



JOB CREATION INITIATIVE

PROGRAM GUIDELINES

Updated 2024

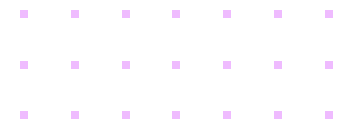


TEWATOHINI'SAKTHA

Table of contents

Program Background	2
Program Offerings	3
Client Requirements	4
Application Process	5
Employer Requirements	6
Wages and MERCs	7
Agreements	8
Contact Information	9

Program Background



Vision



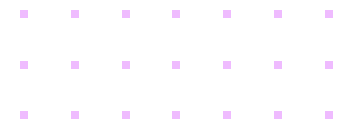
The Job Creation Initiative helps individuals overcome barriers to employment, develop a broad range of skills and knowledge in order to participate in the current and future labour market and to promote education and skills as being key to labour market participation.

Objectives



- Wage subsidies for work placements in a mentored environment for individuals who are not in school or employed to enable them to develop employability skills and support their educational and career development;
- Training experiences that support individuals in acquiring skills needed for work placements.
- Support for local businesses with their recruitment needs and succession planning.

Program Offerings



Job Creation



Salary Subsidized

- Current Minimum Wage
- \$15.75 as of May 1st, 2024
- Top-ups to the salaries are encouraged

Length of Program:

- Up to 26 Weeks per application
- Up to 40 hours per week
- Extension: Letter from both student and employer - 1 year

MERCS

- Coverage of associated MERCS (based on minimum wage) if applicable

Mohawk Self Insurance (MSI):

- Administration and payment of Mohawk Self Insurance premiums

Client Requirements



1 Registry

Client must be enrolled on the Kahnawà:ke Kanien'kehá:ka Registry or Federal Registry for the Mohawk Band of Kahnawà:ke

2 Age + Work Status

Be between 31+ years of age;

Unemployed or underemployed - out of school

3 Registered at Tewaohnhi'saktha

Visit Tewa.ca/client-registration or call (450) 638-4280 to register

4 Completed Employment Process

- Meet with a Workforce Development Counsellor
- Required assessments w/ Counsellors
- Updated Resume
- Letter of Intent

Application Process



1 Client Registration

Complete the Client Registration form, and indicate that you would like to apply for the Program.

Link to Register: Tewa.ca/client-registration

2 Meet with Counsellor

Meet with assigned Workforce Development Counsellor to discuss your Transitions Program proposal and career goals.

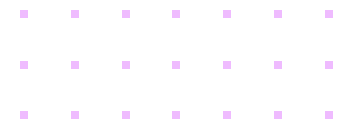
3 Submit Documents

Complete assessments, submit Resume and Letter of Request to assigned Workforce Development Counsellor.

4 Await Formal Response

Await formal response on the status of your application from assigned Workforce Development Counsellor.

Employer Requirements



1 Protection of Existing Staff

Ensures the employment measure does not displace or replace existing employees or volunteers, employees on layoff or employees on vacation.

2 Human Resource

All human resource matters, such as payroll, scheduling, recording of hours and attendance, are the responsibility of the employer. The human resource policies and procedures that apply to your regular employees must be applied to the C1 Jobs Creation participant.

3 Job Description

A job description and/or detailed workplan outlining job responsibilities and weekly tasks.

4 Letter of Support

A letter of support indicating how the objective of the program will be met, start and end dates and financial information.

Wages & MERCs



Base Wage



Wage subsidies for approved employment measures will be at 100% of the current minimum wage (\$15.75 as of May 1, 2024), along with 100% of associated MERCs (i.e. E.I., QPIP, MSI/CSST).

Higher Wage



Should the student request a higher wage than what is provided through the program, employers are encouraged to top-up the subsidized hourly rate. Employers should consider the nature of the job, educational background, and employment experience of the student. Subject to approval, if an employer chooses to top- up the subsidized hourly rate, Tewatohnhi'saktha's Workforce Development will cover 100% of MERCs based on minimum wage..

Funding



Student's wages and MERCs are paid directly by the employer, in accordance with the employer's regular accounting procedures. Tewatohnhi'saktha Workforce Development is responsible for the administration and payment of Mohawk Self-Insurance premiums based on the full salary.

In order to be reimbursed for the student's wages and MERCs, the employer must submit the following documents to their assigned Workforce Development Counsellor:

- A. Employment Agreement (signed by both the student and employer);
- B. Timesheets (signed by both the student and employer) on a bi-weekly or monthly basis and/or the Payroll Summary;
- C. Cheque Requisition Form

Agreements



Contracts



Once the contracts between the employer, student and Tewaohnni'saktha Workforce Development have been signed for the positions that have been approved, the following payment schedule will apply: Reimbursements will be processed upon receipt of a complete cheque requisition form and accompanying timesheets.

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

Timesheets




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.

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 to your respective Workforce Development Counsellor.

Contact Information




Emmitt Hamelin Client Support Clerk

 (450) 638-4280

 emmitt.hamelin@kedc.biz

 www.tewa.ca

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