



Local Delivery Mechanism
53 Hwy 551 P.O. Box 333
M'Chigeeng, ON P0P 1G0
Phone 705-377-5362 Fax 705-377-4980

YEP Employer Application 2023

An application to the LDM for the Youth Employment Program must include all the following information:

- Employer Job Bank Form
- Employer Information Sheet
- Offer of Employment Form
- Final Claim Form (Due on or before September 15th , 2023)
- YEP Posting Attached for Employer Use

PLEASE SUBMIT YOUR COMPLETE APPLICATION PACKAGE TO:

Mailing Address: M'Chigeeng Training & Employment Hub Center
P.O. Box 333, 53 Hwy.551
M'Chigeeng, ON P0P 1G0

Attention: YEP Coordinator

Telephone: 705-377-5362 x225

Facsimile: 705-377-4980

Email: abbyp@mchigeeng.ca



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April 14, 2023

Subject: YOUTH EMPLOYMENT PROGRAM

Dear Potential Employer:

Enclosed is your 2023 Youth Employment Program package, we have included:

- YEP Guidelines
- Employer Instructions
- Employer Job Bank Form
- Employer Information Sheet
- Employer's Covid-19 Safety Measures Declaration
- Employee's Covid-19 Safety Measures Declaration
- Copy of Certificate of Compliance (Example included)
- Offer of Employment Form
- Final Claim Form
- Youth Employment Program Posting

The Youth Employment Program is meant to provide quality work experiences for youth; improve access to the labor market for youth who face unique barriers and provide opportunities for local youth to develop and improve their skills. The program provides wage subsidies to employers from non-for-profit organizations, the public-sector, and private sector with 50 or fewer full-time employees, to create quality summer work experiences for young people aged 15 to 30 years.

In this year's package includes the [Job Bank Form](#) and the [Employer Information Sheet](#) remain separate. The [Employer Information sheet](#) will be kept in a confidential Youth Employment Program Employer File; both forms must be complete and submitted to the Youth Employment Program.

Please follow the Employer Instructions to ensure you are submitting a complete package to the YEP program.

Once the Youth Employment Coordinator has completed all required documents to commence your student's employment, the remaining forms will be provided to you. E.g., [Contract](#), [Time sheets](#), [Agreements](#), etc.

If you have any questions, please do not hesitate to contact the LDM Office by phone or email.

In-Partnership,

YEP Program Coordinator



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YEP 2023 Guidelines & Employer Instructions

Objective:

The purpose of the Youth Employment Program (YEP) is to provide meaningful work experience for the youth of M'Chigeeng, which will in turn increase opportunities for long-term employment upon completion of academic studies. In keeping with our goal to enhance skill development opportunities for our members, the M'Chigeeng Local Delivery Mechanism (LDM) will make every effort to assist students with employers in summer jobs relating to their career objectives.

Job Bank:

A job bank consisting of job descriptions received from employers will be prepared and posted at Local Delivery Mechanism (LDM) office; for students to apply directly for summer employment with businesses and organizations.

Student Eligibility Criteria:

1. To qualify for an employment position, all students must meet the following criteria:

- a) Must be a M'Chigeeng First Nation Band Member
- b) Must be between 15 and 30 years of age (completed grade 9 minimum)
- c) Must be a Full-time student in a Secondary or Post-Secondary program, Continuing Education in following Secondary or Post-Secondary academic year.

2. To be eligible for summer employment, all students must provide a Social Insurance Number (SIN), or proof of application for their SIN.

3. Application, Resume, and Cover Letter must be submitted to the LDM office and to perspective employers.

4. Students who do not meet all the above eligibility criteria may be excluded from consideration for a summer employment position.

Employer Eligibility Criteria:

Each employer must submit a detailed job description which will be posted in the LDM Job Bank, for students to reference.

- a) Job Title
- b) Detailed Job Description/Duties
- c) Qualifications/ Position Requirements
- d) Rate of Pay
- e) Confirmation of proper insurance (will be kept in a confidential file in LDM office)
- f) Must be a Registered Business in Accordance with M'Chigeeng First Nation Business Licensing By-Law

Employer/Sponsors/Family:

Employers/Sponsors will not be allowed to hire immediate family, immediate family shall include: Spouse, A parent, Grandchild, A son, daughter, brother or sister



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Supervision and Monitoring:

All businesses, organizations and administration departments participating in the Youth Employment Program are responsible for the monitoring/supervising of their student employees. Attendance records will be required for each employer or supervisor to confirm regular attendance in order to substantiate LDM funding for those students. The student employees shall also be required to sign the attendance records for verification prior to submission. Employee work performance evaluations shall be completed and submitted at the end of Youth Employment Program.

Pay Rates and Hours of Work:

The contribution provided by the LDM to various employers are for wages only and the total amount of hours worked per week shall not exceed 35. Exceptions may be made for work done beyond 35. Exceptions may be made for work done beyond 35 hours per week upon agreement between the student and employer. Any expenses incurred by the employer exceeding the approved amount, including all Mandatory Employer Related Costs (benefits), are the responsibility of the employer. Further, the LDM shall not be liable for any injuries, losses or damages, which may be incurred prior to, during, and after completion of the Youth Employment Program by any employer, student, or other individual(s) associated with the YEP.

Post Secondary Students:

Post-Secondary students and secondary graduate's funding will consist of a 12-week employment opportunity. Employers who wish to retain their student employees beyond this date may do so upon agreement with the student; however, no financial contributions shall be made by the LDM office for work completed beyond this 12-week period unless approved by the ECD Committee. LDM financial contributions toward post – secondary positions shall be provided based on the following: The LDM will contribute 75% of the minimum wage rate

Secondary Students:

The Secondary student funding will consist of a maximum of a 6-week employment opportunity at 30 hours per week. Employers who wish to retain their student employees longer than 6 weeks may do so upon agreement with the student; however, no financial contributions made by the LDM for work completed beyond this 6-week period. LDM financial contributions toward Secondary student positions shall be provided based upon the following: The LDM will contribute 75% of the minimum wage rate.

Additional Conditions:

Students per Business/Organization

Each Employer will be limited to two (2) students per business/organization.

Quitting/Fired:

Students who get fired or quit their summer jobs without justifiable reasons will lose the remainder of their summer employment and may be ineligible the following year.

Attendance:

Other forms of lateness and absenteeism will be monitored by direct employers/supervisors on a form known as the Employee Warning/Termination Notice.

2023 M'Chigeeng Local Delivery Mechanism YEP EMPLOYER APPLICATION



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Distribution

The wage subsidy provided through the Youth Employment Program shall be distributed on a 50/50 basis meaning that an initial contribution of 50% of the total wage subsidy shall be forwarded to employers with the remaining 50% issued upon receipt of Employer Claim Forms and Payroll Records.

Other External Funding Sources:

The wage subsidy rates provided through the YEP are established maximums. Employers may make applications to other funding sources but are required to notify the LDM office of any approved external funding sources in order to avoid duplication.

Additional Information:

Should further information in regard to these guidelines be required by any participant in this process (employers, student), questions may be directed to YEP coordinator or to the LDM office.

Contracts:

Employers will not be allowed to alter contracts in any way.

COVID-SAFETY

Employers must file a copy of their Covid-19 Policy and/or Protocols with M'Chigeeng First Nation



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****The Youth Employment Program should not be used to replace existing personnel.****

YEP Employer Instructions

Please complete the following instructions to ensure that your organization can participate in the 2023 Youth Employment Program. We look forward to a summer of new employment opportunities and experiences.

- Complete the Employer Job Bank Form & the Employer Information sheet and return them to the office.
- The Job Bank Form will be posted in the LDM Office for students to view.
- The Employer Information Sheet will be kept in a confidential file in the LDM office.

Eligible students will send their Resume and Cover Letter and apply directly to their choices of employment.

- Once you have interviewed and selected your employee, complete the Offer of Employment Form and provide a copy to your student.
- Upon receipt of the Offer of Employment Form, the YEP Coordinators will complete the contracts and agreement.
- Once the contracts have been signed by both parties to the agreement, your employee may commence their employment within your organization.
- Upon completion of your student's employment, the Final Claim form must be submitted by September 15th , 2023. All files will be closed at the end of September.

Note: It is mandatory for all paperwork to be completed and returned to the YEP Coordinators prior to commencing any employment.



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2023 YEP Employer Job Bank Form

EMPLOYER INFORMATION			
Legal Name of Employer:		Date:	
Department or Organization (if different):			
Contact Person(s):		Student's Supervisor:	
Address:			
Phone:	Fax:	Email:	
JOB DESCRIPTION			
Job Title & Location:			
Post Secondary:		Secondary:	
Start Date:		End Date:	
Hours Per Week:		Hourly Rate:	
Hours of Operation:			
Certificates Required:			
Valid Ontario Drivers License Required?		Yes:	No:
Age Preference:		Will Student Be Serving Alcohol? Y N	
Safety Equipment Provided / Required?			
Skills Required:			
<i>Please Provide a Detailed Description of Duties/Activities (attach additional pages if required)</i>			



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2023 YEP Employer Information Sheet

Complete:
(For Office Use Only)
YES or NO

Legal Name:	
Mailing Address:	
Postal Code:	
Telephone #:	Fax #:
E-mail Address:	

Revenue Canada Business #:	GST #:	
Workers Compensation: <input type="checkbox"/> YES <input type="checkbox"/> NO	Private Coverage:	
Firm #:	Account #:	Rate (per \$100):
Do you have Liability Insurance? <input type="checkbox"/> Yes <input type="checkbox"/> No		
If yes, please specify coverage:		
Are you registered as a Business under the M'Chigeeng First Nation Business Licensing By-law?		
<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, please attach a copy of your license.	



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Legal Signing Officers for YEP Agreement Purposes:

(Those individuals who have legal authority to sign the Contract, according to Letters Patent or Other Incorporating Documents)

Title	Name (please print)	Specimen Signature
1.		
2.		
3.		
How many of the above signatures, and in what combination, are required to bind your Organization to a legal agreement?		

Legal Signing Officers for Financial Claims, Reports and Narratives:

Title	Name (please print)	Specimen Signature
1.		
2.		
3.		
How many of the above signatures, and in what combination, are required to authorize reports on behalf of your Organization?		

Contact Person for Organization	Telephone #:
Financial Information:	
	Fax #:

Note to LDM:	The information is collected under the auspices of Service Canada for the purpose of administering programming. The information provided will be administered in accordance with the <i>Access to Information Act</i> .
Completed By:	Date:



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YEP 2023 Offer of Employment Form

This is to confirm that I, _____ have interviewed and
Employer's name

selected _____ as a summer student, in the position of
Student's name

_____ to commence employment at _____.
Student's position Location of employment

on _____.
Date

Employer's Signature

Student's Signature

YEP Coordinator's Signature



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YEP 2023 Claim Form by Employer

Instructions: Use a separate Employer Claim Form for each position subsidized by the M'Chigeeng LDM Youth Employment Program. **Submit each completed Employer Claim Form within two (2) weeks after the subsidized employment period ends. Any forms received after that date will be in eligible for final payment.** All claims must be submitted by September 15th, 2023. All employer Claim Forms must be submitted to the M'Chigeeng LDM office located on the second floor of the administration building.

Section 1: Employer Information

Company name: _____

Contact name: _____

Revenue Canada #: _____

Phone: _____

Fax: _____

Email: _____

Address: _____

Postal code: _____

Section 2: Claim Information (To be completed by Employer, certified by Employee)

Employee Name: _____

Position: _____

Start Date: _____

End Date: _____

Total Weeks Worked: _____

Total Hours: _____

Social Insurance Number: _____

Employee Signature: _____

Section 3: Employee Information

DOB: ___/___/___
dd/mm/yy

Gender: Male Female Unspecified

Highest Grade Completed (circle one): 9 10 11 12

Post Secondary Level: 1 2 3 4 or Post Grad Studies: _____

Do you plan to return to full time studies in the fall? YES NO

Section 3: M'Chigeeng LDM Approval (Office Use only)

Amount Owing: _____

Final Approval: _____ Date: _____



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Youth Employment Program 2023

VARIOUS JOB POSTINGS WILL BE AVAILABLE

- ✚ Students seeking summer employment
- ✚ A job bank is available at the LDM office

EMPLOYMENT DURATION:

- ✚ Post Secondary Students: Twelve (12) weeks; 420 hours
- ✚ Grade 12 Graduates: Twelve (12) weeks; 420 hours
- ✚ Secondary Students: Six (6) weeks; 180 hours

START DATES:

- ✚ To be Determined with Employer

HOURLY RATE OF PAY:

- ✚ \$15.50

REQUIREMENTS

- ✚ Must be MFN Band member
- ✚ Must have been a student for the 2023-2024 school year and returning in September.
- ✚ Must have a valid SIN
- ✚ Must be between ages of **15** and **30** (inclusively)

APPLICATIONS:

- ✚ Contact the Local Delivery Mechanism Office, or YEP Coordinator for an Application form
- ✚ Please submit **Application**, **Cover Letter**, and **Resume** to the LDM office and to your perspective employers.
- ✚ Applications will be approved on a first come first serve basis, as the LDM budget is limited.

ALL PLACEMENTS MUST BE FINALIZED BY THE YOUTH EMPLOYMENT PROGRAM (YEP) COORDINATOR

Please Submit **Application and Resume** to: Attn: Youth Employment Program Coordinator(s)
