





Jobs for Youth Program



Guidelines & application form for Employers



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PO Box 1180
Montague, PE C0A 1R0
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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 16-29 years of age and have a minimum of Grade 10 education by September of the current year; 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 must be residents of Prince Edward Island, be eligible to work in Canada and be registered with the Jobs Registry of the Employment Development Agency.
- 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.

POSITION ELIGIBILITY

- Projects normally begin after Victoria Day and should 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.
- Employers must fill approved positions with students referred from and registered with the EDA Jobs Registry.
- Positions must 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 agencies are 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 **the end of April**. 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.

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. A maximum of two positions can be approved per employer.

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 from:

Employment Development Agency
548 Main Street
PO Box 1180, Montague, PEI C0A 1R0
Tel: 838-0910 Fax: 838-0975 Toll-free: 1-877-407-0187
www.princeedwardisland.ca

Or by contacting any of the following Access PEI offices:

	(902)		(902)
Alberton	853-8622	Souris	687-7000
Charlottetown	368-5200	Summerside	888-8000
Montague	838-0600	Tignish	882-7351
O'Leary	859-8800	Wellington	854-7250

Students wishing to be considered for jobs created by the Program must complete the Employment Development Agency Jobs Registry Student Employment Application available at these same locations.

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 R.S.P.E.I. 1988, c. F-15.01 as it relates directly to and is necessary for the administration of the PEI Employment Development Agency's programs and will be used for determining program eligibility and maintaining program data for statistical purposes. 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, C0A 1R0, Telephone (902) 838-0910.

Above line is for office use.

PART I – APPLICANT INFORMATION

Are you interested in having an Employer account created for you on WorkPEI.ca on your behalf? Yes No Already a Member

(If 'Yes', your account will be confirmed via email. Please ensure your email address is listed below.)

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

Organization/Business Name _____

Mailing Address _____

Civic Address _____

Postal Code _____ Telephone _____ Fax _____

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

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

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

PART II – PROJECT DESCRIPTION

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

B. State the objective(s) or anticipated results of your proposal.

C. Outline the activities planned to meet the objective(s).

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) required 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.

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

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. What long-term benefits will be derived from your proposed project?

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 _____

K. Please calculate the amount of funds your project will require.

Total Number of Position Weeks	X	X	40	=	
(From Section E)		(Minimum wage + Vacation Pay)	(Hours/Week)		(Funds Requested)

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