



The Yukon Summer Career Placement Program (SCP) is designed to assist students/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.

Due to the popularity of this program and budget restrictions, all applications may not receive approval for funding. Those approved may not receive funding for all positions and costs they apply for.

**Criteria for assessing applications include the following:**

1. The benefits to be derived by the youth/students doing these jobs:
  - a) provide career related experience;
  - b) prepare students/youth for future labour market;
  - c) prepare students/youth for employment in community or region.
2. The extent to which the employer is prepared to contribute to the proposed activities (such as wages, other costs, 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. Applications which address one or more of the following social priorities:
  - occupational/skill shortages
  - homelessness
  - youth at risk
  - community benefit
  - literacy
  - disabilities
  - environment
  - substance abuse
  - short term special events
5. Employment opportunities for the disabled, visible minorities and youth.
6. Activities which support the broader goals of economic, community and social development in the Yukon.

Upon approval, successful applicants will enter into a contribution agreement with the Government of Yukon. Proposals selected for funding by Yukon permit both students and youth to participate.

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. Employees must work a minimum of 30 hours per week. Applications, which propose part time employment for disabled persons, may be considered.

**Maximum program contribution**

All students/youth must be paid at least minimum wage; however, they can be paid more. The subsidy is based on a percentage of the hourly wage paid, to a maximum as listed below. If the minimum wage increases, the subsidy will remain the same and the increase will be at the cost of the employer.

Private sector	Public sector	Non-profit sector
50% of hourly wage up to a maximum of \$6.50 per hour	50% of hourly wage up to a maximum of \$6.50 per hour	70% of hourly wage up to a maximum of \$8.25 per hour

**Payments**

Advance payments of 60% will be issued upon receipt of a signed employer/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/student during the contract period.

***Final claims must be received by within 30 days upon completion of agreement or September 30th.***

**Eligible employers are**

- private businesses incorporated or unincorporated, banks and co-operatives with share capital;
- municipalities, educational institutions, self-governments;
- non-profit organizations;
- and have operated in Yukon for at least 1 year prior to applying to the program.

**Eligible employees are students and youth who**

- are legally entitled to work in Canada;
- student must be at least 15 years of age, no maximum age;
- a new employee, not currently working with your company;
- youth must be Yukon resident between the ages of 16 – 25, not in school;
- 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.

The above eligibility may be amended, with special circumstances, and with written consent from the employment programs officer.

An employer/employee declaration form must be completed to certify the student/youth eligibility.

Each position can only be filled by one student or youth.

**ADDITIONAL INFORMATION****Workers' compensation board**

Workers' compensation or equivalent insurance coverage must be provided by the employer for SCP employees. This is a mandatory condition for funding. Employers must observe all federal and territorial health and safety laws and advise youth/students of their rights and obligations related to health and safety issues.

**Employment of family members**

Members of employer's immediate family are not eligible for the program. Refer to agreement terms and conditions for details or contact the Department of Education for further clarification.

**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.

**Job postings**

Employers receiving SCP funding are strongly encouraged to use the national Job Bank for recruitment purposes.

**APPLICATION PROCESS**

**If you can create a summer job for a student or unemployed youth, complete an application and submit to:**

Attention: Terilee Huff  
Government of Yukon  
Department of Education  
Box 2703  
Whitehorse, Yukon Y1A 2C6  
E-mail: [Terilee.Huff@gov.yk.ca](mailto:Terilee.Huff@gov.yk.ca)  
Phone 667-5927, toll free in Yukon at 1-800-661-6408 local 5927

Visit our office in the education building at 1000 Lewes Blvd., Whitehorse, YT



SECTION ONE - EMPLOYER INFORMATION

Legal name of employer
Name of supervisor/contact
Email address of supervisor/contact
Mailing address
City
Territory
Postal code
Physical address (if different than mailing address)
Phone
Employer type:
Business/organization licensed in Yukon
Number of full time employees
Business license #
Workers' compensation #
Society license #
Is there a union at the worksite? Yes No (If yes, attach union concurrence with this application)

Main service of your business

SECTION TWO - POSITION INFORMATION

Position title

Choose one (or more) of the following social priorities and describe how the position will address the chosen social priorities.
Occupational/skills shortages
Community benefit
Literacy
Short term special event
Homelessness
Substance abuse
Youth at risk
Disabilities
Environment

**SECTION TWO (continued)**

Indicate the level of education that is suitable for the position.

- Some high school     High school graduate     Some university/college     University/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/attach a multi-page job description, as it will not be considered a part of the application.**

**SECTION THREE – AGREEMENT**

Position title

Employer/organization name

**Subsidy request**

# of positions	Start date after May 1	Total weeks per job	Hours/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/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' Compensation Health and Safety Board (YWCHSB), releasing information to the Department of Education in regards to the information as listed (1) any outstanding safety orders against the employer for the past two years, (2) a record of injuries of workers for the past two years (3) and a confirmation that the employer is in good standing with assessments.

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 the Director of Training Programs, Department of Education, Box 2703, Whitehorse Yukon Y1A 2C6.

\_\_\_\_\_  
Signature of employer

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

YYYY/MM/DD

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

Certified pursuant to section 23 (contracting 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.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Employment Programs Officer  
Title

\_\_\_\_\_  
Date

YYYY/MM/DD

**Note: If submitting electronically, please PRINT, SIGN and SUBMIT this page****Submit completed application package to:**

Employment Programs Officer, Department of Education  
PO Box 2703, Whitehorse, YT Y1A 2C6  
Fax: 867-667-8555 • Email: Terilee.Huff@gov.yk.ca

## AGREEMENT TERMS AND CONDITIONS

1. In this agreement, "MINISTER," the Department of Education.  
"EMPLOYEE" means the employees hired by the employer for the jobs, unless the context indicates otherwise.  
"EMPLOYER" means the legal name of the employer referred to on the application/agreement form.  
"JOBS" means the positions referred to on the application/agreement form.
2. The EMPLOYER represents and warrants that
  - (a) the employees do not displace or replace existing employees, employees on layoff, employees absent due to a labour management dispute or employees on vacation;
  - (b) the jobs will provide a minimum of 30 hours of work per week, and will last between 6 and 16 consecutive weeks (between May 1st and September 1st of this year), except that where the employee is disabled part-time employment is permissible;
  - (c) the jobs are not jobs for which another contribution will be received or claimed from any other government source, except where such contribution is provided pursuant to a federal/territorial agreement designed to harmonize federal and territorial job creation programs;
  - (d) the jobs would not be created without the financial assistance provided under this agreement; and
  - (e) the jobs will be carried out in accordance with all applicable federal and territorial laws.
  - (f) the funding does not cover an existing position/employee.
3. The EMPLOYER shall
  - (a) provide the employees with necessary supervision, learning and work experience;
  - (b) keep proper accounts and records including invoices, receipts, vouchers, bank statements and cheques of all financial transactions relating to this Agreement;
  - (c) allow representative of the MINISTER to enter the EMPLOYER'S premises at all reasonable times for purposes of inspection and audit of the books and records referred to in paragraph (b);
  - (d) submit such reports concerning the progress of the employees and particulars of the employees as may be request by the MINISTER;
  - (e) treat as confidential, personal information relating to employees for which he/she receives a contribution under this Agreement, and not disclose such information to any party other than the MINISTER except where such disclosure is required by law or where the employee concerned provides prior consent to such disclosure.
4. Unless otherwise approved by the MINISTER, the employees shall be employed during the period shown on the approved application/agreement, it being understood that the MINISTER shall have no obligation to pay any contribution the EMPLOYER in respect of costs incurred by the EMPLOYER outside such period.
5. The amount of the MINISTER'S contribution to the EMPLOYER in respect of wages based upon costs actually incurred by the EMPLOYER. In addition, in the event that the hourly wage rate paid by the EMPLOYER is less than the hourly wage rate shown on the application of this document, the MINISTER may, in its discretion, reduce the amount of its contribution in respect of those costs by a proportionate amount, as determined by the MINISTER.
6. The MINISTER'S contribution shall be payable upon
  - (i) A submission of the Employer/Employee Statutory Declaration form. Once reviewed and accepted by the Department of Education, an initial advanced payment not exceeding 60% of the estimated total contribution will be payable under the agreement;
  - (ii) a final payment will be made upon receipt a final claim submitted on a form prescribed by the MINISTER and submitted within 30 days from the termination of the employment covered by the agreement, the balance, if any, of the contribution owing to the EMPLOYER.
7.
  - (1) No preference may be given to the selection of participants who are immediate family members of an employer or who are immediate family members of a director or senior officer of the employer.
  - (2) Employer means the individual or organization receiving funding from the Department of Education.
  - (3) For the purposes of paragraph (1) the immediate family of a person referred therein includes the person's father, mother, step-father, step-mother, foster parent, brother, sister, spouse (including common-law spouse), child (including child of common law spouse) step-child, ward, father-in-law, mother-in-law, and any relative permanently residing in the person's household or with whom the person permanently resides.
8. In the event payment made to the EMPLOYER exceed the amount to which the EMPLOYER is properly entitled pursuant to the agreement, the amount of such excess shall be payable forthwith to the MINISTER upon receipt of notice thereof and such amount shall be recognized as being a debt due to the MINISTER.
9. Any payment due hereunder is subject to there being an appropriation by Parliament or Government of Yukon for the fiscal year in which such payment is to be made.
10.
  - (1) This agreement may be terminated by either party on 15 days written notice. Notwithstanding the foregoing, the MINISTER may terminate the agreement immediately by notice in writing:
    - (a) if the EMPLOYER is in breach of any of its obligations under the agreement.
    - (b) if any representation or warranty made by the EMPLOYER is materially false or misleading, or
    - (c) if any change occurs in the tasks and responsibilities of the employees, as described on the application submitted by the EMPLOYER, without the MINISTER'S prior approval.
  - (2) Upon termination of the agreement, the MINISTER shall cease to have any obligation to make any further contribution to the EMPLOYER in respect of the costs incurred by the EMPLOYER after the date of termination, and the amount of any unexpended advance shall be repaid forthwith to the MINISTER upon receipt of notice thereof and such amount shall be recognized as being a debt due to the MINISTER.
11. This agreement may not be assigned in whole or in part without the written consent of the MINISTER and any assignment made without that consent shall be void and of no effect.
12. No amendment to this agreement shall be valid unless made in writing between the parties
13. Personal information contained on this form is collected under the Yukon Summer Career Placement Program and will be used for administration purposes. For further information contact the employment programs officer at Government of Yukon, Department of Education, 1000 Lewes Blvd, Whitehorse, Yukon Y1A 3H9, phone 867-667-5927 or toll-free in Yukon at 1-800-661-0408 local 5927.