



# SLP

## SKILLS LINK PROGRAM

PROGRAM GUIDELINES

Updated 2024



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# Program Background



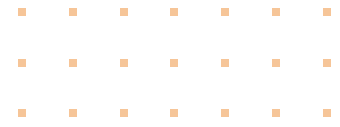
## Vision

The Skills Link Program helps youth 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 youth 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 youth in acquiring skills needed for work placements
- Support for local businesses with their recruitment needs and succession planning

# Program Offerings



## SLP



### **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 possible for up to an additional 26 weeks (52 total):  
Letter from both student and employer

### **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

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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

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Be between 15 – 30 years of age;

Unemployed or underemployed - out of school

## 3 Registered at Tewaohnhi'saktha

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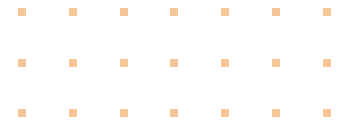
Visit [Tewa.ca/client-registration](http://Tewa.ca/client-registration) or call (450) 638-4280 to register

## 4 Completed Employment Process

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

# Application Process



## 1 Client Registration

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

Link to Register: [Tewa.ca/client-registration](https://Tewa.ca/client-registration)

## 2 Meet with Counsellor

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Meet with assigned Workforce Development Counsellor to develop an action plan and discuss career goals.

## 3 Submit Documents

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

## 4 Await Formal Response

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

# Employer Requirements



## 1 Protection of Existing Staff

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

## 2 Human Resource

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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 SLP applicant.

## 3 Job Description

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

## 4 Letter of Support

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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's 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. Skills Link 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 Tewaohnhisaktha 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

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