



Economic and Rural Development

2010-2011 PRIVATE SECTOR RESEARCH AND DEVELOPMENT COOPERATIVE EMPLOYMENT PROGRAM
WINTER Work Term

PROGRAM GUIDELINES

Deadline for Application Submission: September 10, 2010

ONLY PRIVATE SECTOR COMPANIES ENGAGED IN RESEARCH AND DEVELOPMENT AS DEFINED BY THE PROGRAM ARE ELIGIBLE TO APPLY.

A) OBJECTIVE

This program partners private sector companies engaged in research and development activities with post secondary co-operative education students enrolled in eligible institutions to provide skills-based work experience, and learning opportunities. These highly qualified students provide superior value to employers.

B) PROJECT APPLICATION DEADLINE

Applications must be clearly postmarked or delivered by hand, to Economic and Rural Development, on or before September 10, 2010. **Faxed/electronic applications will not be accepted.**

C) PROGRAM DURATION

START: January 4, 2011 END: April 22, 2011 (maximum 16 weeks)

Applicants must contact the educational institution to verify the minimum weeks required for the student to gain credit towards graduation requirements.

If you require information about completing the forms, contact the Student Employment Program staff at (902) 424-6000 or 1-800-424-5418.

D) FUNDING AVAILABLE

A business is eligible to receive a subsidy of **\$15.00 per hour**. The funding is reimbursed at the end of the work term. Positions must be full time. The student is required to work at least the minimum hours per week, approved by the educational institution, in order to receive the rebate. The rebate reimburses the organization for a maximum of 35 hours per week. **Note: hours worked above 35 hours per week or less than 28 hours per week will not be reimbursed by this program.**

E) ELIGIBILITY

I. EMPLOYERS:

- i) Private sector companies operating in Nova Scotia who are engaged in research and development activities.
- ii) are currently in receipt of the Scientific Research and Experimental Development Tax Credit (SR&ED); and/or are currently in receipt of Industrial Research Assistance Program (IRAP) funding within the past 24 months.
- iii) Companies must be able to provide an active Canada Revenue Agency business number.

II. STUDENTS:

- i) must be a current post-secondary cooperative student in the fields of Business, Engineering or Science.
The work term must be a mandatory requirement for graduation.
- ii) must be legally entitled to work in Canada.

PROGRAM GUIDELINES continued

- iii) must not be family* of the business owner, the project contact, or senior administrative staff of the company. *Family under this program includes the contact person's (and spouse's) child, stepchild, ward, spouse, common-law spouse, parent, sister, brother, grandparent, grandchild, aunt, uncle, niece and nephew.

F) TERMS AND CONDITIONS

- Employers must pay a minimum hourly wage of \$20.00 plus 4% vacation pay. The employer is also responsible for paying Employment Insurance, Canada Pension premiums and Workers' Compensation coverage.
- Positions must be *relevant to the student's field of study*, and be acceptable to the Co-operative Education Program Coordinators before the application is submitted. (See provided list).
- The organization must supply the institution with a copy of the application submitted to the Student Employment Program, along with copy of position description.
- The student employee must not displace any existing staff.
- A wage subsidy will not be paid for any student whose wages are also funded by another employment assistance program.

Please return this application with an original signature and necessary attachments to:

Student Employment Programs
Economic and Rural Development
PO Box 2311
Halifax NS B3J 3C8

Courier Address:
1660 Hollis Street, Suite 600
Halifax NS B3J 1V7

If you have any questions, please contact us at any of the follow:

Phone: 1-800-424-5418
Within Halifax Metro: (902) 424-6000
Email: sepinfo@gov.ns.ca
Website: www.gov.ns.ca/econ/sep