



Saskatchewan Green Team

Information Guide 2010

Green Team is a program made possible through the provincial Student Summer Works program (SSW), developed through a partnership with the Saskatchewan Environmental Industry and Managers Association (SEiMA) and the Saskatchewan Ministry of Advanced Education, Employment and Labour (AEEL). It is designed to provide an opportunity for Saskatchewan students to gain work experience and training in the environmental sector by working on environmental projects.

Program Dates and Deadlines

The application deadline is **April 30th, 2010**

The 2010 Green Team Program will run from **May 1 – August 31st 2010**.

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.

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*
- \$2,000 per part-time employment opportunity*

* The total amount of your 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

**A full-time employment opportunity is defined as a *minimum of 30 hours a week*.

Objectives:

- 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 coach/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
- To develop youth leaders in the environmental field

Who can apply for funding?

Saskatchewan employers who have been in business for at least one year and are interested in providing full-time environment-related employment to Saskatchewan students 15 years of age or older can develop and submit an employment proposal.

Ineligible employment opportunities include:

- Community capital development projects
- Projects that will result in proprietary knowledge being held exclusively by the grant recipient.

Please be aware that the position(s) you are applying to receive funding for can not be one(s) that is/are already funded by another Provincial Government or Federal Government program.

You will need to provide SEIMA with proper documentation that clearly indicates what salary and benefits are being subsidized with Green Team funds, and which hours/dates that the student worked are represented by that subsidized salary.

If your organization is receiving money from another Provincial Government or Federal Government source and it is also being used to subsidize wages of the student, the employer will need to provide proof that the wages and benefits subsidy provided through the Green Team is not being used to cover a timeframe that overlaps with work-time subsidized by other Provincial Government or Federal Government funding.

Applying for funding:

Application forms can be accessed at www.seima.sk.ca/green_team

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 activity, and the ability of the employer to deliver a valuable learning experience for the student. Green Team Employment project proposals 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

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

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

Please quote the Ministry of Advanced Education, Employment & Labour (AEEL) current Human Rights Exemption Order number (EX09-08) in your job postings, which allows AEEL to target positions.

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 coach/mentor to work with the student employee. The coach/mentor will work with the student to develop a learning plan for the term of employment, and will ensure that it is implemented.

What students are eligible under the Green Team program?

The student hired must be legally entitled to work in Canada, be at least 15 years of age or older, and enrolled as a student at a secondary or post-secondary school or institution or returning to school full-time pending completion of his or her employment.

What to expect once a decision has been made

When your application is received by the Saskatchewan Environmental Industry and Managers Association (SEIMA), it will be reviewed by an adjudication committee. You will not receive a confirmation of receipt when your application has been received. Approved applications will receive notification of approval by email and by ground mail of the amount of the approved subsidy. Employers will be responsible for hiring a qualified student. Please note that successful applicants who receive funding may be published in communication material

Employers will receive an initial payment representing 65 per cent 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 per cent will be processed at the end of the project, upon receipt of the employer's final report, student's final report, and certified proof of payment of wages.

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

What type of information will be requested in the final report?

“Final report” refers to the submission that must be prepared at the conclusion of all of the jobs. It 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.

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**;
- A final report filled out by the student**

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

- Hourly wage of student position
- Job title and description of work performed
- Assessment of the quality of the placement
- Start date, end date and duration of work placement
- Location of work placement
- A summary indicating the total number of students hired in each of the following categories:
 - 1) Persons of Aboriginal Ancestry
 - 2) Persons with Disabilities
 - 3) 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.**

** *Please note that Employer and Student Final Reports will be standardized forms which will be provided to applicants who have been approved to receive Green Team funding.*

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. Please submit completed applications by:

Mail:

Robbi Humble, Green Team Coordinator
Green Team c/o SEIMA
113 – 2505 11th Avenue
Regina, SK S4P 0K6

Fax:

(306) 543-1568
ATTN: Robbi Humble