

2011 Strategic Cooperative Education Incentive

EMPLOYER CHECKLIST

- Step 1 **Hiring Guidelines**
- Employers are responsible to pay the wage indicated on the application form PLUS the following: Employment Insurance, 4% vacation pay, CPP and Workers' Compensation coverage. Students must be paid either weekly, bi-weekly or on a monthly basis.
 - Employers may not hire relatives including: Immediate and extended family members of the organization's contact or alternate, chairperson of the organization's board, organization's staff, spouse/partners/common-law, ward, guardian, niece/nephew, and/or in-law of the above persons.
 - Organizations are not eligible for this incentive if they are in receipt of the Natural Sciences and Engineering Research Council of Canada (NSERC) Undergraduate Student Research Awards (URSA) Program, or any other federal or provincial employment program. **Students may not displace existing staff.**
- Step 2 To **accept** or **decline** the offer, complete the **Confirmation Form** and return it by e-mail, fax or mail to the Student Employment Programs office. The student must complete the *Student Authorization* section.
A.) You must forward a copy of the Organization Assessment from the application (Page 4) to sepinfo@gov.ns.ca.
- Step 3 Forward a copy of the student's "Confirmation of Enrolment in a Co-op Program" or unofficial transcript along with the completed **Confirmation Form**. Ensure your "Project number" is listed on all documents.

Request for Payment –Final Steps

- Step 4 An **Evaluation Survey** is required to be completed at the end of the work term, prior to receiving the incentive. A link will be sent to both the primary contact and student's email address two weeks prior to the work term end date. **Both parties must complete the survey in order to receive the incentive.**
- Step 5 Forward a copy of the student's Record of Employment and the Payroll Record at the end of his/her work term. The Payroll Record form is available on our website at: <http://www.gov.ns.ca/econ/sep/scei/>. The completed survey, ROE and Payroll Record will be used as the **Request for Payment**.

To claim the incentive, email, fax or scan required forms postmarked within two weeks of the student's end date to:

How to contact us:

By Mail:

Student Employment Programs
PO Box 2311
Halifax, NS B3J 3C8

By Courier:

Student Employment Programs
1660 Hollis Street, Suite 600
Halifax, NS B3J 1V7

By Phone or E-mail:

Toll-free: 1-800-424-5418
Fax: (902) 424-0508
E-mail: sepinfo@gov.ns.ca
Local: (902) 424-6000

Website: www.gov.ns.ca/econ/sep