



# 2017 Employer Guidelines

**Kahnawà:ke Summer Student Employment Program  
Ronterihwaiénstha Ronwatiio'tenhserá:wis**

Apply Online

[www.tewa.ca/kssep](http://www.tewa.ca/kssep)

Employer Deadline: Friday April 7, 2017



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(You are encouraged to use the online application form <a href="http://www.tewa.ca/kssep">www.tewa.ca/kssep</a> )	

## **1.0 PROGRAM OBJECTIVE**



*The objective of the KSSEP is to encourage our youth to stay in school and pursue post secondary education. In addition, it will prepare students for the job market by providing quality opportunities to explore career options and develop life and work skills.*

## **2.0 PROGRAM COORDINATOR**

All inquiries concerning this program should be addressed to the attention of:  
Angie Marquis, Employment & Training Counselor/Youth Programs Coordinator at Tewatohnhi'saktha  
Tel: 450-638-4280 Ext. 238 or via e-mail at [angie.marquis@kedc.biz](mailto:angie.marquis@kedc.biz)

## **3.0 ELIGIBILITY CRITERIA FOR EMPLOYERS**

- ✓ Businesses must have a Canada Revenue Business number \*
  - ✓ Must have someone to supervise the prospective students for the duration of the summer employment
  - ✓ Must be willing to contribute 20% of the approved project costs (wages & MERCs\* – see,13.0)
  - ✓ Must be prepared to conduct job interviews with potential candidates
- \*exceptions will be considered

## **4.0 EMPLOYER APPLICATIONS – [How to Apply](#)**

**(1) Attend the Employer Information Breakfast on Wednesday, March 22<sup>nd</sup> at 9:00 am** – please RSVP with Angie Marquis at 450.638.4280 Ext. 238 or [angie.marquis@kedc.biz](mailto:angie.marquis@kedc.biz)

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

**NEW** In order for post-secondary students and employers to plan for future recruitment and succession planning, we are encouraging students to begin **networking with employers** who they may be interested in working for by inviting the employer to apply for a KSSEP position. This approach is designed to aid the students in gaining the type of summer work experience that is best suited for and compliments their field of study.

### **(3) Job Posting**

A one page document that will provide a brief description of the job, qualification requirements and how to apply.

See the Sample Job Posting on page 8. Electronic version of the job posting(s) and work plan(s) are recommended.

### **(4) 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.

See page 8 for a Sample Work Plan.

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

- **Completed online application form with electronic attachments**
- **Dropped off at the Tewaohnni'saktha office on the 3<sup>rd</sup> floor of the Business Services Complex**
- **Faxed to 450- 638-3276**
- **Scanned to [angie.marquis@kedc.biz](mailto:angie.marquis@kedc.biz)**

**All applications to the attention of the KSSEP Coordinator or by:**

**Friday, April 7<sup>h</sup>, 2017 before 4:00 p.m.**

Employers will be notified via e-mail if their position(s) were approved beginning **Wednesday, April 13th, 2017.**

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 and any modifications are made, 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.

You may request **reference letters** from students who apply for your position(s). If you do, please include this requirement in your job description/posting.

**In addition to employer job postings, the KSSEP will promote all jobs:**

- **We will advertise the 2017 Job Listing in The Eastern Door on Friday April 21, 2017,**
- **Iori:wase newspaper on Thursday April 27, 2017**
- **Inserts will appear in the May 5th, 2017 edition of the Eastern Door newspaper.**
- **The 2017 Job Listing and job postings with work plans will be available on our website [www.tewa.ca/KSSEPjobs](http://www.tewa.ca/KSSEPjobs)**

### **Verification of Student Eligibility**

Employers decide which students they wish to interview. Employers will be required to forward the names of the students who apply to their position(s) to the KSSEP Coordinator and/or Assistant for verification of eligibility. Employers will be required to report on how many applications they receive and how many applicants they chose to interview.

**Eligible students MUST be a:**

- ✓ Full time high school student returning to high school in September 2017
- ✓ High school graduate entering a full time post-secondary institute in September 2017
- ✓ Full time College/CEGEP student returning to full time studies in September 2017
- ✓ Full time University student returning to full time studies in September 2017

### **5.0 WORKSHOPS**

Career Development Workshops will also be offered to students during the months of June and July. The workshops are meant to enhance the student's employment experience and to increase their opportunities for future employment.



The majority of the workshops will be held on the third floor of the Tewaohnni'saktha Business Services Complex. Details relating to session topics and schedules will be available

when employers and students sign their contracts. **We encourage you to make suggestions for the upcoming workshops.**

It is mandatory for students to attend one session and employers are required to allow students to participate in all the workshops that are of interest to their student.

## **6.0 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 **75%** of your funding allocation will be disbursed.
- A final payment for the remaining balance of **25%** will be distributed, **once both the employers and students submit evaluations and all remaining timesheets and the students' record of employment. The deadline to submit all documents is Friday, September 22<sup>th</sup>, 2017.**

**Special Note:** Complete details outlining payment procedures are outlined in the Employment Agreement.

If a student must resign before fulfilling their contract, please forward a copy of their letter of resignation to the KSSEP Coordinator and/or Assistant.

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

## **7.0 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. Inaccurate and incomplete\* timesheets create a challenge for program administrators when reporting on "accountable" administration of funds to our funding partners.

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.**

## **8.0 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 KSSEP. Two site visits will be performed and take approximately half an hour. One will take place mid-way through the program and the other during the final week of employment.

The objective of these visits is to monitor the progress of the projects. Also to administer the interim and final evaluations that provide valuable information to further enhance the program.

## **9.0 FINAL EVALUATION**

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

## **10.0 STUDENT WAGE RATES & DURATIONS**

<b>Level A:</b> Part Time High School	\$11.25/hour x 8 weeks x 25 hours per week
<b>Level B:</b> High School:	\$11.25/hour x 8 weeks x 32 hours per week
<b>Level C:</b> CEGEP:	\$11.75/hour x 10 weeks x 32 hours per week
<b>Level D:</b> University 1:	\$12.75/hour x 12 weeks x 32 hours per week
<b>Level E:</b> University 2:	\$13.75/hour x 12 weeks x 32 hours per week

### **Higher Salary and Longer Duration**

Students have the option of negotiating a higher salary and longer duration than what the program provides with prospective employers. Employers will have the option to offer more (wage rate and duration) than what the program provides. We suggest that the educational background, applicable skills, and related experience of prospective summer student employees be considered. All top ups are at the expense of the employer.

## **11.0 MANDATORY INVESTMENT FROM EMPLOYERS**

All employers from the private and public sector will be required to invest **20%** of the total cost for their **approved projects**. This 20% includes the Mandatory Employment Related Costs-MERC's – The employer is responsible for administration of MERC's. Exceptions can be made for those businesses who do not pay into MERC.

Mohawk Self Insurance will be calculated into the MERC's for projects approved for Kahnawake organizations and businesses.

Employers are required to remit the employee's and employer's share of EI & QPIP to Canada Customs and Revenue Agency according to the Employment Insurance Act.

Employers are asked to contribute 20% because we feel this will provide us with the ability to employ more students, enhance the quality of the employment experiences for students (i.e. supervision and work performance) and increase the level of accountability.

## 12.0 WAGES AND MERC'S INFORMATION CHART:

LEVEL A: High School Student: 25hours per week x \$11.25 per hour x 8 weeks (max.)				
	Employers 20% Contribution	Tewatohnni'saktha 80% Contribution	Total Cost 100%	
WAGES	\$ 450.00	\$ 1,800.00	\$ 2,250.00	
MERCS at *9.5%	\$ 42.75	\$ 171.00	\$ 213.75	
<b>TOTAL</b>	<b>\$ 492.75</b>	<b>\$ 1,971.00</b>	<b>\$ 2,463.75</b>	
LEVEL B: High School Student: 32 hours per week x \$11.25 per hour x 8 weeks (max.)				
	Employers 20% Contribution	Tewatohnni'saktha 80% Contribution	Total Cost 100%	
WAGES	\$ 576.00	\$ 2,304.00	\$ 2,880.00	
MERCS at *9.5%	\$ 54.72	\$ 218.88	\$ 273.60	
<b>TOTAL</b>	<b>\$ 630.72</b>	<b>\$ 2,522.88</b>	<b>\$ 3,153.60</b>	
LEVEL C: CEGEP Student: 32 hours per week x \$11.75 per hour x 10 weeks (max.)				
	Employers 20% Contribution	Tewatohnni'saktha 80% Contribution	Total Cost 100%	
WAGES	\$ 752.00	\$ 3,008.00	\$ 3,760.00	
MERCS at *9.5%	\$ 71.44	\$ 285.76	\$ 357.20	
<b>TOTAL</b>	<b>\$ 823.44</b>	<b>\$ 3,293.76</b>	<b>\$ 4,117.20</b>	
LEVEL D: University 1 Student: 32 hours per week x \$12.75 per hour x 12 weeks (max.)				
	Employers 20% Contribution	Tewatohnni'saktha 80% Contribution	Total Cost 100%	
WAGES	\$ 979.20	\$ 3,916.80	\$ 4,896.00	
MERCS at *9.5%	\$ 93.02	\$ 372.10	\$ 465.12	
<b>TOTAL</b>	<b>\$ 1,072.22</b>	<b>\$ 4,288.90</b>	<b>\$ 5,361.12</b>	
LEVEL E: University 2 Student: 32 hours per week x \$13.75 per hour x 12 weeks (max.)				
	Employers 20% Contribution	Tewatohnni'saktha 80% Contribution	Total Cost 100%	
WAGES	\$ 1,056.00	\$ 4,224.00	\$ 5,280.00	
MERCS at *9.5%	\$ 100.32	\$ 401.28	\$ 501.60	
<b>TOTAL</b>	<b>\$ 1,156.32</b>	<b>\$ 4,625.28</b>	<b>\$ 5,781.60</b>	

\*9.5% is derived from: 4% vacation pay, employer EI and CSST contribution and an approximation of MERC since MSI varies according to the job

Employers can apply up to the maximum number of **weeks** indicated above - you can apply for fewer weeks to suit your needs. Also, if you do not require **32 hours**, we can accommodate the hours per week required by your organization/ business (i.e. 30, 25 or 20 hours per week.) Please indicate this on the application form and on the job description. If your work hours are more than 32 hours, please indicate this on the job description and keep in mind you are responsible for the added cost.

### **13.0 EMPLOYER SELECTION PROCESS:**

An Employer Selection Committee will meet during the week of April 10<sup>th</sup> to review all employer applications. The criteria for selecting a position(s) are based on the following:



- 1) If it is a **Quality** Experience for the Student,
- 2) If it is good for the **Economic Development** of the Community,
- 3) If it services the **Social Needs** of the Community,
- 4) If it is an **Innovative** Career Opportunity
- 5) If it provides **Kanien'kéha Language and Culture**
- 6) If it was **recommended by a student** who held this position previously

Employers will be notified on the selection committee's decisions beginning **Wednesday, April 12<sup>th</sup>, 2017.**



SAMPLE: JOB POSTING

Job Description / Posting  
For the KSSEP 2017

**"Business / Organization's Logo"**

<b>Position:</b>	"Name of Available Position"
<b>Duration:</b>	"Start and End Dates" (# of weeks)
<b>Supervisor:</b>	"Name of Supervisor", "Title of Supervisor"
<b>Requirements:</b>	Education (High School, CEGEP, University Student) Certifications Employment Skills <b>Registered for the KSSEP</b>
<b>Responsibilities:</b>	Explain what the student will be responsible for, the tasks and duties.
<b>Wage Rate &amp; Duration:</b>	Indicate which wage rate and duration will be offered for this position. Allowable rates and durations are outlined in Section 10.0 of the information packages.
<b>Work Schedule:</b>	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)
<b>Deadline to Apply:</b>	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. Address Phone Number / Fax E-mail address

SAMPLE: WORK PLAN

**Position:**

Week 1  
Explain what the student will learn & tasks that will be administered  
Please be thorough.

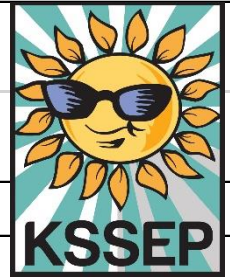
Week 2 – 3  
Explain what the student will learn & tasks that will be administered

Week 4 – 5

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

# 2017 Employer Application Form

**Ronterihwaiénstha Ronwatiio'tenhserá:wis**  
Kahnawà:ke Summer Student Employment Program



## BUSINESS / ORGANIZATION PROFILE

Have you participated in the KSSEP in the past?  Yes  No # of yrs: \_\_\_\_\_

Business / Organization Name: \_\_\_\_\_

Address: \_\_\_\_\_ Department: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_

E-mail: \_\_\_\_\_ Phone #: \_\_\_\_\_

What is your Canada Revenue Business Number? \_\_\_\_\_ N/A

## REQUEST

**Number of positions requesting:** \_\_\_\_\_ **Is this position a result of the New Student Networking?**

**Job Title(s):** \_\_\_\_\_ **Yes No**

**Level Requesting:** \_\_\_\_\_ **Name of student:** \_\_\_\_\_

A: High School Part Time  B: High School Full Time **Amount Requested:** (see Employer Guidelines pg. 6)

C: CEGEP  D: University 1st Year \$ \_\_\_\_\_

E: University 2nd Year+  Any /All **Notes /Comments:** \_\_\_\_\_

**Please ensure to submit your:**

Job Posting(s)  Workplan(s)

*I declare the above information to be true and accurate and I have read and reviewed the 2017 KSSEP Employer Guidelines:*

Signature \_\_\_\_\_ Date \_\_\_\_\_

All applications must be submitted online, received at the Tewatohnhi'saktha office on the 3rd floor of the Kahnawake Business Complex, faxed to 450-638-3276 to the attention of the KSSEP Coordinator or scanned to [angie.marquis@kedc.biz](mailto:angie.marquis@kedc.biz) - Incomplete or late applications will not be considered

**DEADLINE: FRIDAY, APRIL 7th, 2017 at 4:00 p.m.**

*In an effort to save paper, all KSSEP procedures and application forms are available online, and we encourage you to use our online forms at [www.tewa.ca/kssep](http://www.tewa.ca/kssep)*



