

Student Training and Employment Program (STEP) Guidelines

The Student Training and Employment Program is an employer wage subsidy program designed to assist Yukon post-secondary students in full-time under-graduate studies and/or recent post-secondary graduates an opportunity to attain practical work experience related to their current field of study.

The Application Process:

Proposals must demonstrate that the positions created will not interfere with a collective agreement already in place nor displace or replace existing employees.

Applications will be assessed and screened against specific criteria. As funding is limited, not all applications will be approved. Only those applications that meet all the criteria and have a strong assessment will be considered for a wage subsidy.

Assessing:

Criteria for assessing the applications include the following:

- strength and detail of job description
- relevance of job to field of study
- quality of training and skill development to be gained
- history of previous employment if applicable

Approval:

Upon approval in December, successful applicants will enter into an agreement with the Department of Education. Funding for these positions is contingent upon approval of the O & M Budget by the Legislative Assembly.

Advertising:

All tentatively approved positions will be posted on the Department of Education website in December. The information that will be provided on the website for each approved position is as follows:

- Job title and Field & Year of Study
- Brief Job Overview (approximately 200 words)
- Conditions of Employment

Notification emails are sent to Yukon post-secondary students, informing the students that the STEP positions have been posted on the Department of Education website.

Eligible Employers:

- Government, Non-government Organization/Agency, First Nation, Municipal, or Private Sector employers who have been operating in Yukon for not less than one year.
- Legally entitled to operate a business in Yukon.
- Have a contact person and office physically located in Yukon.

Eligible Employment Positions:

- Related to a field of study, demonstrate career-related training, and benefit the student's future employability.
- Guarantee a minimum of 450 hours of summer employment.
- Work terms must commence no earlier than May 1, 2016 and end no later than September 1, 2016.
- All students in 3rd year and higher in the applicable field of study must be interviewed for your position.
- Student can only hold the same STEP position for two terms.

Eligible Employees: Must meet the following definitions:

“**Yukon Post-Secondary Student**” means an individual who has just completed a semester of full-time post-secondary studies in or out of Yukon and who is returning to full-time post-secondary studies in the fall of the same year; or has just graduated this current year from a diploma program or higher. And, must have resided in Yukon for two (2) consecutive years immediately prior to commencement of post-secondary classes;

“Residing” means an individual that physically lives in the Yukon other than attending full-time education, AND is

- Legally entitled to work in Canada
- Not a member of the employer’s immediate family or direct supervisor
- Yukon resident
- Students who meet the STEP criteria and in 3rd year of post-secondary studies or higher in the correct field of study, must be interviewed for the STEP position.
- A student can only hold the same STEP position for two terms.

Please Note:

Grade 12, Academic Development, Developmental Studies, Life Skills Training, Upgrading, College Preparation, Certificate Programs, etc. DO NOT constitutes post-secondary studies.

Student Wages

Student wages were set at a minimum of \$15.63 per hour in 2014. As the student’s level of education increases so do their wages as listed below. Non Yukon government Employers may pay higher than the wages scale that is listed.

- Upon completion of 1st year of post-secondary education the pay scale is \$15.63 per hour
- Upon completion of 2 years of post-secondary education the pay scale is \$16.72 per hour
- Upon completion of 3 years of post-secondary education the pay scale is \$17.92 per hour
- Upon completion of 4 years or higher of post-secondary education the pay scale is \$19.14 per hour

STEP wages increase with the Treasury Board of Canada student wage rates. The employer agrees to wholly pay for any increased wage rates. The Department of Education will notify participating employers as soon as new wage rates become available.

Maximum Contributions:

Through the Student Training and Employment Program (STEP) the Department of Education, Advanced Education Branch, will approve and provide a wage subsidy of \$7.20/hr for between 450 and 600 hours of employment. The sponsoring employer is responsible for the remainder of wages, plus wage costs, and benefits. All costs associated with extensions beyond the approved number of hours, become the sole responsibility of the sponsoring employer.

The employer cannot receive funding for the approved STEP portion of the position from any other source or agency.

Additional Information:

- Third Party Liability Insurance coverage should or must be obtained or extended to cover employees under the program.
- If a collective agreement is in force, a written statement of union consultation and agreement to hire a student is required.
- Employers will be notified after the application assessment stage is complete.
- Employers who are successful in attaining a wage subsidy will be provided with a copy of the signed Agreement by the Employment Programs Officer along with a start-up package including hire documentation forms, instructions on monitoring and claim procedures.

Hiring of an Eligible Employee:

All student applications must be submitted to the Department of Education (STEP) program on for processing/eligibility. Once the Department of Education confirms student eligibility, student resumes will be forwarded to the employer(s). Students hired must be selected from the list of applications that have been sent to the employer from the Department of Education. If you receive an application for a STEP position please forward the student application to the Department of Education for processing.

Application Process:

If your business can create a career-related employment opportunity for a Yukon Post-Secondary Student, please complete the:

- **STEP Application/Agreement**
- **STEP Job Description and**
- **Brief Job Overview**

Please submit your application to:

Terilee Huff
Department of Education
Advanced Education Branch
Box 2703
Whitehorse, Yukon Y1A 2C6
Phone: 867-667-5927 or Toll free: 1-800-661-0408 local 5927
Fax: 867-667-8555 E-mail: Terilee.Huff@gov.yk.ca

Please contact the Department of Education at 867-667-5927 should you require assistance in completing the application or have any concerns or questions regarding this program.

