

# *Saskatchewan!*

Saskatchewan Green Team

Information Guide 2009

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## **Scope:**

Green Team is a program developed through a partnership with the Saskatchewan Environmental Industry and Managers Association (SEIMA) and the Government of Saskatchewan. 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.

- **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.\***

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

## **Objectives:**

- To develop youth leaders in the environmental field
- To increase Aboriginal youth participation in science-based education and the environmental sector
- To improve youth's views of the quality of work available in Saskatchewan
- To provide jobs that enhance or protect the Saskatchewan environment, and reflect the span and complexity of the environmental sector
- To promote science-based education that will translate into jobs valued in Saskatchewan's green economy
- To provide the student with development opportunities, including a coach/mentor to assist with professional and skill development

## **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](http://www.seima.sk.ca/green_team)

Green Team Employment project proposals will be evaluated based on two 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 and Climate Change

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

Adjudicators will be looking for:

- Employment opportunities targeting Aboriginal and Métis youth and students with disabilities.
- The quality of the learning experience for the student hired.
- Job title and description of work:  
Employers must have 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.
- Positions must be for high school and/or post-secondary students.

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

If your application is approved, you will be notified in writing of the amount of the approved subsidy. Employers will be responsible for hiring a qualified student.

Employers will receive an initial payment representing 65 per cent of approved amount(s) upon passage of the *Appropriations Act* approving the provincial government's budget for the fiscal year, and 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.

## **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 and shall consist of three components:

- a) 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;
- b) A final report filled out by the employer\*;
- c) A final report filled out by the student\*

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

- Name of the eligible student employed
- Name of the school being attended by the eligible student
- Expected graduation date of student
- 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 (in weeks) 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

\* 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.