union concurrence with this application.)*

Is your organization currently registered with Yukon Corporate Online Registry? ☐ Yes ☐ No

Main function or service of your organization

**Part B – For Government of Yukon employers ONLY**

Department

Branch/Division

Name of STEP position supervisor

Email

Phone

Approval from: Director (branch) name

Signature

Date

YYYY / MM / DD

Approval from: Director (human resources) name

Signature

Date

YYYY / MM / DD

This information is being collected pursuant to the *Access to Information and Protection of Privacy Act* s 15(c)(i) to determine the employers eligibility to provide career related job opportunities to Yukon post-secondary students through wage subsidies to employers.

Questions about the collection, retention or use of this information can be directed to Director of Post-Secondary and Future Skills, Department of Education, 1000 Lewes Blvd, Whitehorse, YT Y1A 6H9.

**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](http://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.

### Information for job posting on Yukon.ca

Position title

Job description to be posted on [Yukon.ca](http://Yukon.ca). Students want detailed information on the 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.

**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. \_\_\_\_\_

### Preferencing your STEP position

#### Aboriginal/Yukon First Nations ancestry

Preferencing competitions is ideal and encouraged when the position deals with a high number of Aboriginal citizens 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 Class 5 driver's license required?  | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Is travel required? (i.e. daytrips, overnight, etc.)   | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Is shift work/weekends or on call required?  | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Is a criminal records check required?  | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| <b>If yes</b> , 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 |
| 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   |                     |                  |                     |                  |                     |                  |                               |                  |
|---|---------------------|------------------|---------------------|------------------|---------------------|------------------|-------------------------------|------------------|
| <p>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 1 and September 1.</p> <p>All employers must agree to pay according to the following STEP wage scale. Student wages are set at a minimum of \$23.07 per hour. The wage corresponds to the student's level of post-secondary education.</p> <table> <tbody> <tr> <td>Completed 1st year:</td> <td>\$23.07 per hour</td> </tr> <tr> <td>Completed 2nd year:</td> <td>\$24.72 per hour</td> </tr> <tr> <td>Completed 3rd year:</td> <td>\$26.46 per hour</td> </tr> <tr> <td>Completed 4th year or higher:</td> <td>\$28.30 per hour</td> </tr> </tbody> </table> <p><b>Note:</b> STEP wage rates were increased on April 1, 2025.</p> <p>These wages are based on the Treasury Board of Canada's pay scale for post-secondary students and are generally increased in the spring each year. If you are not a Government of Yukon employer, you may pay higher than these STEP wages.</p> <p>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.</p> | Completed 1st year: | \$23.07 per hour | Completed 2nd year: | \$24.72 per hour | Completed 3rd year: | \$26.46 per hour | Completed 4th year or higher: | \$28.30 per hour |
| Completed 1st year:   | \$23.07 per hour    |                  |                     |                  |                     |                  |                               |                  |
| Completed 2nd year:   | \$24.72 per hour    |                  |                     |                  |                     |                  |                               |                  |
| Completed 3rd year:   | \$26.46 per hour    |                  |                     |                  |                     |                  |                               |                  |
| Completed 4th year or higher:   | \$28.30 per hour    |                  |                     |                  |                     |                  |                               |                  |



- 1.6 agrees that any monies due to the Recipient under this Agreement may be withheld by YG and applied against any amounts owing to YG by the Recipient; and
  - 1.7 shall publicly acknowledge the assistance of YG under this Agreement whenever possible and shall allow YG to make public announcements relating to the Funding.
- 2. Contribution payables**
- 2.1 The wage subsidy paid is based on actual hours worked, both straight time and overtime, up to the maximum number of approved hours during the prescribed work term (May 1 to September 1)
  - 2.2 Where a non-YG Employer confirms hiring a student by submission of the results form, payment of the Department of Education's contribution will be made as follows:
    - 2.2.1 an initial advance payment not exceeding 60% of the estimated total contribution payable under the Agreement;
    - 2.2.2 upon receipt of a final 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 Recipient shall be paid;
    - 2.2.3 Record of Employment must be attached to final claim forms for the final disbursement of funds.
  - 2.3 Where a YG Department confirms hiring a student by submission of the STEP results form, the STEP contribution will be made as follows:
    - 2.1.1 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.
    - 2.1.2 shall return any Funds not required for the Funding Purpose to YG;
- 3. The Recipient agrees**
- 3.1 that the job(s) will provide a minimum of 450 hours to a maximum of 600 hours of employment between May 1 and September 1.
  - 3.2 agrees to pay according to the Treasury Board of Canada post-secondary student wage rates, and that non-YG Recipients may pay higher than the wage scale that is listed for STEP, but not less.
  - 3.3 that as STEP wages increase with the Treasury Board of Canada post-secondary student wage rates, the Recipient will wholly pay for any increased wage rates. The Department of Education will notify participating Recipients as soon as new wage rates become available.
  - 3.4 that 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.
  - 3.5 that it is not, and will not hold itself out to be, an agent of YG, and that the Recipient will indemnify YG against any liability, claim or loss that may arise as a result of what the Recipient does in performing the Recipient's obligations under this Agreement.
- 4. The Recipient shall**
- 4.1 provide the employee with necessary supervision, skill development training and work experience.
  - 4.2 ensure all STEP jobs will comply with all applicable laws as amended from time to time and will fully cooperate with YG in its compliance with the law, including but not limited to providing proof of compliance with any law.
  - 4.3 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.
  - 4.4 treat as confidential, personal information relating to all STEP student applications received under this agreement.
  - 4.5 only hire the same STEP student for a maximum of two terms in the same STEP position.
- 5. Restrictions**
- 5.1 Unless otherwise agreed to in writing by the Department of Education, no wage subsidy shall be paid by YG in respect to the wages of an employee who is a member of the immediate family of;
    - 5.1.1 the Recipient, where the Recipient is an individual
    - 5.1.2 a senior officer or director of the corporation or association where the Recipient is a corporation or an unincorporated association, or
    - 5.1.3 an elected or senior official of a municipality, where the Recipient is a municipality.
  - 5.2 For the purpose of paragraph 5.1, 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 Recipient/spouse's domicile or with whom the Recipient/spouse permanently resides.
  - 5.3 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.
  - 5.4 Conflict of interest: The Recipient agrees that no current or former public office holder or public servant who is, or who may be perceived to be, in a conflict-of-interest situation relating to the Funding shall derive any direct benefit from this Agreement, unless any such benefit is available to the public at large. Furthermore, the Recipient will provide written statements from any YG employee, any elected official or any cabinet or caucus employee on its board or otherwise involved with the Recipient that any such person has considered and appropriately addressed any perceived or real conflict(s) of interest.
- 6. Amendments and terminations**
- 6.1 No amendment to this agreement shall be valid unless made in writing between the parties.
  - 6.2 The Recipient shall advise YG immediately if the STEP student's employment has been terminated:
  - 6.3 Either Party may terminate this Agreement without cause by giving the other Party 15 days written notice of its intention to do so.
  - 6.4 Notwithstanding 7.3, the Department of Education may terminate the agreement immediately by notice in writing if:
    - 5.4.1 the Recipient is in breach of any of its obligations under the agreement.
    - 5.4.2 any representation or warranty made by the Recipient is materially false or misleading.
    - 5.4.3 any change occurs in the tasks and responsibilities of the employees, as described on the job description submitted by the Recipient with the Recipient's application, without the Department of Education's prior approval, or
    - 5.4.4 the employee leaves the Recipient, discontinues their employment, or fails to maintain eligibility under the terms and conditions of the agreement.
  - 6.5 Failure by the Recipient to comply with the provisions of this Agreement entitles YG to demand the return from the Recipient of some or all of the Funding, and the Recipient agrees that it will repay any amount so demanded by YG within 30 calendar days of receiving any such demand in writing.