

Jobs for Youth Program

Guidelines & Application Form for Employers

Employment Development Agency

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JOBS FOR YOUTH PROGRAM

GUIDELINES FOR NON-PROFIT, PRIVATE AND PUBLIC SECTOR EMPLOYERS

INTRODUCTION

The Jobs for Youth Program is designed to create jobs for Island students by assisting local organizations, businesses, and government departments to carry out projects which will benefit Island communities. The Program is funded by the Government of Prince Edward Island and administered by the PEI Employment Development Agency.

OBJECTIVES

- To provide Island students across Prince Edward Island with meaningful work experience to assist them in making the school-to-work transition;
- To provide human resources assistance to projects initiated by Provincial departments and agencies;
- To encourage private sector employers in Prince Edward Island to create new employment opportunities for Island students;
- To assist Island communities to carry out projects that will contribute to their development.

WHO CAN APPLY?

All non-profit organizations and new or existing businesses registered in the province; as well as all departments, agencies, crown corporations and commissions of the Prince Edward Island Government are eligible to apply.

PROJECT ELIGIBILITY

All types of project proposals will be considered; however, priority consideration will be given to:

- Those projects involving primary resource development, research and applications of new technology.
- Initiatives which promote community economic development, public awareness and the special needs of youth and seniors will also be given priority consideration.

Projects funded under previous provincial employment programs will be reconsidered on their past performance; applicants should not create a dependency for long term funding.

EMPLOYEE ELIGIBILITY

- Student employees must be 15-29 years of age by the start of the project; they must have attended school full time in the current year and intend to return to school full time in the next school year.
- Students under 16 must provide proof of parental consent, to the employer prior to the start of the project.
- Students must be residents of Prince Edward Island, and be eligible to work in Canada.
- While priority will be given to students, consideration may be given to youth demonstrating barriers to employment who are not currently attending school and being challenged to secure work experience. Youth would be required to be case managed by an Employment Assistance Service provider. Special considerations may be made for those impacted by COVID-19.

POSITION ELIGIBILITY

- Projects normally begin after Victoria Day and should normally conclude by the end of August in the current year.
- Positions are normally for a minimum of eight weeks and a maximum of twelve consecutive weeks.
- Positions should not reduce or otherwise affect the security of work hours of any existing employee.
- Positions receiving wage support from other provincial or federal boards or not eligible.
- Any type of legal work activity can be assigned to the position except domestic work or activities which contribute to the enhancement of

personal property not used solely for business purposes.

- Employers bidding on contracts must not use subsidized positions to underbid.

APPLICATION PROCESS

Project sponsors must complete the attached application and return it to the Employment Development Agency by **March 31, 2021**. Late applications may be considered depending upon availability of program funding.

All projects will be assessed against Program criteria; however, approvals will be allocated on a regional basis to ensure funds are distributed equitably across the province. Final approval is vested with the Employment Development Agency. **New in 2021: Email addresses provided on the application form will be posted on the approval web page.**

Approved positions will be posted on the Department of Fisheries website and approved employers must submit an **Employer/Employee Declaration Form** within 7 days of the project start date or as soon as the position is filled.

NOTE: Projects cannot begin prior to application approval nor can positions be filled or refilled without prior permission.

FUNDING

Non Profit Sector: Each approved position will be funded at 100% of the Provincial minimum wage rate plus 4% vacation pay for up to 40 hours per week. Approved non-profit projects, at the time of start-up will be provided with 80 percent of the approved wage assistance for each position with 20 percent of the total amount being withheld until the completion of the project.

Private Sector: Each approved position will be funded at 50% of the Provincial minimum wage rate + 4% vacation pay for up to 40 hours per week. A minimum of 35 work hours must be provided to a position in any single week.

Public Sector: Each approved position will be funded 100% of the Provincial minimum wage rate + 5.7% vacation pay for an average 37.5 hours per week. All project proposals must be signed by the sponsoring department/agency's deputy head or personnel he/she designates.

For all sectors, employers are responsible for the employer's share of employee benefits such as: EI, CPP, Workers Compensation premiums, and the cost of materials, supplies, rentals, travel, telephone and so on. The project summary and payroll records must be submitted within 30 days of the project's completion. Any unused portion of any payment must be repaid to the Employment Development Agency.

APPLICATION FORMS

An application form accompanies these guidelines. Additional guidelines and applications are available on-line or by contacting:

Employment Development Agency

548 Main Street

PO Box 1180, Montague, PEI C0A 1R0

Tel: 838-0910 Fax: 838-0975 Toll-free: 1-877-989-5627

www.princeedwardisland.ca/en/topic/fisheries-and-communities

Elliot Deighan Summerside (902) 838-0600

Rachel Birt Charlottetown (902) 620-3676

Daryl MacDonald Montague (902) 838-0652

Students wishing to be considered for jobs created by the Program must apply directly to employers. A full list of approved employers can be found on our website listed above or at www.workpei.ca/jfy

Jobs for Youth Program Application for Employers

Date Received

Project #: _____

District #: _____

Please read the guidelines before completing this application. This application can also be completed online or downloaded as a PDF form at www.princeedwardisland.ca.

Personal information on this form is collected under section 31(c) of the Freedom of Information and Protection of Privacy Act as it relates directly to the administration of the PEI Employment Development Agency's programs and will be used for determining program eligibility and maintaining program data. If you have any questions about this collection of personal information, you may contact the Director of the PEI Employment Development Agency, 548 Main Street, PO Box 1180, Montague, PE, C0A1R0, Telephone (902) 838-0910.

New in 2021: If your application is approved your email address provided below will be posted on the JFY approval webpage.

Above line is for office use.

PART I – APPLICANT INFORMATION

Sector: Non-Profit Organization Private Business Public departments, agencies, crown corporations, commissions

Organization/Business Name _____

Mailing Address _____

Civic Address _____

Postal Code _____ Telephone _____ **WCB firm #** _____

Revenue Canada Payroll # _____ Business Name Registry # _____ Fax _____

(You must have a valid WCB account. If possible, please attach a copy of your most recent statement.)

Contact Name (Primary) _____ Telephone _____ E-mail * _____

Contact Name (Alternate) _____ Telephone _____ E-mail _____

PART II – PROJECT DESCRIPTION

*(*New in 2021: If approved, email address will be posted online.)*

A. State the name of your project. (40 characters maximum)

B. Please provide a description of the job activities for this project.

C. Please provide a description of the supervision and mentoring plan for the proposed job activities.

D. When will your project operate: Start Date _____ mm/dd/yy Finish Date _____ mm/dd/yy

* Payroll operates from Sunday to Saturday. Normally you would start on Monday and finish on Friday.

E. List position(s) requested to carry out the project by position title, start and finish dates and duration.

| Position Title | Start Date mm/dd/yy | Finish Date mm/dd/yy | Weeks | THIS COLUMN FOR OFFICE USE ONLY |
|--|------------------------|-------------------------|-------|---------------------------------------|
| 1. | | | | |
| 2. | | | | |
| 3. | | | | |
| 4. | | | | |
| 5. | | | | |
| 6. | | | | |
| Total Number of Position Weeks: | | | | |

F. State the preferred education/skill/work experience for each position above.

G. Is your project a new initiative? If not, explain why the project is being revived.

H. Was your project proposal previously funded through a government program? If so, indicate the name of the program and attach a project summary of activities carried out.

I. Please select the objectives your proposed project intends to achieve:

Increase employment skills of youth of PEI;

Enhance community development;

Encourage private sector employers to create new employment opportunities for PEI Youth'

Provide PEI students with meaningful work experiences that will assist them in making the school-to-work transition; and/or

Provide human resource assistance to quality projects initiative by Provincial departments and agencies.

J. Name who will be responsible for maintaining the employee(s) time sheets and providing supervision to the employee(s).

Payroll Supervisor

Title

Telephone

Work Supervisor

Title

Telephone

PART III – DECLARATION

I have read and fully understand the conditions of this application under the Jobs for Youth Program. I certify that the statements contained in this application and any attachments are to the best of my knowledge true and correct.

Employer's Signature

Name (please print)

Position

Date