



2018 Employer Guidelines

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

Apply Online:

www.tewa.ca/KSSEP

Employer Deadline: Friday, April 6, 2018



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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 MANAGER

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

Onawa K. Jacobs

Program Manager, Tewaohnni'saktha

☎: (450) 638-4280, ext. 238,

✉: onawa.jacobs@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) Complete the online Employer Application Form or the application form that complements this package. In addition to this form, you must provide items #2 and #3.

(2) Job Posting

A one-page document that will provide a brief description of the job, qualification requirements and how to apply. Electronic version of the job posting(s) and work plan(s) are recommended. See page 8 for a Sample Job Posting.

(3) Work Plan

The work plan should include a schedule of tasks, duties, and 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 3rd floor of the Kahnawake Business Complex;**
- **Mailed to the attention of the Program Manager at P.O. Box 1110, Kahnawake, QC J0L 1B0;**
- **Faxed to the attention of the Program Manager at (450) 638-3276; or**
- **Scanned and send to onawa.jacobs@kedc.biz.**

All applications MUST be sent to the attention of the KSSEP Program Manager by:

Friday, April 6, 2018 before 4:00 pm

Employers will be notified via e-mail if their position(s) were approved *beginning Wednesday, April 11, 2018*.

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 position(s) 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 2018 Job Listing in:

- The Eastern Door on Friday, April 20, 2018;
- lori:wase on Thursday, April 19, 2018;
- Inserts will appear in the May 4, 2018 edition of The Eastern Door newspaper;
- The 2018 Job Listing and job postings with work plans will be available on our website at: 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 Program Manager and/or Youth Programs Assistant for verification of eligibility**. Employers will be required to report on how many applications they received and how many applicants they chose to interview.

Eligible students MUST be a:

- ✓ Full-time high school student returning to high school in September 2018;
- ✓ High school graduate entering a full-time post-secondary institute in September 2018;
- ✓ Full-time college/CEGEP student returning to full-time studies in September 2018;
- ✓ Full-time university student returning to full-time studies in September 2018;
- ✓ University graduate of this year; or
- ✓ Adult education graduate of this year attending full-time post-secondary studies in September 2018.

5.0 STUDENT SELECTION

It is up to each employer how they would like to select their summer student(s), however, it is strongly recommended to formally interview at least three students for each position, in order to provide them with realistic job application experiences.

We also encourage employers to use a set interview questionnaire to be used in the same way with each interviewee. Some key interview questions are:

1. Tell me a little bit about yourself.
2. Why do you want to work for us?
3. What do you know about our organization/business?
4. How does this position relate to your personal/career goals?
5. What makes you the ideal candidate?

Employers **must** inform each job applicant of their hiring decision, regardless if the applicant was selected for an interview, via phone, mail or email.

6.0 BRING YOUR OWN STUDENT – 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.

Employers are also welcome to ‘bring their own student,’ should they already have a particular student in mind for a summer position. Please indicate the name of your student on your application form.

Requests will be judged based on the criteria in section 15.0.

7.0 WORKSHOPS



Professional and Personal 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 Tewatohnhi’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 up-coming 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.

8.0 CONTRACTS / CONTRIBUTION AGREEMENTS



Once the contracts between the employer, student and Tewatohnhi’saktha Employment & 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 final evaluations, all remaining timesheets and the student’s record of employment. The deadline to submit all documents is Friday, September 21, 2018.**

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 Program Manager and/or Youth Programs Assistant.

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

9.0 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 KSSEP Program Manager.

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

10.0 CHECK-INS & 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. At least one telephone/email check-in will be performed mid-way through the program and one site visit during the final week of employment. The site visit will take approximately half an hour.

The objective of these check-ins/visits is to monitor the progress of the projects, administer evaluations that provide valuable information to further enhance the program, and to take pictures of your student in action.

We encourage employers to reach out to the Program Manager and/or Youth Programs Assistant at any time to give feedback on the student’s progress and/or any issues that may arise.

11.0 FINAL EVALUATION

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

12.0 STUDENT WAGE RATES & DURATIONS – NEW!

Level A: Part-Time High School	\$12.00/hour x 8 weeks x 25 hours/week
Level B: High School:	\$12.00/hour x 8 weeks x 32 hours/week
Level C: CEGEP:	\$12.50/hour x 10 weeks x 32 hours/week
Level D: University – 1 st Year:	\$13.50/hour x 12 weeks x 32 hours/week
Level E: University – 2 nd Year+:	\$14.50/hour x 12 weeks x 32 hours/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.

Employers are invited and encouraged to top-up hourly wages based on the requirements of the job, student’s level of education or field of study, and level of accountability.

13.0 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 (MERCs). The employer is responsible for administration of MERCs. Exceptions can be made for those businesses who do not pay into MERCs.

Mohawk Self Insurance will be calculated into the MERCs 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% as this will enable us 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.

14.0 WAGES & MERCS INFORMATION CHART:

LEVEL A: High School Student: 25 hours/week x \$12.00/hour x 8 weeks max.			
	Employer's Contribution (20%)	Tewatohnhi'saktha's Contribution (80%)	Total Costs (100%)
Wages	\$ 480.00	\$ 1,920.00	\$ 2,400.00
MERCs (9.5%)	\$ 45.60	\$ 182.40	\$ 228.00
Total	\$ 525.60	\$ 2,102.40	\$ 2,628.00
LEVEL B: High School Student: 32 hours/week x \$12.00/hour x 8 weeks max.			
	Employer's Contribution (20%)	Tewatohnhi'saktha's Contribution (80%)	Total Costs (100%)
Wages	\$ 614.40	\$ 2,457.60	\$ 3,072.00
MERCs (9.5%)	\$ 58.37	\$ 233.47	\$ 291.84
Total	\$ 672.77	\$ 2,691.07	\$ 3,363.84
LEVEL C: CEGEP: 32 hours/week x \$12.50/hour x 10 weeks max.			
	Employer's Contribution (20%)	Tewatohnhi'saktha's Contribution (80%)	Total Costs (100%)
Wages	\$ 800.00	\$ 3,200.00	\$ 4,000.00
MERCs (9.5%)	\$ 76.00	\$ 304.00	\$ 380.00
Total	\$ 876.00	\$ 3,504.00	\$ 4,380.00
LEVEL D: University 1: 32 hours/week x \$13.50/hour x 12 weeks max.			
	Employer's Contribution (20%)	Tewatohnhi'saktha's Contribution (80%)	Total Costs (100%)
Wages	\$ 1,036.80	\$ 4,147.20	\$ 5,184.00
MERCs (9.5%)	\$ 98.50	\$ 393.98	\$ 492.48
Total	\$ 1,135.30	\$ 4,541.18	\$ 5,676.48
LEVEL E: University 2: 32 hours/week x \$14.50/hour x 12 weeks max.			
	Employer's Contribution (20%)	Tewatohnhi'saktha's Contribution (80%)	Total Costs (100%)
Wages	\$ 1,113.60	\$ 4,454.40	\$ 5,568.00
MERCs (9.5%)	\$ 105.79	\$ 423.17	\$ 528.96
Total	\$ 1,219.39	\$ 4,877.57	\$ 6,096.96

*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.

15.0 EMPLOYER SELECTION PROCESS:

An Employer Selection Committee will meet during the week of April 10th, 2018, 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**; and/or,
- 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 11, 2018**.

SAMPLE JOB POSTING

Job Description / Posting
for the KSSEP 2018

“Business / Organization’s Logo”

Position: “Name of Available Position”

Duration: “Start and End Dates” (# of weeks)

Supervisor: “Name of Supervisor”, “Title of Supervisor”

Requirements: Education (High School, CEGEP, University Student)
Certifications
Employment Skills
Registered for the KSSEP

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 10.0 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 week).

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
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 will take part in.

2018 Employer Application Form



Ronterihwaiénstha Ronwatii'tenhserá:wis Kahnawake Summer Student Employment Program

BUSINESS / ORGANIZATION PROFILE

Have you participated in the KSSEP in the past? No Yes; # of years: _____

Business / Organization Name: _____

Address: _____ Department: _____

Contact Person: _____ Title: _____

E-mail: _____ Phone #: _____

What is your Canada Revenue Business Number? _____ N/A

REQUEST

Is this position a result of the 'bring your own student/bring your own employer' initiative?
 No Yes; name(s) of student(s): _____

Job Title(s): _____		# of positions requested: _____
Level Requesting:	<input type="checkbox"/> A: High School Part-Time	<input type="checkbox"/> B: High School Full-Time
	<input type="checkbox"/> D: University 1st Year	<input type="checkbox"/> E: University 2nd Year+
	<input type="checkbox"/> C: CEGEP	
	<input type="checkbox"/> Any / All	

Please ensure to submit: Job Posting(s) Workplan(s)

Amount Requested (see KSSEP Employer Guidelines, page 7) : \$ _____

Notes/Comments: _____

I declare the above information to be true and accurate and I have read and reviewed the 2018 KSSEP Employer Guidelines:

Signature: _____ Date: _____

All applications must be either: 1) submitted online; 2) received at the Tewaohnhisaktha office on the 3rd floor of the Kahnawake Business Complex; 3) faxed to (450) 638-3276 to the attention of the KSSEP Program Manager; 4) mailed to P.O. Box 1110, Kahnawake, QC J0L 1B0, to the attention of the KSSEP Program Manager; or 5) scanned and sent to onawa.jacobs@kedc.biz. **Incomplete or late applications will not be considered.**

DEADLINE: FRIDAY, APRIL 6, 2018 at 4:00 pm.



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.

