

# **STUDENT TRAINING & EMPLOYMENT PROGRAM (STEP)**

## **NON-YUKON GOVERNMENT EMPLOYER APPLICATION**

Terms & Conditions  
Application/Agreement  
Forms

**SECTION ONE – EMPLOYER INFORMATION**

STEP Position Title:

Legal Name of Employer:

Name of Supervisor/Contact:

Mailing Address:

City:  Territory:  Postal Code:

Physical address (if different than mailing address):

Telephone:  Fax:

Email address of Supervisor or Contact:

Employer Type:  Private Sector  First Nations  Municipal Gov't  Non Profit

Business/Organization licensed in Yukon:  Number of full time Employees:

Business License #:  Workers Compensation #:

Society License #:

Main service of your business:

Is there a union at the worksite?  Yes  No  
If Yes, attach Union concurrence with this application

## SECTION TWO – POSITION DETAILS

STEP Position Title:

1. 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?

2. What are the career-related merits of this position to the field of study?

3. What knowledge and skills are required to perform this job?  
For example: field experience, Computer skills, lab work, etc.

4. How will this position be supervised?

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

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

**SECTION THREE – INFORMATION FOR JOB POSTING**

Office use only - STEP Position Number:

STEP-

STEP Position Title:

Employer Name:

Brief Job Overview  
*Maximum 200 words*

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

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

**FIELD OF STUDY** (For example: Education, Engineering, and Business), Maximum 3.  
The position must offer hands on training related to a post-secondary student's field of study.

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Desired level of post-secondary education:  Completion of 1st year  Completion of 2nd year  
 Completion of 3rd year  Completion of 4th or Higher

**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 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 your STEP position:**

Preference will be given to persons of Yukon First Nations ancestry  Yes  No

Preference will be given to persons of Aboriginal ancestry  Yes  No

Preference will be given to persons with Disabilities  Yes  No

### SECTION THREE – INFORMATION FOR JOB POSTING

#### Conditions of Employment:

Any additional conditions of employment will be added to your STEP position posting(s) on the Department of Education website.

1. Is a Drivers License required?  Yes  No

2. Is travel required? (i.e. daytrips, overnight, etc)  Yes  No

If yes, how much?

3. Is shift work/weekends or on call required?  Yes  No

If yes, how much (approx hrs)?

When?

4. Is a Security Check required?  Yes  No If yes, please read below:

If this position requires a security check, please 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?  Yes  No

5. Is Medical Clearance required?  Yes  No

6. Is T.B. Testing required?  Yes  No

7. Is First Aide/CPR required?  Yes  No

8. Are there any other conditions/working conditions the applicants should be aware of?

**SECTION FOUR – AGREEMENT**

Office use only - STEP Position Number:

STEP-

STEP Position Title:

Employer Name:

**Subsidy Request**

# OF POSITIONS	START DATE After May 1	TOTAL WEEKS Per Job	HOURS/WEEKS Per Job Minimum of 37.5 hours/week	TOTAL HOURS Per Job	HOURLY WAGE
					I agree to pay as per STEP pay scale <input type="checkbox"/> Yes <input type="checkbox"/> No

If paying more please specify: \$ \_\_\_\_\_/HR

**Department of Education Use ONLY: Approved Positions & Calculations**

# OF POSITIONS	TOTAL WEEKS Per Job	HOURS/WEEK Per Job	TOTAL HOURS Per Job	HOURLY SUBSIDY	TOTAL CONTRIBUTION Per Job	TOTAL MAXIMUM CONTRIBUTION
				\$7.20		

**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.

The employer permits the advertising of approved positions by Advanced Education to eligible Yukon post-secondary students through posting on the education website.

The information on this form is being collected by the Department of Education in order to administer the Student Training & 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 the Director of Training Programs, Department of Education Branch, Box 2703, Whitehorse Yukon Y1A 2C6.

\_\_\_\_\_  
Signature of Employer

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

**To be signed by official of the Department of Education:**

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

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

\_\_\_\_\_  
Approval Signature Department of Education

Employment Programs Officer  
Title

\_\_\_\_\_  
Date

**Note: If submitting electronically, please PRINT, SIGN and SUBMIT this page**

## SECTION FOUR – AGREEMENT

### Agreement Terms and Conditions

#### 1. The Employer warrants that

- a) the jobs will provide a minimum of 450 hours of employment (between May 1<sup>st</sup> and September 1<sup>st</sup>). The employer agrees to pay according to the Treasury Board of Canada post-secondary student wage rates, which are listed in the STEP guidelines.

Non Yukon Government Employers may pay higher than the wage scale that is listed for STEP.

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) 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 Yukon Government, Advanced Education Branch, 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 Yukon Government, Advanced Education Branch, to conduct a monitoring/evaluation to ensure that program objectives are being met and that students are receiving appropriate work experience;
- e) notify Yukon Government, Advanced Education Branch, **immediately** of any termination of a student hired under this program.
- f) treat as confidential, personal information relating to employees for whom he/she receives a contribution under this Agreement and
- g) agree, unless otherwise approved by the Yukon Government, the employees shall be employed during the period shown on the agreement and, Yukon Government 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 Yukon Government Employer confirms hiring a student by submission of the Results Form, payment of Yukon Government'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 Yukon Government 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 September 30th of the current year.

- c) Unless otherwise agreed to in writing by Yukon Government, Advanced Education Branch, no wage subsidy shall be paid by Yukon Government 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 Yukon Government, Advanced Education Branch if the Student does not meet the requirements of "**Yukon Post-Secondary Student**" as set out in the Student Training & Employment Program (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 Yukon Government, Advanced Education Branch, upon receipt of notice thereof and such amount shall be recognized as being a debt due to the Yukon Government, Advanced Education Branch.

**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 Yukon Government 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 Yukon Government, Advanced Education Branch'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.

**5. Access to Information**

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

This information is being collected by the Department of Education in order to administer the Student Training & 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, Advanced Education Branch Box 2703, Whitehorse Yukon Y1A 2C6.