



## **Green Team Student Summer Works (SSW) Information Guide 2011**

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The Green Team is the environmental component of the provincial Student Summer Works program (SSW), and is designed to provide an opportunity for Saskatchewan students to gain work experience and training in the environmental sector by working on environmental projects. This program is administered by the Saskatchewan Environmental Industry and Managers Association (SEiMA), and made possible through funding from the Saskatchewan Ministry of Advanced Education, Employment and Immigration (AEEI).

### **Program Dates and Deadlines**

- The 2011 Green Team application deadline is **March 31st, 2011**
- The 2011 Green Team Program will run from **May 1 – August 31st 2011**.
  - Costs associated with portions of work terms that begin before or extend beyond these dates are ineligible. Final reports must reflect this timeline.
- All of the available funding will be allocated in this round. However, if the initial approved employers cannot use a portion of their funds, secondary applications may be accepted until July 31st, 2011, with all proposed positions being completed by August 31st.
- Final Reports including payroll records must be submitted **no later than 30 days after the program's end date of August 31st, OR 30 days after the student's employment term has come to an end**, whichever is sooner. Final reports received after this date will be considered ineligible for final payments.

### **Applications:**

\*\*New for 2011, there are two main components to the Green Team SSW application process.

- **Standardized SSW Employer Application Form**
  - Ensures employers meet basic SSW program criteria
- **Green Team (Environmental Component) Application Form**
  - Details the environmental components of the placement and ensures employers meet criteria for the Green Team component.

Your application will not be considered unless your submission includes both of these completed forms in one application package. Additional applications should be completed for positions of a different job title/description/duration/wage.

Both application forms can be accessed at [www.seima.sk.ca/green\\_team](http://www.seima.sk.ca/green_team).

## **How the Program Works**

The Green Team program will provide approved employers with a subsidy to cover 75% of wages and benefits paid to the student\*, up to a maximum of:

- \$3,500 per full time employment opportunity (30-40 hrs/week);
- \$2,000 per part-time employment opportunity (10-29 hrs/week).

\* The total amount of the subsidy will be based upon the estimation you provide in your application, and may be adjusted at the end of the program if the actual wages/benefits paid are less than budgeted

## **Program Objectives:**

- To focus on students with disabilities and Aboriginal students who continue to be under-represented in our growing workforce;
- To increase Aboriginal youth participation in science-based education and the environmental sector;
- To promote science-based education that will translate into jobs valued in Saskatchewan's green economy;
- To provide the student with career development opportunities, including a mentor to assist with professional and skill development;
- To provide jobs that enhance or protect the Saskatchewan environment, and reflect the span and complexity of the environmental sector;
- To improve youth's views of the quality of work available in Saskatchewan and to assist them in paying for their continuing education;
- To develop youth leaders in the environmental field.

## **Who can apply for funding?**

Eligible employers are legally entitled to operate in Saskatchewan, are located in Saskatchewan, and have been in business for at least one year. For positions to be funded under the Green Team program, they must be environment-related job opportunities.

Ineligible employment opportunities include:

- Community capital development projects;
- Projects resulting in proprietary knowledge held exclusively by the employer;
- Positions within government ministries, departments, or Crown Corporations;
- Positions that are funded by another provincial or federal government program

## **Applying for funding:**

Employers must have a clear purpose and objective for the Green Team employment opportunity which will improve and expand the student's environmental skills and knowledge. Applicant selection will be based on the quality of the job being offered, the value delivered to the environment and surrounding communities through the position or project, and the ability of the employer to deliver a valuable learning experience for the student. Applications will be evaluated largely based on three sets of criteria:

**1. Employment opportunities for students must fall within the boundaries of the Environmental Industry as defined by SEIMA.**

The environmental industry involves Saskatchewan organizations that provide solutions for environment-related problems. Services involve measurement, prevention or correction of damage to the environment and/or ecosystem(s).

**Note:** Environmental activities are not solely done by environmental industry firms. Applications from organizations that are conducting environmental activity are also encouraged.

Some examples of environmental industries or employment activities are:

- Waste Resource Management
- Environmental Education
- Watershed Management
- Pollution Prevention
- Energy Conservation & Climate Change

If your organization or job position does not seem to fit in this category, another one of the funding branches may be better suited for your project. Please visit the SSW web site (<http://aeei.gov.sk.ca/ssw>) for more information on the other two components of the SSW program.

**2. Employment opportunities seeking to target Aboriginal (First Nations, Métis, Inuit) youth and students with disabilities will be given priority.**

Ensuring students with employment barriers can gain work experience to build their employment capacity is a key priority for this program. Therefore the SSW program will be focused on students with disabilities and Aboriginal students who continue to be under-represented in our growing workforce, wherever possible.

As such, other components being equal, employers who demonstrate that their selection criteria will prioritize positions targeted to students who self-declare as belonging to these groups will be given priority consideration. It is always optional for a person to self-declare as belonging to a group.

**Employers must quote AEEI's current Saskatchewan Human Rights Commission Exemption Order number (EX09-08) in job postings.** This exemption order allows AEEI to target these positions in order to address employment barriers, promoting equitable opportunities for aboriginal students and students with disabilities using specialized services; it must not be used to refuse or deny service to individuals who would benefit from those services.

### **3. Employment opportunities must provide for the development of quality skills and experiences for the student.**

Adjudicators will be looking for:

- The quality of the learning experience for the student hired.
- A clear purpose and objective for the Green Team employee, which will improve and expand environmental skills and knowledge.
- The employer must identify a mentor to work with the student employee. The mentor will work with the student to develop a learning plan for the term of employment, and will ensure that it is implemented.

#### **Employment Criteria**

- The employer must provide a traditional employer/employee relationship;
- Students cannot replace existing staff in the organization;
- Students must be employed for a minimum of 4 weeks;
- Positions must be a minimum of 10 hrs/week and may not exceed 40 hrs/week;
- Students must be returning to full-time studies after the employment period;
- In a unionized environment, the organization must confirm there is no conflict with collective agreements.
- The position must abide by Provincial and Federal Labour Standards Legislation, including minimum wage, and mandatory benefits (vacation, C.P.P., E.I.);
- Eligible employers must provide employee coverage through the Workers' Compensation Board, or a private liability insurance provider if exempt from the Workers' Compensation.
- The position can not be one that is already funded by another Provincial Government or Federal Government program.
  - *If your organization is receiving money for workers' wages from another Provincial Government or Federal Government source, you must provide proof that the employment subsidy provided through the Green Team is not being used to cover a timeframe that overlaps with work-time subsidized by other government funding. You must provide SEIMA with documentation that clearly indicates which salary and benefits are being subsidized with Green Team funds, and which hours/dates that the student worked are represented by that subsidized salary.*

#### **What students are eligible under the Green Team program?**

The student hired must be legally entitled to work in Canada, must be at least 15 years of age or older, and cannot be a significant shareholder in the organization (owning 20% or more of the company). 15-year-olds who want to work in Saskatchewan are required to obtain a Certificate of Completion from the Young Worker Readiness Course (YWRCC).

The student(s) must be enrolled at a secondary or post-secondary school or institution **and** must be returning to school full-time pending completion of his or her employment.

## **What to expect once a decision has been made**

You will not receive a confirmation of receipt when your application has been received by SEIMA. Once the application deadline has passed, all applications will be reviewed by an adjudication committee. Both approved and denied applicants will receive notification by email and by ground mail. Approved applicants/employers will be notified of the amount of the approved subsidy, and will be responsible for hiring a qualified student. Please note that successful applicants who receive funding may be published in communication material.

## **Who will participate on the Adjudication Committee?**

The adjudication committee will consist of members representing the following perspectives:

- The environmental industry
- Saskatchewan's First Nations and Métis communities
- Youth

## **Payment Schedule**

**The Green Team payment schedule differs from the 50% - 50% arrangement outlined in point #9 of the standardized SSW Employer Application Form.**

- Employers will receive an initial payment representing 65% of approved amount(s) upon receipt of an Employer and Student Declaration form, which will indicate that a student has been hired.
- A second and final payment representing the remaining 35% will be processed at the end of the project upon receipt of completed final reports, as detailed below.

## **Final Reporting**

Final reports will consist of three components:

- A certified copy of proof of payment of wages, consisting of a financial statement signed by a financial officer or a copy of each eligible student's record of employment\*;
- A final report filled out by the employer (standardized form provided by AEEI)
- A final report filled out by the student (standardized form provided by AEEI)

Together, the Employer and Student final reports will detail the following information:

- Description of work performed
- Assessment of the quality of the placement
- A summary indicating the total number of students hired in each of the following categories:
  - Persons of Aboriginal Ancestry
  - Persons with Disabilities
  - Persons of Visible Minority status

\*If, at the end of the program, the official payroll records that you are required to submit indicate that the student(s) received less than the estimated amount, your subsidy will be adjusted to reflect **75% of the total wages and benefits *actually paid*** to the student, again up to a **maximum of \$3,500 per full-time and \$2,000 per part-time position.**

### **Submissions, Inquiries, and Contact Information**

Should you have any questions, please phone SEIMA at (306) 543-1567 or email Robbi Humble, Green Team Coordinator at [rhumble@seima.sk.ca](mailto:rhumble@seima.sk.ca). Please submit completed applications by:

Mail:

*Robbi Humble, Green Team Coordinator*  
Green Team c/o SEIMA  
2341 McIntyre Street  
Regina, SK S4P 2S3

Fax:

(306) 543-1568  
ATTN: Robbi Humble

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