



Workforce and
Advanced Learning

Jobs for Youth Program

Public Sector Component



**Guidelines and
application
for public sector
employers**



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JOBS FOR YOUTH PROGRAM

PUBLIC SECTOR COMPONENT - GUIDELINES FOR PUBLIC SECTOR EMPLOYERS

INTRODUCTION

The Public Sector Component of the Jobs for Youth Program is designed to create jobs for Island students by assisting Provincial departments and agencies to carry out short term projects.

The Program is funded by the Government of Prince Edward Island and is administered by the Employment Development Agency.

OBJECTIVES

- To provide students, across Prince Edward Island, with meaningful work experience in the public sector which will assist them to make the school-to-work transition, and;
- To provide human resources assistance to projects initiated by Provincial departments and agencies.

WHO CAN APPLY?

All departments, agencies, crown corporations and commissions of the Prince Edward Island Government.

PROJECT ELIGIBILITY

Consideration will be given to those projects involving primary resource development, research and applications of new technology.

Initiatives which promote community economic development, public awareness and the special needs of youth and seniors will also be given consideration.

Projects funded previously by Provincial employment programs will be reconsidered. Projects should not create a dependency for long term funding.

Projects can begin after mid may and should conclude by the end of August in the current year.

PROJECT DURATION

Projects are normally for a minimum of eight weeks and can be for a maximum of twelve consecutive weeks.

Please note that positions are normally approved for eight weeks except in special circumstances.

EMPLOYEE ELIGIBILITY AND SELECTION

Student employees must be 16-29 years of age and have a minimum of Grade 10 education by September of the current year; they must have attended school full time in the current year and intend to return to school full time in the next school year.

Students must be residents of Prince Edwards Island, be eligible to work in Canada and be registered with the Jobs Registry of the Employment Development Agency.

Employees will be selected from referrals provided by the Jobs Registry of the Employment Development Agency.

Projects cannot begin prior to application approval nor can positions be filled or refilled without prior permission.

APPROVAL PROCESS

Applicants must complete the attached application and return it to the Employment Development Agency by **the last Friday in April.**

All project proposals must be signed by the sponsoring department/agency's deputy head or personnel he/she designates. Departments and agencies must prioritize all submissions by project and position. The prioritized list must be approved by the respective deputy head or designate.

Input will be sought from sponsoring departments and agencies before final approvals are made; however, some project approvals may be necessary to fulfill the program's aim to create student employment equitably across the province. Final approval is vested with the Employment Development Agency.

FUNDING

The Employment Development Agency will provide an hourly wage allowance for each approved position.

Each approved position will be funded at the Provincial minimum wage rate plus 5.7% vacation pay for an average 37.5 hours per week for normally eight to twelve weeks.

Student employees will be paid through the project sponsor's payroll. The project sponsor is responsible for the cost of the employer's share of payroll benefits as well as, Workers Compensation coverage.

The cost of materials, supplies, leases, telephone, rentals and so on, is the responsibility of the project sponsor.

APPLICATION FORMS

An application form accompanies these guidelines. Additional guidelines and applications are available at:

**548 Main Street, Montague PE
Tel: 902-838-0910 Toll-free: 1-877-407-018**

**Atlantic Technology Centre
176 Great George St Suite 212, Charlottetown
PE Tel: 902-368-6290**

or as a PDF file at <http://iis.peigov/dept/eda/index.html>

Also available online at www.gov.pe.ca, or by contacting any of the following Access PEI offices:

Telephone:	(902)	Telephone:	(902)
Alberton	853-8622	Souris	687-7000
Charlottetown	368-5200	Summerside	888-8000
Montague	838-0600	Tignish	882-7351
O'Leary	859-8800	Wellington	854-7250

Students wishing to be considered for jobs created by the program must complete the Employment Development Agency Jobs Registry Student Employment Application available at these same locations.

Jobs for Youth Program Public Sector Employers

Date Received: _____

Program No. _____
Sector No. _____
Application No. _____
Region No. _____
NAIC No. _____

**Please read the guidelines carefully before completing the application.
The application can be downloaded as a PDF file
at <http://iis.peigov/dept/eda/index.html>**

Personal information on this form is collected under section 31(c) of the *Freedom of Information and Protection of Privacy Act* R.S.P.E.I. 1988, c. F-15.01 as it relates directly to and is necessary for the administration of the PEI Employment Development Agency's programs and will be used for determining program eligibility and maintaining program data for statistical purposes. If you have any questions about this collection of personal information, you may contact the PEI Employment Development Agency, 548 Main Street, PO Box 1180, Montague, PE, C0A 1R0, Telephone (902) 838-0910.

PART I – APPLICANT INFORMATION

Department / Agency _____

Inter-office Mail _____

Address _____

Postal Code _____ Telephone _____ Facsimile _____

Contact Name (Primary) _____ Telephone _____ E-mail _____

Contact Name (Alternate) _____ Telephone _____ E-mail _____

PART II – PROJECT DESCRIPTION

A. State the name of your project. (40 characters maximum)

B. State the objective(s) or anticipated results of your proposal.

C. Outline the activities planned to meet the objective(s).

D. When will your project operate*. Start Date: _____ mm/dd/yy Finish Date _____ mm/dd/yy

*Payroll generally operates from Sunday to Saturday. Normally you would start on Monday and finish on Friday.

E. List position(s) required to carry out the project by position title, start and finish dates and duration.

Office Use	Position Title	Start Date	Finish Date	Weeks
	1.			
	2.			
	3.			
	4.			
	5.			
	6.			
Total Number of Position Weeks				

F. State the preferred education / skill / work experience for each position above.

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

G. Is your project a new initiative? If not, explain why the project is being revived.

H. Was your project proposal previously funded through a government program? If so, indicate the name of the program and attach a project summary of activities carried out.

I. What long-term benefits will be derived from your proposed project?

J. Name the person(s) who will be responsible for maintaining the employee(s) time sheets and providing supervision to the employee(s).

Time Sheet Keeper _____ Title _____ Telephone _____

Work Supervisor _____ Title _____ Telephone _____

K. Please calculate the amount of funds your project will require.

Total Number of Position Weeks	X	\$10.57	X	37.5	=	
(From Section E)		(Hourly Rate + Vacation Pay)		(Hours/Week)		(Funds Requested)

PART III – DECLARATION

I have read and fully understand the conditions of this application under the Jobs for Youth Program. I certify that the statements contained in this application and any attachments are to the best of my knowledge true and correct.

Deputy Head or Designate Signature

Date