

2018/19 APPLICATION GUIDE

The School Works Program provides wage subsidies to employers in Columbia Basin Trust's (the Trust) region to help them hire full-time students on part-time basis throughout the school year (September to May) to provide opportunities for students to gain career-related work experience in the region.

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?

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

When can I apply?

School Works opens on **August 16, 2018, at 1:00 p.m. PT/2:00 p.m. MT.**

How much is the wage subsidy?

\$8.00/hour.

How many students can I hire through the program?

One per year.

When can the student start work?

The earliest start date is **September 2, 2018.**

How many hours per week can the student work?

Between one and 15 hours.

How many weeks can the student work?

Between 12 and 38 weeks.

Does the program help me find the student?

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

Can I apply to hire an Apprentice or a Co-Op student?

Yes.

These wage subsidy streams have separate application forms and requirements. See the Apprenticeship and Co-Op Guidelines at ourtrust.org/schoolworks.

UPDATED CRITERIA: What type of job can I hire a student for?

The School Works Program (Program) is targeted at creating career-related work opportunities for students to gain meaningful work experience and provide strong benefit to participating employers.

What is career-related work?

Job opportunities supported by this Program will provide experience and learning opportunities to fuel future employment opportunities for the student you hire in a field related to their current education and/or career aspirations. These job opportunities will require a moderate level of skill and responsibility.

Who can apply?

ELIGIBILITY REQUIREMENTS

Employers Must:	Students Must:
<ul style="list-style-type: none"> <input type="checkbox"/> be a small business (with 20 employees or fewer, including management), non-profit or First Nation organization, or public body, <input type="checkbox"/> be located, with business headquarters in the Basin (map), <input type="checkbox"/> have existed for more than one year, <input type="checkbox"/> be a registered business/organization with a Revenue Canada business number, <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"/> live in the Basin (map), <input type="checkbox"/> be a full-time high school or college student currently attending school in person in the Basin or online, <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: UPDATED CRITERIA FOR 2018/19

- The work must be career-related and provide opportunities for the employee to gain experience related to their chosen field of study or future career aspirations.
- Required qualifications and education requirements should reflect post-secondary study and/or a higher level of work experience.
- The job description must clearly indicate work tasks, responsibilities and skills required.
- Entry level jobs are not eligible
- Tasks must not include personal services to the employer (for example, domestic services or child care).
- The earliest start date for the student is **September 2, 2018**.
- The latest end date for the student is **May 31, 2019**.
- The subsidy will not be paid for students who have finished school for the year (for example, post-secondary students who ended school in April/May).

HOURS REQUIREMENTS

The intent of the School Works Program is to provide the student with consecutive weeks of part-time employment during the school year to gain career-related experience.

- The student must work for a term lasting between 12 and 38 weeks.
- Subsidies can range from 180 to 570 hours of work per contract.
Please note: If the student has special circumstances (e.g. disability) that require accommodation, we may consider fewer hours.
- During regular school weeks, the student may work from one to 15 hours per week.
- During school breaks (for example, Christmas and March break), the student may work up to 40 hours per week.
- The student may work statutory holidays (in compliance with labour laws) or additional days off school (according to the school calendar).
- Once a contribution agreement is signed, the employer must commit to offering the total hours of employment being subsidized for. If you are not able to commit to these hours, contact the coordinator immediately.

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 the market wage rate for the position. Find wage rates under Explore Careers at <https://www.workbc.ca/Jobs-Careers/Explore-Careers.aspx>.

For example: In the Kootenay region, an accounting clerk is paid a median wage of \$21.00/hour, depending on skills and experience.

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 minimum wage is \$12.65/hour effective June 1, 2018.

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 July 5, 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 opens on **August 16, 2018, at 1:00 p.m. PT/2:00 p.m. MT**. Applications are accepted on a first-received, first-served basis and are assessed as they come in, and continue until all funding for the program has been committed.

All applications must be submitted through our online application portal. Detailed instructions will be posted when the program opens at ourtrust.org/schoolworks.

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.
- You will receive an e-mail confirming the receipt of your application from the School Works Office.

Note: If you intend to hire a student later in the school year, don't wait to submit your application. Later start dates are permitted, as long as the work period for the student is at least 12 weeks.

To be successful, you must:

- Meet all eligibility requirements, as outlined above.
- Provide a safe and supervised employment environment.
- Provide career related work experience that will enhance the student's skills.
- Pay a market wage rate.
- Commit and be accountable to the terms of the School Works Program contribution agreement.

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.

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