

2018/19 APPLICATION GUIDE

The School Works: Co-op Wage Subsidy provides wage subsidies to employers in Columbia Basin Trust's (the Trust) region to help them hire post-secondary students enrolled in full-time education and participating in a recognized university or college co-op education program.

For more information, call toll free 1.877.489.2687 ext. 3584 or email schoolworks@cbt.org. This program is administered by College of the Rockies.

Frequently Asked Questions:

Who can apply?

Businesses, Non-profit and First Nations organizations, and public bodies with business headquarters located within the Columbia Basin Trust region ([map](#)).

What type of job can I hire a student for?

This program provides funding support for jobs that have been approved by an accredited co-op education program in Canada and that are not eligible for existing sector-specific wage-subsidy programs in the science, technology, engineering, mathematics, environmental, mining and agriculture sectors.

When can I apply?

School Works: Co-op Wage Subsidy applications will open on **October 4, 2018, at 1:00 p.m. PT/2:00 p.m. MT.**

Applications are reviewed on a first-received, first-served basis. Incomplete applications will not be considered until all missing information is provided. The program will remain open until all of the funding for the program has been committed.

Please note: Approved applicants will be required to hire students within three months of receiving funding approval.

How much is the wage subsidy?

\$8.00/hour.

How many students can I hire through the program?

One student per co-op term.

If you are interested in hiring more than one co-op student, please contact us to discuss your particular circumstances.

When can the student start work?

The earliest start date is **January 2, 2019.**

How many hours per week can the student work?

Up to 40 hours a week.

How long can the student work?

Co-op terms are typically 12-16 weeks in duration and align with an academic semester. Please indicate specific program requirements in your application.

If your student is participating or completing co-op terms consecutively, you may be eligible for a second grant, if funding is still available. In this case, you will be required to apply twice and indicate in your second application that the student is continuing their role for a second semester.

Does the program help me find the student?

No, you must identify and/or recruit and hire the appropriate student for the position.

Who can apply?

ELIGIBILITY REQUIREMENTS

Employers Must:	Students Must:
<ul style="list-style-type: none"> <input type="checkbox"/> be a business, non-profit or First Nation organization, or public body with a Revenue Canada business number, <input type="checkbox"/> operate, with business headquarters in the Basin (map), <input type="checkbox"/> have existed for more than one year, <input type="checkbox"/> be unable to hire a student without School Works Program funding, <input type="checkbox"/> indicate that hiring a student through the School Works Program will not displace a current employee, <input type="checkbox"/> demonstrate that the student's work will take place within the Columbia Basin, <input type="checkbox"/> be able to supervise the student and provide a safe working environment, <input type="checkbox"/> not hire a relative unless the relative is supervised by someone other than the business owner, <input type="checkbox"/> have a WorkSafeBC account in good standing by the time the student starts work, <ul style="list-style-type: none"> <input type="checkbox"/> if you currently have WorkSafeBC coverage, you must provide a clearance letter with your application (get the form here), <input type="checkbox"/> if you don't have WorkSafeBC coverage, you must obtain coverage and send us proof of it before the student starts work (register here), and <input type="checkbox"/> adhere to all relevant labour laws. 	<ul style="list-style-type: none"> <input type="checkbox"/> be living and working in the Basin during the period of employment, <input type="checkbox"/> be a post-secondary student enrolled in full-time education and registered with a university or college co-op education program, <input type="checkbox"/> be legally entitled to work in Canada, and <input type="checkbox"/> be aged 15 or older before the employment start date.

JOB REQUIREMENTS:

Funding will be considered for co-op placements that:

- meet the requirements of and be approved by an accredited co-op education program;
- are a full-time position (minimum 30 hours per week) lasting 12 to 16 weeks;
- offer a salary that reflects the market wage rate for the position;
- will not displace a current employee;
- are not eligible for existing sector-specific wage-subsidy programs in the science, technology, engineering, mathematics, environmental, mining and agriculture sectors; and
- require the student to work in the Columbia Basin Trust [region](#).

The earliest start date for the student is **January 2, 2019**.

The latest end date for the student is **August 30, 2019**.

WORKSAFEBC REQUIREMENTS

You must have a WorkSafeBC account in good standing.

- If you currently have WorkSafeBC coverage, you must provide a clearance letter with your application. Get the form [here](#).
- If you don't have WorkSafeBC coverage, you must obtain coverage and send us proof of it before the student starts work. Register [here](#).

How does the subsidy work?

WAGES

If your application is successful, you will receive an \$8.00/hour wage subsidy. We will then expect you to top up this wage to a competitive wage rate for the position.

Wages should be commensurate to the level of required experience and based upon the higher level of skill, responsibility and education required to complete the work and will likely be higher than minimum wage.

Please note: The general minimum wage is \$12.65/hour effective June 1, 2018 and will increase to \$13.85/hour effective June 1, 2019.

MANDATORY EMPLOYMENT-RELATED COSTS

Mandatory Employment-Related Costs (MERCs) include Employment Insurance, Canada Pension Plan, WorkSafeBC and 4% vacation pay.

If you receive a subsidy, we will reimburse you for these costs, calculated as part of the final claim process. They will be based on the total wage subsidy claimed, not the total wage you paid.

For example, if you pay a wage of \$21.00/hour you will be reimbursed for costs calculated against the \$8 wage subsidy. You are responsible for additional costs related to the wage top-up.

As the Canada Pension Plan is not required to be paid until the age of 18, you will receive 7% MERCs reimbursement for students under 18 and 12% for students 18 and older.

FINANCIAL CLAIMS, PAYMENTS AND MONITORING

If your application is successful, you must submit a claim after 12 full weeks of employment, and up to two more claims during the employment period covering a minimum of 12 weeks each. We will determine the number of claims and claim dates based on individual contribution agreement start dates.

Please Note:

- We will not issue advance payments.
- We will monitor you through an onsite visit, and base financial reimbursements on satisfactory reporting requirements.
- You must submit all claims by September 13, 2019.

If your application is successful, we will provide you with further details on claims, payment and reporting processes.

How do I apply?

School Works: Co-op Placement Program applications open on **October 4, 2018, at 1:00 p.m. PT/2:00 p.m. MT**. Applications are accepted on a first-received, first-served basis until all funding for the program has been committed.

There are three steps to apply for a wage subsidy:

1. Define the role and create a job posting.
2. Contact an accredited co-op department to have the job approved and posted.
 - a. Check with the co-op department to ensure the program is accredited.
 - b. Want to post the job with more than one school? Post through the [BC Association for Co-operative Education portal](#) (your job post still needs to be approved by each co-op department) and/or contact schools directly to have your job posting approved.
 - c. Click [here](#) for a list of Co-operative Education and Work-Integrated Learning (CEWIL) Canada accredited co-op education programs.

Please note: If you already have a student in mind let us know in your application. You will still be required to have the job approved by their co-op education program, but will not be required to post the position.

3. Submit your School Works: Co-op Placement Program application.
 - a. All applications must be submitted through our online application portal. Detailed instructions will be posted when the program opens at ourtrust.org/schoolworks.
 - b. We process applications on a first-received, first served basis. If your application requires clarification or further information, we will not consider it “received” until you have provided all required information.
 - c. You will receive an e-mail confirming the receipt of your application from the School Works Office.

Please note: Applicants may submit their application to the Trust in advance of receiving co-op department approval. Final funding approval will be conditional on receiving job posting approval from an accredited co-op education program in Canada.

Please note: Approved applicants will be required to hire students within three months of receiving funding approval.

When will I know if my application has been approved?

We process applications on a first-received, first-served basis.

You will receive an e-mail confirming approval/decline of your application approximately 10 business days following the receipt of your completed application.

If your application requires clarification or further information we will be in touch however, **we will not consider it “received” until you have provided all required information.**

Please note:

- College of the Rockies, Columbia Basin Trust and their agents shall not be obligated in any manner to any applicant whatsoever.
- College of the Rockies and Columbia Basin Trust reserve the right to fund all or none of any application submitted.
- If your application is successful, you must enter into a contribution agreement with College of the Rockies and commit to offering the total hours of employment being subsidized.
- College of the Rockies is required by the Trust to complete a search at BC Corporate Registry.
- Registered companies are required to be in good standing with BC Corporate Registry.

To be successful, you must:

- Meet all eligibility requirements, as outlined above.
- Have your job description approved by an accredited co-op education program in Canada.
- Plan to hire a student within three months of receiving funding approval.
- Provide a safe and supervised employment environment.
- Commit and be accountable to the terms of the School Works Program contribution agreement.

Reminders:

- We assess the applications as they come in and continue until all funding for the program has been committed.
- Be clear and succinct and use point form where appropriate in the application process.
- Be thorough and complete the application in full; incomplete applications will not be processed.
- Don't forget to upload an electronic copy your **WorkSafeBC Compliance Letter** with your online application (unless not yet covered by WorkSafeBC).

Questions?

Call us toll free 1.877.489.2687 ext. 3584 or email us at schoolworks@cbt.org