

Incubator to Employment Employer Guidelines

Apply Online

www.tewa.ca

Employer Deadline: Friday Sept 11th 2015



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1.0 ITE PROGRAM OVERVIEW

The objective of the Incubator to Employment program is to provide students with the skills and knowledge needed to make a successful transition into the workplace.

2.0 PROGRAM COORDINATOR

All inquiries concerning this program should be addressed to the attention of:

Kara Paul

Career Program Coordinator

Tel: 450-638-4280 or via e-mail at kara.paul@kedc.biz

3.0 ELIGIBILITY CRITERIA FOR EMPLOYERS

- ✓ Businesses must be able to administer salaries for the duration of work placement
- ✓ Must have someone to supervise the prospective students for the duration of the 6 month work placement (Aug 21st 2015 – March 18th 2016)
- ✓ Must be prepared to conduct job interviews with potential candidates

4.0 EMPLOYER APPLICATIONS – How to Apply

(1) Complete the *Employer Application Form* that complements this package. In addition to this form, you must provide the following information for each position:

(2) Job Posting

- The title of the position
- The supervisor(s)
- The tasks and responsibilities of the position (WORKPLAN)
- The person they should address their application to
- Your business / organization's contact information

Electronic version of the job posting(s) and work plan(s) are recommended.

(3) Work Plan

The work plan should include a schedule of tasks, duties, trainings to be carried out by the student throughout their employment – this can be explained in a weekly or bi-weekly format. A detailed job description is also encouraged.

* An outlined sample of these documents is included at the end of this document.

All applications packages must be received using one of the following methods:

- **Completed online application form with electronic attachments**
- **Dropped off at the Tewatohnhi'saktha office on the 3rd floor of the Business Services Complex,**
- **Faxed to 450- 638-3276**
- **Scanned to kara.paul@kedc.biz**

**All applications to the attention of the ITE Coordinator or by:
Friday, September 11th 2015 before 4:00 p.m Please note that should a security check be required, the program covers the cost at 100 percent.**

Employers will be notified via mail or e-mail if their position(s) were approved during the first week of June 2015.

All Human Resource (HR) issues and concerns such as hiring, payroll, scheduling, recording hours and attendance, etc., are the responsibility of the employer. The HR policies and procedures that are normal to your business/organization and applied to your regular employees should be applied to student(s).

Once approval is received, all employers will be able to post and interview for their position(s). It will be up to employers to decide when the deadline to apply for their positions will be.

5.0 CONTRACTS / CONTRIBUTION AGREEMENTS



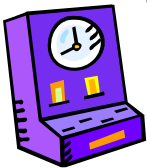
Once the contracts between the employer, student and Tewaohnni'saktha Employment and Training have been signed for the positions that have been approved, the following payment schedule will apply:

- An initial advance payment of **50%** of your funding allocation will be the first week of the work placement (Sept 24th 2015).
- **25%** at the midway point of the work placement
- A final payment for the remaining balance of **25%** will be distributed when $\frac{3}{4}$ of the work placement has been completed
- **Please note that all timesheets are due the first week of the new month for the previous months work. All payments will be put on hold until we have received updated timesheets for each week of employment.**
- **Final timesheets are due the last day of programming**

If a student must resign before fulfilling their contract, please forward a copy of their letter of resignation to the ITE Coordinator.

Employers will be responsible to return any unused portions of funds committed for any and all projects to Tewaohnni'saktha Employment and Training.

6.0 TIMESHEETS & ACCOUNTABILITY



Timesheets are meant to ensure that there is a high degree of accountability for all funds administered. Students and employers are required to complete timesheets for all projects approved through the program. A detailed explanation of how to accurately complete and submit these timesheets will be given at the contract signing and explanation. Failure to comply will result in an ineligibility status for student(s) and employer(s) to participate in future programs. Inaccurate and incomplete* timesheets create a challenge for program administrators when reporting on "accountable" administration of funds to our funding partners. This could impact future programming.

If employers have their own formalized timesheets and these timesheets suit the needs of the program, the employer may be permitted to use their own. Please verify use of your own timesheets with the coordinator of the program.

***We ask to make sure that all timesheets are SIGNED and DATED before submitting to avoid any incomplete timesheets.**

7.0 SITE VISITS

As an employer participating in this program, you must agree to informal site visits (scheduled and possibly unscheduled) by a representative of the ITE. 4-6 site visits will be performed and take approximately half an hour. Each will take place during the program approximately one every month and last one during the final week of employment.

The objective of these visits is to monitor the progress of the projects, review and respond to any challenges as well as ensure both employer and employee are satisfied with their experiences thus far. Also to administer the interim and final evaluations that provide valuable information to further enhance the program.

8.0 FINAL EVALUATION

The Final Evaluation is administered at the final site visit. Both Employers and students must submit a completed questionnaire describing their employment, learning experience, and to share their thoughts about the program.

9.0 WAGE RATES

10.55 per hour (minimum wage up to a maximum of 40 hours per week (422.00 per week))

Higher Salary

Students have the option of negotiating a higher salary than what the program provides with prospective employers. Employers will have the option to offer more (wage rate) than what the program provides. All top ups are at the expense of the employer.

SAMPLE: JOB DESCRIPTION / POSTING



Job Description / Posting

“Business / Organization’s Logo”

- Position:** “Name of Available Position”
- Duration:** “Start and End Dates” (# of weeks)
- Supervisor:** “Name of Supervisor”, “Title of Supervisor”
- Requirements:** Registered with the ITE program
- Responsibilities:** Explain what the student will be responsible for, the tasks and duties.
- Wage Rate & Duration:** Indicate which wage rate and duration will be offered for this position. Allowable rates and durations are outlined in Section 9.0 of the information packages.
- Work Schedule:** Indicate which days of the week and which times of the day the student will work. (i.e. Monday to Friday, 8:00 am to 4:00 pm / 32 hours per wk)
- Deadline to Apply:** Please provide enough time for students to apply.
- Please forward your application to:
Name of the person the student should direct application to
The business / organization this person represents.
P.O. Box #
Kahnawake Mohawk Territory J0L 1B0
Phone Number / Fax
E-mail address

Position:

Week 1

Explain what the student will learn & tasks that will be administered
Please be thorough.

Week 2 – 3

Explain what the student will learn & tasks that will be administered .

Week 4 – 5

Indicate any workshops and /or trainings the student by be a part of.

ITE Employer Application Form

BUSINESS / ORGANIZATION PROFILE

Business / Organization Name:

Address: _____

—

Phone
number: _____

Contact Person: _____

Title: _____

Email: _____

—

REQUEST

Number of positions requesting: _____

Job

Title(s): _____

—

I declare the above information to be true and accurate and I have read and reviewed the 2015 ITE Employer Guidelines:

Signature

Date

All applications must be submitted online, received at the Tewaohnni'saktha office on the 3rd floor of the Kahnawake Business Complex, faxed to 450-638-3276 to the attention of the ITE Program Coordinator

DEADLINE: FRIDAY, Sept 11, 2015 at 4:00 p.m.

