

2012 Student Career Skills Development Program
A wage reimbursement program helping students gain a career-related work experience.

PROGRAM GUIDELINES

Application Deadline post-marked by: January 31, 2012

Who can apply?

Not-for-profit organizations as defined by the program, regulated charities or others defined in section D, under Eligibility criteria.

Who cannot apply?

Universities/Colleges, School Boards/Schools, Medical Clinics and Special Care facilities are classified as Government Funded Organizations under the program and are not eligible to apply.

How does an organization qualify for a wage reimbursement?

A student must be employed full time between the reimbursement period (hours worked before or after those dates are paid by the employer) noted below:

- Between April 23 and August 31, 2012. Up to 14 weeks can be reimbursed.
(as per dates, hours and weeks identified by the employer on the application form)
- Not less than 8 consecutive weeks of employment between the above dates.
- Not less than **30** hours per week. A maximum of **35** hours per week will be reimbursed.
- Non co-op positions paying **\$10.50** and co-op paying **\$12.00** per hour or more are accepted for consideration. Employers are also responsible to pay:
 - + 4% vacation pay
 - + Employment Insurance
 - + CPP
 - + Worker's Compensation coverage (Questions? Call 1-800-870-3331 or visit wcb.ns.ca)

Reimbursement Amount? **\$8.50** per hour up to 35 hours worked per week.

Who can you hire? A student must be attending one of the following:

Student Eligibility	Proof of Eligibility Required
- A post-secondary institution and returning to the same institution in the Fall of the current year	- Copy of marks
- A post-secondary institution and transferring to another in the Fall of the current year	- Copy of marks and acceptance letter
- A Grade 12 graduate who will be attending post-secondary institution full-time in the Fall of the current year	- Copy of marks or Grade XII graduation certificate and acceptance letter from post-secondary institution

The student must not displace any existing employee.

Who can you not hire?

- Students returning to high school.
- Students cannot be related to the following:
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.

When does the position start?

- The organization determines the start and end dates of the employment period according to their business requirements.

PROGRAM GUIDELINES - continued

When an organization applies to this program it agrees to:

- Accept full responsibility for advertising, interviewing and hiring for identified positions in order to meet the requirements of the eligibility requirements of the program.
- Accept responsibility to provide a meaningful, career-related work experience for the student.
- Accept with full understanding that the position cannot displace any existing staff.
- Understand that the position cannot be funded in whole or in part by any other financial assistance program.
- Engage in fair hiring practices.

What is meant by “fair hiring”?* - Fair hiring refers to a process where:

- Applicants are treated consistently during the recruitment and selection process.
- Screening and selection criteria relate to established job requirements.
- Consistent selection criteria is used.
- The interview rating process, reference checks, supplementary tests, and assessment techniques are fair and impartial
- The determination of a successful candidate is based upon merit.
- There is fair and reasonable accommodation of designated employment equity groups.
(Aboriginal persons, African Nova Scotians and other Racially Visible persons, persons with disabilities, and women in under-represented positions or occupations)

* Excerpt from Government of Nova Scotia definitions.

Income Tax:

The employer is responsible for having the student complete a **Personal Tax Credits Return (TD-1)** form if the student is claiming anything other than the basic personal exemption. Form is available from the Canada Revenue Agency:

1-800-267-6999 or visit: <http://www.cra-arc.gc.ca/E/pbg/tf/td1/README.html>

This form is to be kept in the student's personnel file and at the end of the student's placement, copied and the original sent to: Canada Revenue Agency Tax Centre
PO Box 12072, STN A, St. John's, NL, A1B 3Z2

Holiday and Sick Days:

The employer should refer to the policies of their organization and adhere to the Nova Scotia Labour Standards Code website. <http://www.gov.ns.ca/lwd/employmentrights/>

Claim for Wage Reimbursement:

Courier, mail or email the following 3 forms no later than October 1st, 2012.

- a. **Final Claim** form
- b. **Payroll Record** form
- c. A copy of the student's **Record of Employment**

Record of Employment:

By federal law, the employer must provide each student with a **Record of Employment** within five (5) days of completion of employment. Forms and instructions are available from your local Service Canada office or visit the website: www.hrsdc.gc.ca

Note: If a student is to remain on staff after the program end date, indicate this in the space provided on the **Final Claim** form and the **Payroll Record** form.

T-4 Slips:

By federal law employers are responsible for issuing the Canada Revenue Agency T-4 information upon completion of student's employment with your organization.

These forms can be found online <http://www.cra-arc.gc.ca> or by phone: 1-800-959-2221.

Project Evaluation:

A survey may be sent to you. We appreciate your assistance.

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:

Toll-free: 1-800-424-5418
Fax: (902) 424-0508
Local: (902) 424-6000

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

Email: sepinfo@gov.ns.ca