

**2009 Student Career Skills Development Program—Summer
CONTRACT**

It is understood that:

- (1) Nova Scotia Economic and Rural Development (NSERD) will issue a wage rebate of \$8.00 per hour to **non-profit** organizations.
- (2) the employer will keep proof of student eligibility on file.
- (3) the rebate will be paid for the number of hrs/wks approved in the Approval Letter.
- (4) the wage rebate is eligible between **April 20, 2009** and **September 4, 2009**.

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

- (5) pay the student(s) hired their full wage, as indicated on the application.
- (6) pay the student(s) 4% vacation pay in addition to the hourly rate of pay stated on the application, or higher.
- (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 the student's pay and remitted to the Canada Revenue Agency.
- (9) keep copies of all financial documents for audit purposes.
- (10) ensure that any funds advanced from NSERD 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 Department of Labour and Workforce Development. 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 8:30 a.m.-4:30 p.m., and one that 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 are sent to the Student Employment Program Office by the post marked deadline:
October 5, 2009.

OVER →

**2009 Student Career Skills Development Program—Summer
CONTRACT (continued)**

I have read and accept all responsibilities of the program and I agree to comply with these terms and conditions. As the contact, I agree to complete and sign this contract and the approval forms and will be primarily responsible for all aspects of this project. I will send this form, with original signatures, to the Student Career Skills Development 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 #: 2009 _____

I, _____
Contact Person / Signing Authority (as stated on application)
Please Print

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

Name: _____
2nd Contact Person / 2nd Signing Authority

Daytime phone #: _____

e-mail: _____

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

Signature of contact person: _____

Date signed: _____

Signature of 2nd contact person: _____

Date signed: _____

Student Career Skills Development Program
Economic and Rural Development
1660 Hollis Street, Suite 600
Halifax, NS B3J 1V7

**Should the main contact need to be replaced or any change in the above
information, please advise our office immediately.
Toll Free: 1-800-424-5418 or Halifax Area: 424-6000**