



**KAHNAWAKE SUMMER  
STUDENT  
EMPLOYMENT PROGRAM 2010**

**EMPLOYER GUIDELINES**



*Valuable Experience to Jump-Start Your Career*

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## **1.0 PROGRAM OBJECTIVE**

The objective of the Kahnawake Summer Student Employment Program (KSSEP) is to provide students\* with the opportunity to pursue employment while developing life and employment skills that will support their career plans as well as enhance their future employability.

\* Full time University, CEGEP, High School and Adult Education students who are completing and returning to school in the fall.

## **2.0 PROGRAM COORDINATOR**

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

Angie Marquis, Employment & Training Counselor/Youth Programs Coordinator  
Tel: 450-638-4280 or via e-mail at [angie.marquis@kedc.biz](mailto:angie.marquis@kedc.biz)

## **3.0 INFORMATION SESSIONS FOR EMPLOYERS**

The purpose of the information session is to go over this guideline package and to explain how this year's program will operate. You will also learn about the program and how your participation provides valuable employment experience to an aspiring student.

### **One session available:**

**DATE:** Wednesday April 7<sup>th</sup>, 2010 from 12:00 - 1:00  
Lunch will be served

**LOCATION:** Tewatohnni'saktha Large Conference Room in the Business Complex,  
There is a maximum seating capacity of 20 participants this session.

**RSVP:** Please confirm your participation by:  
**Thursday, April 1<sup>st</sup>, 2010 at 450-638-4280**  
**Or via email: [angie.marquis@kedc.biz](mailto:angie.marquis@kedc.biz)**



## **4.0 ELIGIBILITY CRITERIA FOR EMPLOYERS**

Summer jobs are meant to be a positive learning experience and therefore the focus should be on the student. Please ensure that there will be work for them to do throughout their entire term of employment. Please submit a detailed weekly **training/work plan** to support your employment proposal.

If there are special certificates or qualifications required for the position, the employer must ensure that the students hired possess the proper qualifications.

The students hired should not displace existing staff or volunteers within your business/organization.

If you hire a student who is taking summer courses, we recommend that you accommodate him or her as much as possible without compromising your own service delivery.

**Important:** All Human Resource (HR) issues and concerns such as 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).

## **5.0 EMPLOYER APPLICATIONS**

Please complete the *Employer Application Form* that compliments this package. In addition to this form, you must provide the following information for each position:

### **(1) Job Description / Posting**

- The title of the position
- The supervisor(s)
- The tasks and responsibilities of the position
- The qualifications and requirements of the position
- The application deadline of the position
- The duration of employment
- The person they should address their application to
- Your business / organization's contact information
- Must state that the program is part of the KSSEP
- Indicate that candidates must meet the eligibility criteria of the KSSEP

An electronic version of the job posting(s) is also recommended – please send to [angie.marquis@kedc.biz](mailto:angie.marquis@kedc.biz) in order for Tawatohnhi'saktha to post on their website- [www.kedc.biz](http://www.kedc.biz)

### **(2) Training/Work Plan**

The training plan should include a schedule of training to be administered throughout the period of employment and the tasks/duties that will be carried out by the student throughout their employment – this can be explained in a weekly or bi-weekly format.

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

**All applications must be received at the Tawatohnhi'saktha office on the 3<sup>rd</sup> floor of the Business Services Complex or by FAX: 450- 638-3276 to the attention of the KSSEP Coordinator by:**

**DEADLINE: Friday, April 16<sup>th</sup>, 2010 before 4:00 p.m.**

Employers will be notified via mail or e-mail if their position(s) were approved by **Friday, April 23rd, 2010.**

Employers will be able to post and interview for their position(s) for 3 to 5 weeks, depending on the duration of their project, from April 26th to June 4th, 2010 for CEGEP and University positions.

Employers will be able to post and interview for their position(s) for 7 weeks, from May 3<sup>rd</sup> to June 18<sup>th</sup>, 2010 for High School and Adult Education positions.

It will be up to employers to decide when the deadline to apply for their positions will be.

We suggest using:

- **May 14<sup>th</sup>, 2010** as a deadline for 12 week University positions.
- **May 21<sup>st</sup>, 2010** as a deadline for 10 week CEGEP and University positions.
- **June 18<sup>th</sup>, 2010** as a deadline for 8 week High School and Adult Education positions.

This is to allow students the maximum amount of time to apply for your approved positions.

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.

Tewatohnni'saktha will assist all employers in the posting of their approved positions. We will have a binder and/or bulletin board of all the approved positions at our Business Services Complex location.

**We will also advertise a full page job listing in The Eastern Door on Friday April 30<sup>th</sup>, 2010 and post it on our website [www.kedc.biz](http://www.kedc.biz).**

### **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 received and how many applicants they chose to interview.

### **6.0 WORKSHOPS**

Career Development Workshops will also be offered to students and 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 Tewatohnni'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 two sessions. Employers are encouraged to allow students to participate as this is a requirement of the program.

## **7.0 CONTRACTS / CONTRIBUTION AGREEMENTS**



Once the contracts, between the employer, students and Tewatohnhi'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 **40%** of your funding allocation,
- A second payment of **40%** of your funding allocation will be distributed mid-way through each contract, only when the KSSEP administrator receives the timesheets the student has completed up to that time, with copies of their pay checks or pay stubs for the corresponding weeks.
- A final payment for the remaining balance of **20%** 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 24, 2010.**

**Special Note:** Complete details outlining payment procedures are outlined in Section 6 of 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 Tewatohnhi'saktha Employment and Training.

## **8.0 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.**

## 9.0 SITE VISITS

As an employer participating in this program, you must agree to informal site visits (scheduled and possibly unscheduled) from the KSSEP Coordinator and/or Assistant of this program.

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.

## 10.0 FINAL REPORT/EVALUATION

The Final Report/Evaluation information is collected in 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.

**In addition to the final questionnaire, employers may submit a one page narrative report. This is not mandatory but it is welcomed and KSSEP administrators appreciate all input that could help improve the program.**

## 11.0 WAGE RATES & DURATIONS

The following five wage rates will apply:

<b>Level A:</b> Part Time High School/Adult Ed:	\$9.50/hour x maximum 8 weeks x 25 hours/week
<b>Level B:</b> High School/Adult Ed:	\$9.50/hour x maximum 8 weeks x 37.5 hours/week
<b>Level C:</b> CEGEP:	\$10.50/hour x maximum 10 week x 37.5 hours/week
<b>Level D:</b> University 1:	\$11.50/hour x maximum 12 weeks x 37.5 hours/week
<b>Level E:</b> University 2:	\$12.50/hour x maximum 12 weeks x 37.5 hours/week



**\*\*NEW\*\*** Employers can apply up to the maximum number of **weeks** indicated above - you can apply for less weeks to suit your needs. Also, if you do not require 37.5 **hours**, we can accommodate the hours per week required by your organization/ business (i.e. 35 hours per week or 32.5 hours per week.) Please indicate this on the job description.

### **Negotiating a 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.

The earliest start date for 12 week projects is **Tuesday, May 10<sup>th</sup>, 2010.**

The earliest start date for 10 week projects is **Monday, May 31<sup>st</sup>, 2010.**

The earliest start date for 8 and 6 week projects is **Monday, June 14<sup>th</sup>, 2010.**

The last day of employment will be no later than Friday, **August 27<sup>th</sup>, 2010.**

## **12.0 MANDATORY INVESTMENT FROM EMPLOYERS**

In an effort to deal with budget limitations, all employers from the private and public sector will be required to invest **15%** of the total cost for their approved projects. This 15% includes the Mandatory Employment Related Costs-MERC's – The employer is responsible for administrating wages MERC's.

MERC's are; the employer's and the employee's contribution to EI and 4% vacation pay equal to 6.7174%. **Tewatohnhi'saktha Employment and Training will pay MSI for all students employed in Kahnawake.**

Employers are asked to contribute 15% 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.

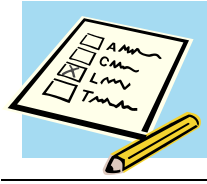
Employers are required to remit the employee's and employer's share of employment insurance to Canada Customs and Revenue Agency according to the Employment Insurance Act. Payment information is included at the end of this document. Mohawk Self Insurance (MSI) will be paid directly by Tewatohnhi'saktha for all projects that have been approved.

**13.0 WAGES AND MERC'S INFORMATION CHART:**

<b>LEVEL A: Part Time High School Student: 25 hours per week x \$9.50 per hour x 8 weeks (max.)</b>			
	<b>Employers 15% Contribution</b>	<b>Tewatohnni'saktha 85% Contribution</b>	<b>Total Cost 100%</b>
<b>WAGES</b>	\$ 285.00	\$ 1,615.00	\$ 1,900.00
<b>MERCS at 6.7174%</b>	\$ 19.14	\$ 108.49	\$ 127.63
<b>TOTAL</b>	\$ 304.14	\$ 1,723.49	\$ 2,027.63
<b>LEVEL B: High School Student: 37.5 hours per week x \$9.50 per hour x 8 weeks (max.)</b>			
	<b>Employers 15% Contribution</b>	<b>Tewatohnni'saktha 85% Contribution</b>	<b>Total Cost 100%</b>
<b>WAGES</b>	\$ 427.50	\$ 2,422.50	\$ 2,850.00
<b>MERCS at 6.7174%</b>	\$ 28.72	\$ 162.73	\$ 191.45
<b>TOTAL</b>	\$ 456.22	\$ 2,585.23	\$ 3,041.45
<b>LEVEL C: CEGEP Student: 37.5 hours per week x \$10.50 per hour x 10 weeks (max.)</b>			
	<b>Employers 15% Contribution</b>	<b>Tewatohnni'saktha 85% Contribution</b>	<b>Total Cost 100%</b>
<b>WAGES</b>	\$ 590.63	\$ 3,346.88	\$3,937.50
<b>MERCS at 6.7174%</b>	\$ 39.67	\$ 224.82	\$264.50
<b>TOTAL</b>	\$ 630.30	\$3,571.70	\$4,202.00
<b>LEVEL D: University 1 Student: 37.5 hours per week x \$11.50 per hour x 12 weeks (max.)</b>			
	<b>Employers 15% Contribution</b>	<b>Tewatohnni'saktha 85% Contribution</b>	<b>Total Cost 100%</b>
<b>WAGES</b>	\$ 776.25	\$ 4,398.75	\$ 5,175.00
<b>MERCS at 6.7174%</b>	\$ 52.14	\$ 295.48	\$ 347.63
<b>TOTAL</b>	\$ 828.39	\$ 4,694.23	\$ 5,522.63
<b>LEVEL E: University 2 Student: 37.5 hours per week x \$12.50 per hour x 12 weeks (max.)</b>			
	<b>Employers 15% Contribution</b>	<b>Tewatohnni'saktha 85% Contribution</b>	<b>Total Cost 100%</b>
<b>WAGES</b>	\$ 810.00	\$ 4,590.00	\$ 5,625.00
<b>MERCS at 6.7174%</b>	\$ 54.41	\$ 8.33	\$ 377.85
<b>TOTAL</b>	\$ 864.41	\$ 4,898.33	\$ 6,002.85

#### **14.0 EMPLOYER SELECTION PROCESS:**

An Employer Selection Committee will meet during the week of April 19<sup>th</sup> to review all applications. The criteria for selecting a position 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 was **recommended by a student** who held this position previously

Employers will be notified on the selection committee's decisions by Friday, April 23<sup>rd</sup>, 2010.

SAMPLE:  
JOB DESCRIPTION / POSTING

Job Description / Posting  
For the KSSEP 2010

**“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  
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 8 of the information packages.
- Work Schedule:** Indicate which days of the week and which times of the day the student will work. (ie. Monday to Friday, 8:30 am to 4:00 pm / 37.5 or 35 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 JOL 1B0  
Phone Number / Fax  
E-mail address

SAMPLE:  
TRAINING PLAN

**Position:**

**Training/Work Plan:**

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  
Please be thorough.

Week 4 – 5

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

Week 6 – 8

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

Week 9 –10

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

**KAHNAWAKE SUMMER STUDENT EMPLOYMENT PROGRAM 2010  
APPLICATION FOR EMPLOYERS**

**BUSINESS / ORGANIZATION PROFILE**

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

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

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

Tel: \_\_\_\_\_ Fax: \_\_\_\_\_ E-Mail: \_\_\_\_\_

**How long has your business / organization been operating?** # of Years: \_\_\_\_ Less than One (1) Year

What is your Revenue Canada Business Number? \_\_\_\_\_

Have you participated in the KSSEP before?  YES # Years. \_\_\_\_  NO

	Position #1 Request		Position #2 Request
<b>Job Title:</b>		<b>Job Title:</b>	
<b>Number of positions:</b>		<b>Number of positions:</b>	
<b>Number of weeks:</b>		<b>Number of weeks:</b>	
<b>Level from A-E: (see page 8)</b>		<b>Level from A-E: (see page 8)</b>	

If additional positions are desired, this page can be photocopied.

**Important: Please ensure that you've enclosed:**

- Job Description(s) / Posting(s)
- Training/Work Plan(s)

Name (Print): \_\_\_\_\_ Title: \_\_\_\_\_

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

Niawenhko:wa for taking the initiative to provide our students with a valuable employment experience.

**All applications must be received at the Tewatohnhi'saktha office on the 3<sup>rd</sup> floor of the Business Services Complex or by FAX: 450- 638-3276 to the attention of the KSSEP Coordinator  
angie.marquis@kedc.biz by:**

**DEADLINE: Friday, April 16<sup>th</sup>, 2010 before 4:00 p.m.**