

2008-2009 Co-operative Employment Program—Winter Contract

It is understood that:

- (1) Nova Scotia Office of Economic Development (NSED) will issue a wage rebate of \$7 per hour to **non-profit** organizations; or 50% of the hourly wage issued, up to \$7 per hour, to **municipal governments** and **government-funded organizations**.
- (2) the wage rebate will be issued to an organization having employed a co-operative student(s) enrolled in a recognized Nova Scotia post-secondary program as determined by NSED.
- (3) the wage rebate will be issued if a student works at least the approved hours set out by their Co-op institution, as accepted on application form.
- (4) the wage rebate is eligible between January 05, 2009 and April 24, 2009.

It is understood that I, the employer, agree to:

- (5) pay the student(s) hired their full wage, as indicated on our application.
- (6) pay the student(s) 4% vacation pay in addition to the hourly rate of pay stated on the application.
- (7) be responsible for paying the employer's share of Employment Insurance, Canada Pension contributions and Workers' Compensation coverage.
- (8) ensure that appropriate deductions for Employment Insurance, Canada Pension and Income Tax are made from student's pay and remitted to the Canada Revenue Agency.
- (9) keep copies of all documents for audit purposes.
- (10) ensure that any funds advanced from the NSED are held in trust for the payroll of the approved student(s).
- (11) supervise all student(s) and accept that failure to do so may result in project termination.
- (12) adhere to the *Nova Scotia Occupational Health & Safety Act* as administered by the Nova Scotia Department of Environment and Labour. Where applicable, searches under the Child Abuse Register (reference Sections 62-66 of the *Children and Family Services Act*) will be performed before the student(s) start the work term.
- (13) ensure that the student's duties match the position(s) specified in the approval letter.
- (14) comply with all conditions and requirements as set out here. This project can be terminated at any time if these terms are ignored.
- (15) ensure that at least 2 signing authorities, designated on this document, can be reached between 8:30am-4:30pm, one is responsible for finances.
- (16) ensure that only the two persons named on this form are approved to speak to Student Employment Program staff about this wage rebate.
- (17) ensure that all required financial documents will be sent to the Student Employment Program Office by the post marked deadline of: May 24, 2009.

OVER →

**2008-2009 Co-operative Employment Program—Winter
Contract (continued)**

I have read and accept all responsibilities of the program. I agree to comply with these terms and conditions. I will send this form, with original signatures, to the Co-operative Employment program no later than 10 business days after the date on the *Approval Letter*.

Name of Organization (as stated on the *Approval Letter*):

Division/Department: (as stated on the *Approval Letter*):

Project file #: 2008 _____

I, _____

Contact Person/Signing Authority
Please Print

Signature of Contact

Date Signed

Hereby authorize the following person to **SHARE** signing authority for this project.

Name: _____

2nd Contact Person /2nd signing authority
Please print

Daytime phone #: _____

e-mail: _____

Any change in the above information, requires an amended copy of this agreement to be **forwarded immediately** to:

Co-operative Employment Program
NS Office of Economic Development
1660 Hollis Street, Suite 600
Halifax, NS B3J 1V7

Should the main contact need to be replaced, advise our office immediately.

Toll Free: 1-800-424-5418 or Halifax Area: 424-6000

Note: Cheques will not be issued if forms are signed by anyone other than the **Contact person or 2nd Contact person on this form.**

Each person being given signing authority must **sign** this contract.

Signature of Contact person: _____

Date signed: _____

Signature of 2nd Contact person: _____

Date signed: _____