

UPDATED: 2020 APPLICATION GUIDE

WHAT IS THE SUMMER WORKS PROGRAM?

The Summer Works Program provides small businesses with a wage subsidy to hire full-time high school and post-secondary students during the school summer break. The program has been updated to reflect the current needs of business.

For more information, call toll free 1.877.489.2687 ext. 3644 or email summerworks@ourtrust.org. This program is administered and managed by College of the Rockies.

Frequently Asked Questions:

Who can apply?

Small businesses with business headquarters located within the Columbia Basin Trust region ([map](#)).

When can I apply?

Applications are now open. Summer Works applications will be accepted on a first-received, first-served basis.

How much is the wage subsidy?

\$8/hour

How many students can I hire through Summer Works?

One per business. *Requests for additional students will be reviewed and considered on a case-by-case basis.*

When can the student start work?

Earliest start date: June 7, 2020.

Latest end date: August 29, 2020.

How many hours per week can the student work?

20 to 40 hours per week

How many weeks can the student work?

8 to 12 weeks

Does Summer Works help me find the student?

No, you must 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 open for business and be ready to have a student start work on the date indicated on the application <input type="checkbox"/> be a small business (with 20 employees or fewer, including management) <input type="checkbox"/> be located, with business headquarters, in the Basin (map) <input type="checkbox"/> have been operating for more than one year <input type="checkbox"/> be a registered business with a Revenue Canada business number <input type="checkbox"/> be unable to hire a student without Summer Works funding <input type="checkbox"/> indicate that hiring a student through Summer Works will not displace a current employee <input type="checkbox"/> demonstrate that the student's work will take place within the Basin (map) <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 <p>Must follow COVID-19 protocols as required by public bodies; and</p> <ul style="list-style-type: none"> <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"/> have been registered as a full-time student in the previous academic year and intend to return to school in the next academic year <input type="checkbox"/> be legally entitled to work in Canada and <input type="checkbox"/> be aged 15 or older before the employment start date.

NOTE:

- It is the employer's responsibility to ensure that the student hired meets the eligibility criteria listed herein. If an employer hires an ineligible student, Summer Works staff will notify the employer and costs expended for the ineligible student will not be reimbursed.
- Employers approved for funding that have questions about student eligibility can contact Summer Works staff for more information.

JOB REQUIREMENTS

Summer Works will provide wage subsidies for two types of employment:

Entry-level Job:	Career-related Job:
<ul style="list-style-type: none">• Targets high school students.• Requires minimal to no prior experience or qualifications.• May require some level of responsibility.• Provides opportunity for students to enter the workforce and gain basic skills	<ul style="list-style-type: none">• Targets post-secondary students.• Requires qualifications and education that reflect post-secondary study and/or a higher-level of work experience.• Will require a moderate level of skill and responsibility.• Provides opportunities for students to gain work experience related to their chosen field of study and/or knowledge, skills and abilities to support future career aspirations.

NOTE:

- The job description must clearly indicate work tasks, responsibilities and skills required.
- Duties cannot include tasks that would provide personal service to the employer such as domestic services, childcare, construction/work on owner's personal property, etc.

HOURS REQUIREMENTS

The intent of Summer Works is to provide the student with consecutive weeks of full-time employment during the school summer break to gain work experience.

Work term:

- 8 to 12 weeks
- 20 to 40 hours/week
- The student may work statutory holidays (in compliance with labour laws*).

Earliest start date:

- June 7, 2020

Latest end date:

- August 29, 2020-

*Employers may schedule a student to work Statutory Holidays (in compliance with labour laws); however, Summer Works will only subsidize regular wages and hours.

NOTE:

- Under exceptional circumstance, students with disabilities or with other barriers to full-time employment may be eligible to work reduced hours. If applicable, specific circumstances must be discussed with Summer Works staff once your application has been approved and student selected.
- Once a contribution agreement is signed, the employer must commit to offering the total hours of employment being subsidized. If you are not able to commit to these hours, contact Summer Works staff 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 wage subsidy work?

WAGES

If your application is successful, you will receive an \$8/hour wage subsidy. The business is expected 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>.

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

- The minimum wage is \$14.60/hour effective June 1, 2020.
- The liquor-server minimum wage is \$13.95/hour effective June 1, 2020.

Information regarding BC Minimum Wages and other BC Employment standards can be found at <https://www2.gov.bc.ca/gov/content/employment-business/employment-standards-advice/employment-standards>

MANDATORY EMPLOYMENT-RELATED COSTS

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

As the Canada Pension Plan is not required to be paid until the age of 18, you will receive:

- 7% MERCs reimbursement for a student under 18 and
- 12% for a student 18 and older.

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 \$15.00/hour you will be reimbursed for costs calculated against an \$8 wage subsidy. You are responsible for additional costs related to the wage top-up.

FINANCIAL CLAIMS, PAYMENTS AND MONITORING

If your application is successful you must submit a claim at the end of the employment period. If your contribution agreement is more than eight weeks in duration, you may submit an interim reimbursement claim after week seven of the employment contract.

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 30, 2020**.

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

How do I apply?

Applications are accepted on a first-received, first-served basis and are assessed as they come in and continue until all funding for Summer Works has been committed.

All applications must be submitted online. Detailed instructions will be posted on the Trust's [website](#) when Summer Works applications open.

- 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 email confirming the receipt of your application from Summer Works staff.

To be successful, you must:

- Meet all eligibility requirements, as outlined above.
- Provide a safe and supervised employment environment.
- Provide entry-level or career-related work experience that will enhance the student's skills.
- Be following COVID-19 protocols as required by public bodies.
- Pay a market wage rate.
- Commit and be accountable to the terms of the Summer Works contribution agreement.

When will I know if my application has been approved?

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

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:

- Don't wait to apply! Summer Works funding is in high demand and the funds are often committed shortly after applications are made available.
- Applications are assessed as they come in and continue until all funding for Summer Works 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 1.877.489.2687 ext. 3644 or email summerworks@ourtrust.org