Summer Student Subsidy Program

Adopted by Council
June 20, 2016

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Overview and Objective

Post-secondary training is becoming increasingly expensive and more and more essential in order for upcoming generations to obtain a rewarding career allowing them to settle in and be positive contributors to their community. Noting the particular challenges the student population in Belledune faces, along with the difficulty local businesses have in bringing on temporary workers, the Council of the Village of Belledune has decided to initiate the Summer Student Subsidy Program.

Modeled on the *Workplace Expansion Program* administered by the Provincial Government in an attempt to help recent graduates, the Village of Belledune will subsidize the cost of employment to regional businesses and nonprofit organizations wishing to hire summer students and meet the criteria outlined within this program.

Eligibility

Employee Criteria:

- Student must be currently unemployed.
- Must be eligible for Employment Insurance or a member of a priority group such as recent graduates (high school or post-secondary), preference will be given to those attending post-secondary in the fall or have just completed their program.
- The student must be a resident of the Village of Belledune.
- The prospective employer shall not be an immediate family member including a parent, child, brother, sister or spouse.
- Applicants must submit their resume and student application to the Village of Belledune before their selection for employment. (Exceptions will be granted for the 2016 work term, due to the rapid nature of the enrollment).

Employer Criteria:

- The employer must be a private sector or registered non-profit organization within the Village of Belledune.
- Outside applicants may be considered on a case by case basis; however, priority will always be given to local employers.
- The employer must have all appropriate insurance and liability programs in place to safely bring on a student.
- The employer must complete the application form before being able to hire a student and have that student be eligible for the program (Exceptions will be granted for the 2016 work term, due to the rapid nature of the enrollment).

- Work that is physical in nature or requires exposure to physical hazards and/or hazardous materials, the employer may be required to provide proof of Workers Compensation and Liability Insurance.

Jobs:

- Jobs are ensured to be 35hr/week - 40hr/week.
- Jobs are not paid out via commission or mileage, wages for the purpose of reimbursement will only reimburse regular pay, overtime pay and any additional hours or travel will be the responsibility of the employer.
- Jobs are not already being publicly funded by additional programs i.e. S.E.E.D. or Workforce Expansion Program.
- Jobs financed by this program **MUST NOT displace any current employees or result in a reduction of time for existing personnel.**
- Jobs cannot start before approval from the Village of Belledune.

Wage Subsidies and Reimbursement

The Village of Belledune wishes to make it as easy as possible to match employers with our young citizens; it is our hope the companies and organizations receive great value and advancement in their business and the student has an enriching experience which will contribute to their future career.

For Private Businesses:

Private businesses will be required to pay the student's salary up front and then complete a supplied claim form to receive reimbursement for the amount specified by the council of the day.
The following is the process that must be followed by *Approved Businesses* seeking reimbursement:

1. Private businesses will be expected to pay the student and cover his/her contributions as it would any ordinary hire.
2. At the end of each month the employer will be able to submit the reimbursement form to the Village of Belledune.
3. Along with this completed form, the employer will attach copies of all the paystubs for the summer student they wish to have reimbursed.
4. A cheque will then be issued by the Village of Belledune covering 75% of the associated wages for the student up to a rate determined by the council of the day for 35-40 hours a week.
5. The Village will also provide funding to cover the employers' share E.I. and C.P.P. and Vacation contributions for the student.

6. The employer can, at any time, raise the amount of the wage; however, the Village will still only provide remuneration to the levels respective of and up to a rate determined by the council of the day.

For Non-Profit Organizations:

1. Non-Profits will be expected to pay the student and cover his/her contributions as it would any ordinary hire.
2. At the end of each month the employer will be able to submit the reimbursement form to the Village of Belledune.
3. Along with this completed form, the employer will attach copies of all the paystubs for the summer student they wish to have reimbursed.
4. A cheque will then be issued by the Village of Belledune covering 100% of the associated wages for the student up to a rate determined by the council of the day for 35-40 hours a week.
5. The Village will also provide funding to cover the employer's share E.I. and C.P.P. and Vacation contributions for the student
6. The employer can, at any time, raise the amount of the wage; however, the Village will still only provide remuneration to the levels respective of and up to a rate determined by the council of the day.

Conclusion:

The Village of Belledune thanks you for your interest in this initiative and sharing our desire to make our community a place where we work with our local businesses and young people to make a brighter future for all the people, businesses, and organizations who call Belledune home.

Village of Belledune

Summer Student Subsidy Program

Applicant Business Information

Legal Name of Business: _____

Address: _____
Street Address *Suite #*

_____
City *Province* *Postal Code*

Name of Contact Person: _____ Contact Person Phone #: _____

Email: _____

Business Number CRA: _____

Website (if applicable): _____ Major Activity: _____

Owners Name: _____

Alternate Number: _____ Desired Start Date: _____

Student Employment Opportunity (not to displace a full time employee)

Title: _____ Hours / Week: _____

Supervisor: _____ Department: _____

Work Location: _____ Number of Jobs: _____

Work Phone: _____ Role Description: _____

Start Date: _____ Salary: **$ /hr**

Signatures and Declaration

Full Name (printed): _____
Last *First* *M.I.*

I the above mentioned, as an official representative of the incorporated company or non-profit organization listed above, submit that all the above information is accurate and truthful. I also certify that if successful in my application for funding in the Village of Belledune's Summer Student Subsidy Program, that the role created for the student will be an entirely new position and not be used to displace any current employee, nor will it be used to facilitate a hiring freeze or layoff. I certify that I have read and completed the preceding form as well as any associated application package and knowingly and of my own volition submit my businesses name for consideration in this Municipal Program.

_____ _____
Signature of Representative Date

VILLAGE OF BELLEDUNE

WAGE CLAIM REIMBURSEMENT FORM

Name of Employer: _____

Address of Employer:_____

Name of Contact Person: _____ Telephone #: _____

Email address: _____

Wage Costs

Job Title: _____

Employee (Student) Name: _____

Period of Work: From: (Col. 1)	To: (Col. 2)	No. of weeks Per student (Col. 3)	Total hours Per student (Col. 4)	Hourly rate paid per student (Col. 5)	Hourly rate contributed by Village (75% of $11.00/hr) (Col. 6)	Claimed for this Period (Col. 7) (Col. 4 x 6)
Sub Total						$
Employer's Share of: E.I. Premiums CPP Vacation Pay					_____ _____ _____	
Sub Total						$
Total Cost						$

- Submit proof of payment and copies of paystubs at the end of each month

SUMMER STUDENT ACTIVITY REPORT

Briefly describe the duties performed by the student (s) during their work experience.

Job Title: _____ Supervisor's Name: _____
Student's Name: _____
Duties Performed: _____

_____

Job Title: _____ Supervisor's Name: _____
Student's Name: _____
Duties Performed: _____

_____

Employer Certification

I certify that the information is true and correct to the best of my knowledge and claimed in accordance with the agreement and I am authorized to sign on behalf of the employer.

_____	_____	_____
Signature	Date: (YYYY-MM-DD)	Telephone

VILLAGE OF BELLEDUNE

* P.O. Box 1006 * 2330 Main Street * Belledune, NB * E8G 2X9 * Tel.: (506) 522-3700
* Fax: (506) 522-3704 * Web Site: www.belledune.com

Attestation of Salary

The Attestation of Salary Form is to be completed by the employer, signed by the employee and returned with the last Wage Claim Form to:

Village of Belledune
P.O. Box 1006
Belledune, NB
E8G 2X9

Any changes and/or corrections on the form must be initialed by the employee. If the employee leaves or terminated before the end of the program, please complete the form immediately and contact Brenda Cormier at 522-3707.

I, _____ the undersigned, attest to have worked
Name of Employee

at_____
Name of Business

From _____ to _____.
Start Date End Date

During that period, I worked a total of _____ hours at an hourly wage rate of
Total hours

$**_____ and I received a gross salary of **$_____ during that period.
Hourly Wage Total gross salary from the start date to the end of the program

_____ _____
Employee Signature Date