



YUKON SUMMER CAREER PLACEMENT (SCP) PROGRAM GUIDELINES

The Yukon Summer Career Placement Program (SCP) is designed to assist students or 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 or 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 or 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 or 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 or 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 or employee declaration form must be completed to certify the student or youth eligibility.



YUKON SUMMER CAREER PLACEMENT (SCP)
APPLICATION OR AGREEMENT

Section 1 – Employer information

Legal name of employer	Phone
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Name of supervisor or contact	Email of supervisor or contact
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Mailing address

Unit # (optional)	Street number and name, or P.O. box number	City or town	Province or territory	Postal code
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Physical address (if different than mailing address)

Unit # (optional)	Street number and name	City or town	Province or territory	Postal code
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Employer type:	How long has your business or organization been operating in the Yukon?
<input type="checkbox"/> Private sector <input type="checkbox"/> First Nations <input type="checkbox"/> Municipal gov't <input type="checkbox"/> Non-profit	

Number of full time employees	Is your organization in good standing with the Yukon Workers' Safety and Compensation Board?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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Is a union at the worksite? (If yes, attach union concurrence with this application)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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Is your organization currently registered with the Yukon Corporate Online Registry?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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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 or college University or 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 or attach a multi-page job description, as it will not be considered a part of the application.

Section 3 – Agreement

Position title

Employer or organization name

Subsidy request

# of positions	Start date after May 1	Total weeks per job	Hours or 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 or 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' Safety and Compensation Board (YWSCB), releasing information to the Department of Education to confirm that the employer is in good standing with assessments.

YYYY-MM-DD

Signature of employer

Title

Date

To be signed by official of the Department of Education:

Certified pursuant to section 23 (contracting authority) and section 24 (commitment 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.

Employment Programs Officer

YYYY-MM-DD

Signature

Title

Date

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
Email: studentjobs@yukon.ca

**APPLICATION OR AGREEMENT
TERMS AND CONDITIONS**

1. The Recipient shall use the Funds to carry out the Funding Purpose in a manner acceptable to the Yukon government (YG), and, in respect of the Funds, the Recipient:
 - 1.1 agrees that the eligible youth or student shall be employed between May 1 and September 1 and the Department of Education shall have no obligation to pay any wage subsidy to the Recipient in respect of wages incurred by the Recipient outside such period.
 - 1.2 cannot receive funding from any other source or agency for the approved Summer Career Placement (SCP) portion of the position's funding.
 - 1.3 shall maintain proper and accurate accounts and records and the original cancelled cheques payroll records, statements and receipts of all financial transactions relating to the use of the Funds for the Funding Purpose, which accounts and records shall be subject to audit by an officer or agent of YG at any time up to and including one year from the date of termination of this Agreement;
 - 1.4 shall permit an officer or agent of YG to inspect the Recipient's performance under this Agreement and/or its use of the Funding at any reasonable time up to and including one year from the date of termination of this Agreement, which inspection may occur at the premises of the Recipient.
 - 1.5 warrants that it has declared all amounts owing by it to YG and that it is not in default of any payment schedule in respect of any amounts owing by it to YG;
 - 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 the Recipient confirms hiring a youth or student by submission of the declaration 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.
 - 2.2.4 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 180 hours to a maximum of 600 hours of employment between May 1 and September 1.
- 3.2 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 or employees on vacation
- 3.3 the jobs would not be created without the financial assistance provided under this agreement
- 3.4 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 SCP funded positions 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 or evaluation to ensure that program objectives are being met and that the youth or student is receiving appropriate work experience.

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 or spouse's domicile or with whom the Recipient or 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 an eligible youth or student as set out in the SCP 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 youth or 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 6.3, the Department of Education may terminate the agreement immediately by notice in writing if:
 - 6.4.1 the Recipient is in breach of any of its obligations under the agreement.
 - 6.4.2 any representation or warranty made by the Recipient is materially false or misleading.
 - 6.4.3 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
- 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.

7. Access to information and privacy

- 7.1 This information is being collected pursuant to the *Access to Information and Protection of Privacy Act* 15(c) (i) to determine the employer's eligibility to provide career related job opportunities to youth and students through wage subsidies to employers. In addition, 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 Director of Post-Secondary and Future Skills, Department of Education, 1000 Lewes Blvd, Whitehorse, YT Y1A 6H9.