

2010 Summer Works Program Application Guidelines

Introduction

Columbia Basin Trust (CBT) is pleased to provide funding for a new Basin summer student wage subsidy program for the summer of 2010. The Summer Works Program will support the success of small business and social enterprise in the Basin and support summer jobs for students by:

- Providing a wage subsidy to encourage Basin small business and social enterprise to provide summer employment for high school and post-secondary students for the summer of 2010; and
- Providing a training subsidy for employers to increase the skills set of summer student employees.

This program will be administered by the College of the Rockies, which will be assessing applications on a first come, first served basis. The applications will be assessed based on requirements outlined below.

Note: A social enterprise is a business venture operated by a non-profit, with the dual purpose of selling a product or service in the marketplace and creating a social value.

Program Criteria

As a minimum, successful applicants will:

- Meet all eligibility requirements as outlined below;
- Provide a safe and supervised employment environment;
- Provide entry level or career related work experience that will enhance the student's skills; and
- Pay market rate wages.

ELIGIBILITY REQUIREMENTS

Employer Criteria

Small business/social enterprise (business) employers must meet the following criteria to be eligible to apply to the Summer Works Program:

- Business has fewer than 20 employees;
- Business has been in existence for more than one year;
- Business will not be receiving funding for the same position from a similar student employment program such as Canada Summer Jobs or YMCA/YWCA Eco Internships;

- Business would not have this position without the Summer Works Program;
- Business and work location are located in the [Columbia Basin](#);
- Business is a registered business;
- Business has a WCB account in good standing;
- Social Enterprise is a substantive business and is not, for example, an extension of the ad-hoc fundraising function of a non-profit organization such as a concession stand or sales campaign;
- Employer is able to provide supervision and a safe working environment;
- Employer will not hire relatives unless the relative is supervised by someone other than the business owner; and
- **A limit of one student position per business.**

Student Criteria

- Must be a full-time student in school prior to starting the program and returning to school in the fall of 2010; and
- Must be aged 15 or older.

Job Criteria

The Summer Works Program will provide wage subsidies for two levels of employment: Entry Level Jobs and Career-Related Jobs:

Entry Level Job:

- Targeting high school students;
- Work period of a minimum of 6 weeks to a maximum of 8 weeks (consecutive weeks);
- Minimum of 30 hours per week to a maximum 40 hours per week;**
- Job description clearly indicates work tasks, responsibilities and skills required;
- Duties cannot include tasks that would provide personal service to the employer such as domestic services, childcare, etc.;
- Earliest start date is June 26, 2010; and
- Latest end date is September 6, 2010.

Career-Related/Higher Skilled Job:

- Targeting post-secondary students;
- Work period of a minimum 10 weeks to a maximum of 14 weeks (consecutive weeks);
- Minimum 30 hours per week to a maximum of 40 hours per week;**
- Job description clearly indicates work tasks, responsibilities and skills required;
- Duties cannot include tasks that would provide personal service to the employer such as domestic services, childcare, etc.;
- Earliest start date is May 1, 2010; and
- Latest end date is September 6, 2010.

***Consideration for lower number of hours per week will be made for students with disabilities.*

Wage Criteria

Entry Level Job

Successful applicants offering an entry level position will be eligible to receive a \$7 per hour wage subsidy based on an \$8 per hour minimum wage. Employers will be expected to top up wages to reflect the market wage rate for the position. For example, based on current labour market information, an employer hiring an entry level office assistant will be expected to pay a minimum of \$9 per hour.

Labour market information can be found at www.labourmarketinformation.ca or www.labourmarketservices.gov.bc.ca.

Career-Related/Higher Skilled Job

Successful applicants offering a career related position will be eligible to receive an \$8 per hour wage subsidy. Employers will be expected to top up wages to reflect the market wage rate for the position. For example, based on current labour market information, an employer hiring a computer technician will be expected to pay a minimum of \$15 per hour depending on the skills required. Labour market information on wages and job descriptions can be found at www.labourmarketinformation.ca or www.labourmarketservices.gov.bc.ca.

Mandatory Employer Related Costs (MERCs)

Successful applicants will also be eligible to receive reimbursement of up to a maximum of 12% in MERCs required by law. These include EI, CPP, WCB and Vacation Pay. Calculations for reimbursement are based on the approved wage subsidy, not the total wage that is paid by the employer. For example, if an employer is paying a wage of \$10 per hour for an entry level job, they are eligible for reimbursement for MERCs calculated against the \$7 wage subsidy. The Employer is responsible for additional MERC costs related to wage top up.

Training Criteria

Approved employers will be eligible for a training subsidy up to a maximum of \$200 to increase the skill set of the summer student employee. The training must be provided to the student by a third party and reimbursement of the cost of the training will be based on submission of actual receipts. Only the cost of the training course/workshop will be reimbursed up to a maximum of \$200. Travel, accommodation and meals are not eligible expenses.

Application Process

Application forms are available from CBT's website (www.cbt.org/summerworks) or by contacting the College of the Rockies at 250.489.2751 ext. 3644 or toll free 1.877.489.2687 ext. 3644 or by e-mail at summerworks@cbt.org.

Completing the application form:

- Please be clear, succinct and use point form where appropriate;
- Be thorough and complete the application in full (incomplete applications will not be processed); and
- Ensure the application form is signed.

Application Deadline

Applications will be accepted on a first come, first served basis, and individually assessed against the program criteria until the allocated funding for the program is fully dispersed.

Approval Process

- Applications will enter into the queue in the order that a signed hard copy of the application has been received by the College of the Rockies at the address or fax number listed below;
- Applicants will receive an e-mail confirming receipt of application;
- Successful and unsuccessful applicants can expect to be notified approximately 10 business days following receipt of application by the College of the Rockies;
- College of the Rockies and Columbia Basin Trust and their agents shall not be obligated in any manner to any applicant whatsoever; and
- College of the Rockies and Columbia Basin Trust reserves the right to fund all or none of any application submitted.

Financial Claims and Monitoring Process

- Successful applicants will be reimbursed for approved student wages at the end of the employment period. Applicants with wage subsidy contracts extending beyond eight weeks will be eligible to submit a reimbursement claim after week seven of the employment contract.
- Contractual obligations will be monitored via an on-site visit or telephone call and financial reimbursements will be based on satisfactory reporting requirements.
- Details of claims and reporting processes will be provided to successful applicants.

Submitting the Application

Applications may be mailed or faxed to:

Summer Works Program
College of the Rockies
Gold Creek Campus
Box 8500
Cranbrook, BC V1C 5L7

Fax: 250.489.0800

For More Information

Phone: 250.489.2751 ext. 3644 or
Toll Free: 1.877.489.2687 ext. 3644
E-mail: summerworks@cbt.org