



Fisheries, Aquaculture  
and Rural Development

# Jobs for Youth Program

## Private Sector Component

—  
Guidelines and  
application  
for private sector  
employers  
—

Employment Development Agency  
548 Main Street  
PO Box 1180,  
Montague, PEI C0A 1R0  
*Internet: [www.gov.pe.ca](http://www.gov.pe.ca)*

Tel: (902) 838 0910  
Fax: (902) 838 0975  
Toll-free: 1-877-407-0187

# JOBS FOR YOUTH PROGRAM

## PRIVATE SECTOR COMPONENT - GUIDELINES FOR PRIVATE SECTOR EMPLOYERS

### INTRODUCTION

The **Private Sector Component of the Jobs for Youth Program** is designed to create new jobs for Island students by providing a financial incentive to private sector employers.

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

### OBJECTIVES

- \* To encourage private sector employers in Prince Edward Island to create new employment opportunities for Island students and,
- \* To provide Island students with meaningful work experience in their local communities which will assist them in making the school-to-work transition.

### WHO CAN APPLY?

Eligible employers can include new or existing businesses registered in Prince Edward Island.

### EMPLOYEE ELIGIBILITY

Students must be 16-29 years of age, and have a minimum of Grade 10 education by September, 2014; have attended school full-time in 2014 and intend to return to school full-time in the current year; be residents of Prince Edward Island and entitled to work in Canada; be registered with the Jobs Registry of the Employment Development Agency and must not be members of the employer's immediate family.\*

\*Members of the immediate family of the employer or a member of the immediate family of an officer, director, or management personnel of the employer's firm (immediate family is defined as father, mother, son, daughter, husband, wife, brother or sister.

### POSITION ELIGIBILITY

- \* Positions should conclude by the end of August. Positions must be for a minimum of eight weeks or a maximum of twelve consecutive weeks.
- \* Employers must fill approved positions with students registered with the Jobs Registry.
- \* Positions must not reduce or otherwise affect the security of work hours of any existing employee.
- \* Positions receiving wage support from other provincial or federal boards or agencies are not eligible.
- \* Any type of legal work activity can be assigned to the position except domestic work or activities which contribute to the enhancement of personal property not used solely for business purposes.
- \* Employers bidding on contracts must not use subsidized positions to underbid.
- \* Where applicable, positions must meet with the acceptance of union officials.
- \* Positions cannot begin prior to application approval nor can positions be filled or refilled without prior permission.

### APPLICATION PROCESS

Project sponsors must complete the attached application and return it to the Employment Development Agency by **April 25, 2014**.

Positions will be approved, reduced or rejected based on Program criteria, availability of funds or type of position. Program funds will be allocated on a regional basis to ensure funds are distributed across the Province. Final approval is vested with the Employment Development Agency.

### AMOUNT OF ASSISTANCE

Each approved position will be funded at **50% (PEI minimum hourly wage rate plus 4% vacation pay) for up to 40 hours per week for eight to twelve weeks.**

A minimum of thirty-five work hours must be provided to a position in any single week. A maximum of two positions can be approved per employer.

Employers are responsible for the employer's share of employee benefits such as: EI, CPP, Workers Compensation premiums and the cost of materials, supplies, rentals and so on.

Copies of the project's payroll records must accompany all claims for reimbursement and be submitted within 30 days of the project's completion.

### EMPLOYER RESPONSIBILITIES

- \* Interviewing prospective employees;
- \* Complying with Program guidelines and all other statutes, regulations, and bylaws that may be applicable;
- \* Supervising employees;
- \* Selecting employees from the Jobs Registry;
- \* Placing trainees on their payroll, making appropriate deductions, and issuing pay cheques;
- \* Allowing staff of the Employment Development Agency to inspect payroll records during or after the payroll period;
- \* Employers may dismiss or suspend an employee if the employee is unable to satisfactorily perform his/her duties. Notice of dismissal must be given in writing to the employee by the employer.
- \* The employer must notify the Employment Development Agency should an approved position become vacant. Depending on the circumstances, the Agency may fund a replacement.

### APPLICATION FORMS

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

**Employment Development Agency,  
548 Main Street, PO Box 1180,  
Montague, PEI C0A 1R0  
Tel: 838-0910 Fax: 838-0975 Toll-free: 1-877-407-0187**

Internet: [www.gov.pe.ca/fard/jobsforyouth](http://www.gov.pe.ca/fard/jobsforyouth)

or by contacting any of the following Access PEI offices:

	Tel:		Tel:
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.