



STUDENT TRAINING AND EMPLOYMENT PROGRAM (STEP) APPLICATION GUIDELINES

The Student Training and Employment Program is an employer wage subsidy program designed to assist Yukon post-secondary students in full-time under-graduate studies and/or recent post-secondary graduates with an opportunity to attain practical work experience related to their current field of study.

THE APPLICATION PROCESS

Proposals must demonstrate that the positions created will not interfere with a collective agreement already in place nor displace or replace existing employees.

Applications will be assessed and screened against specific criteria. As funding is limited, not all applications will be approved. Only those applications that meet all the criteria and have a strong assessment will be considered for a wage subsidy.

ASSESSING

Criteria for assessing the applications include the following:

- strength and detail of job description
- relevance of job to field of study
- quality of training and skill development to be gained
- history of previous employment if applicable

APPROVAL

Upon approval in December, successful applicants will enter into an agreement with the Department of Education. Funding for these positions is contingent upon approval of the budget by the Legislative Assembly.

ADVERTISING

All tentatively approved positions will be posted on the Department of Education website in December. The following information will be provided on the website for each approved position:

- Job Title and Field & Year of Study
- Brief Job Overview (approximately 200 words)
- Conditions of Employment

Notification emails are sent to Yukon post-secondary students, informing the students that the STEP positions have been posted on the Department of Education website.

ELIGIBLE EMPLOYERS

- Government, Non-government Organization/Agency, First Nation, Municipal, or Private Sector employers who have been operating in Yukon for not less than one year
- Legally entitled to operate a business in Yukon
- Have a contact person and office physically located in Yukon

ELIGIBLE EMPLOYMENT POSITIONS MUST:

- Relate to a field of study, demonstrate career-related training, and benefit the student's future employability
- Guarantee a minimum of 450 hours of employment
- Work terms must commence no earlier than May 1 and end no later than September 1

ELIGIBLE EMPLOYEES:

Must meet the following definitions:

“Yukon Post-Secondary Student” means an individual who is currently enrolled in the January to April semester of full-time post-secondary studies in or out of Yukon and who is returning to full-time post-secondary studies in the fall of the same year; or has just graduated this current academic year from an eligible post-secondary program. The student must have resided in Yukon for two (2) consecutive years immediately prior to commencement of post-secondary classes this academic year;

“Residing” means an individual that physically lives in the Yukon other than attending full-time education, **AND is**

- Legally entitled to work in Canada
- Not a member of the employer’s or direct supervisor’s immediate family
- A Yukon resident

Please Note: Grade 12, Academic Development, Developmental Studies, Life Skills Training, Upgrading, College Preparation, and one year Certificate Programs, are not eligible for STEP. Masters programs are also not eligible for STEP.

STUDENT WAGES

Student wages were set at a minimum of \$16.49 per hour in 2018. As the student’s level of education increases so do their wages as listed below. Non Government of Yukon Employers may pay higher than the wage scale.

- Upon completion of 1st year of post-secondary education the wage is \$16.49 per hour
- Upon completion of 2 years of post-secondary education the wage is \$17.64 per hour
- Upon completion of 3 years of post-secondary education the wage is \$18.91 per hour
- Upon completion of 4 years or higher of post-secondary education the wage is \$20.19 per hour

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.

MAXIMUM CONTRIBUTIONS

Through the Student Training and Employment Program (STEP) the Department of Education will approve and provide a wage subsidy of \$7.20/hour for between 450 and 600 hours of employment. The employer is responsible for the remainder of wages, plus wage costs and benefits. All costs associated with extensions beyond the approved number of hours become the sole responsibility of the employer.

The employer cannot receive funding for the approved STEP portion of the position from any other source or agency.

ADDITIONAL INFORMATION

- Third Party Liability Insurance coverage must be obtained or extended to cover employees under the program.
- If a collective agreement is in force, a written statement of union consultation and agreement to hire a student is required.
- Employers will be notified after the application assessment stage is complete.
- Employers who are successful in attaining a wage subsidy will be provided with a copy of the signed Agreement by the Employment Programs Officer along with a start-up package including hire documentation forms, instructions on monitoring and claim procedures.

HIRING OF AN ELIGIBLE EMPLOYEE

All student applications must be submitted to the Department of Education’s STEP program for processing/eligibility. Once the Department of Education confirms student eligibility, student resumes will be forwarded to the employer(s). Students hired must be selected from the list of applications that have been sent to the employer from the Department of Education. If you receive an application for a STEP position please forward the student application to the Department of Education for processing.

Please submit your application to:

Terilee Huff
Department of Education
Box 2703, Whitehorse, Yukon Y1A 2C6
Phone: 867-667-5927 • Toll free: 1-800-661-0408 local 5927
Fax: 867-667-8555 • Email: Terilee.Huff@gov.yk.ca

Please contact the Department of Education at 867-667-5927 should you require assistance in completing the application or have any concerns or questions regarding this program.