

Supports for Employers

An External Guide for Employers
Wage Subsidy Program & Employee Training Program

2022-23

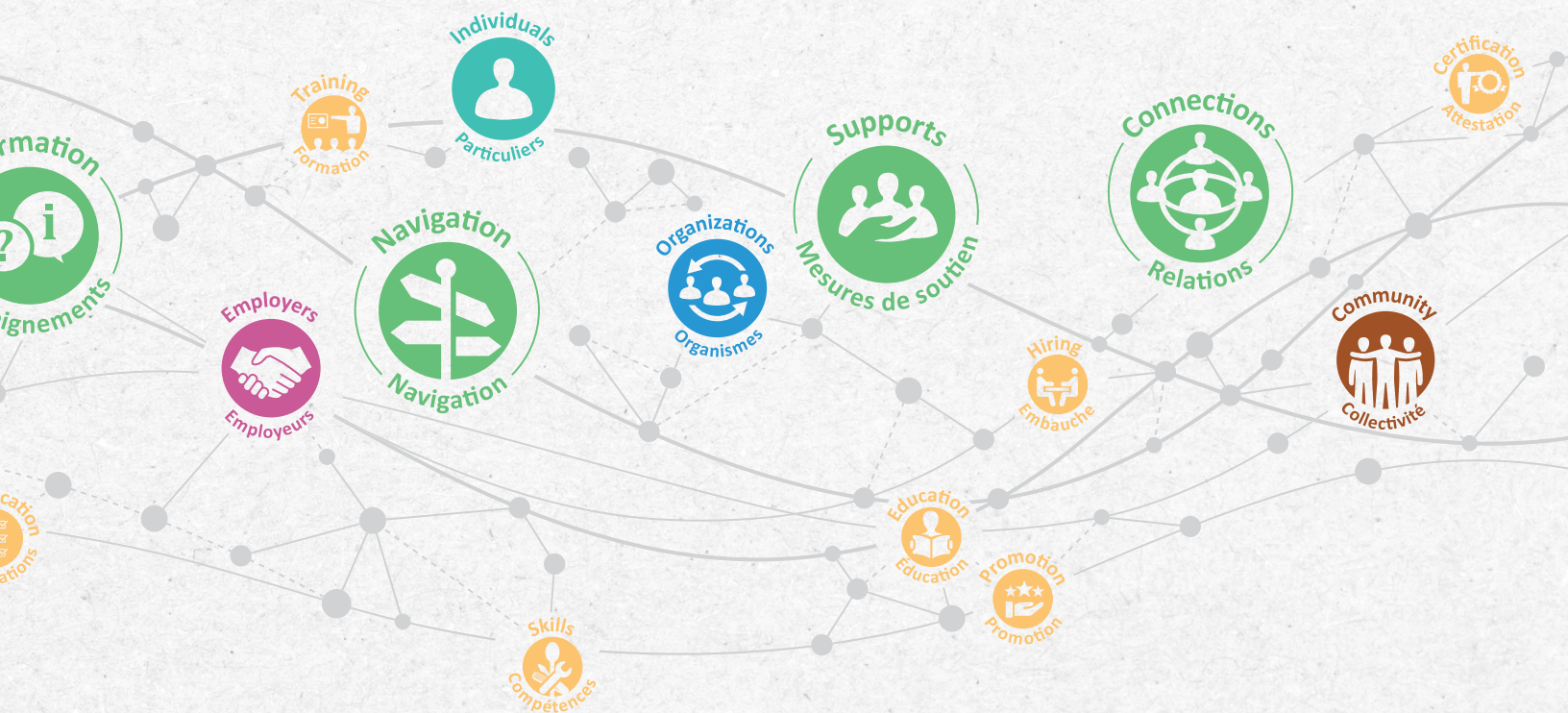




Table of Contents

1.0 Background.....	4
2.0 Program Description and Objectives	5
Wage Subsidy Program	5
Employee Training Program	5
3.0 Eligibility for Employer Programs	6
Eligible Clients	6
Eligible Employers	7
Eligible Programs for Employee Training Program	7
Eligible Service Providers for Employee Training Program	8
4.0 Program Funding	9
Wage Subsidy Program	9
Employee Training Program	10
5.0 Application Process	11
Employee Development Plan	11
6.0 Financial Administration.....	12
7.0 Monitoring and Reporting	13
8.0 Roles and Responsibilities	14
Client (Employee)	14
Employer	15
9.0 Required Document Checklist	16
Regional ECE Service Centres.....	17

1.0 Background

The Department of Education, Culture and Employment (ECE), through its Skills 4 Success (S4S) initiative, maintains the vision that: *“NWT residents have the skills, knowledge and attitudes for employment success.”*

[The Skills 4 Success 10-Year Strategic Framework](#) sets out a 10-year path for ongoing partnership, engagement, action planning and implementation to ensure that the NWT education and training system keeps pace with the changing dynamics of the labour market.

[The Northwest Territories Labour Market Forecast and Needs Assessment \(LMFNA\)](#) presents an overview of the socio-economic profile and labour market forecasts for the NWT up to the year 2030. Between 28,500 and 36,700 job openings are forecasted with approximately 78% of those jobs requiring post-secondary education.

The employment rate in the Northwest Territories (NWT) is lowest in small, remote communities. In some small communities, the overall employment rate can be as low as 33.3%, compared to a range of 60% to 78% in larger regional centres (Census, 2016). Similarly, unemployment rates are higher in small communities when compared to larger regional centres.

Youth in communities are particularly affected by unemployment as their education levels are typically lower and fewer employment opportunities are available to them. The employment rate in the NWT for youth aged 15 to 24 is significantly lower than the employment rate for residents aged 25-54 (Census, 2016). In response, ECE delivers a number of territorial and federally-funded programs to support labour market development in the NWT, including in small communities.

These programs support the goals of ECE and the 19th Legislative Assembly's priority of increasing employment in small communities, making strategic investments in workforce development and expanding opportunities for post-secondary education, trades-oriented and northern educational institutions.

2.0 Program Description and Objectives

WAGE SUBSIDY PROGRAM

The Wage Subsidy Program (WSP) provides support to an employer to hire and train NWT residents.

This program is intended to provide work experience and training that will better enable clients to obtain meaningful long-term employment.

The objectives of the WSP are to:

- Provide opportunities for NWT residents to gain work experience and increase workplace essential skills;
- Encourage employers to hire NWT residents with minimal work experience and education by offsetting the costs of hiring and training; and
- Grow the NWT workforce through partnerships.

EMPLOYEE TRAINING PROGRAM

The Employee Training Program (ETP) helps employers, who have proactively hired employees in anticipation of their workforce needs, to offset the cost of training for employees. The ETP can assist employers who require employee up-skilling due to economic, technological and/or organizational change, and may be used to support individuals who are under-employed or employed and in need of training to maintain their current job and/or advance, progress or move to a different and/or better job.

The ETP may also be used in conjunction with the WSP to offset the costs of training employees.

The objectives of the ETP are to support employers:

- To increase employee skill levels through relevant education and training to facilitate advancement within their career;
- To bridge employment skills gaps through specialized training supports; and
- To encourage employers to hire NWT residents who have minimal work experience and education by offsetting the costs of training.

3.0 Eligibility for Employer Programs

Eligible Clients

Client must be of school leaving age (16 years or older), residing in the Northwest Territories, and a Canadian citizen or permanent resident, or be a protected person, as defined by the *Immigration and Refugee Protection Act*, who is entitled to work in Canada.

Employer programs are to assist employers who require assistance with wages (Wage Subsidy Program) and/or assistance for employees who require up-skilling due to economic, technological and/or organizational change (Employee Training Program). Funding may be available to support individuals who are under-employed, or employed or self-employed and in need of training to maintain their current job and/or advance, progress or move to a different and/or better job.

Unless warranted by exceptional circumstances, an employer's immediate family members (mother, father, sister, brother, spouse, common-law-spouse, child, daughter-in-law, son-in-law, grandchild, father-in-law, mother-in-law) are

ineligible. Exceptions may be permitted but must be noted on the client file and approved by the Regional Superintendent or designate.

Self-employed individuals may also be considered under the Employee Training Program and the same standards used for employees should apply. For self-employed individuals, they must demonstrate that the requested training program will assist them in developing their skills, with the intent to expand their business opportunities.

For further clarification, when employers are applying for **Wage Subsidy Program** or **Employer Training Program** funding, this is only available for individuals/employees who have started their employment duties within three months of starting their new employment position with the new employer/organization **OR** an individual who has started a new position within three months of starting the new position and its duties, within the business/organization.

Eligible Employers

Registered businesses, industry associations, local housing authorities, non-government organizations, Indigenous organizations, and local, municipal, or Indigenous governments are eligible for assistance.

This program may **not** be used to fund federal or territorial government positions. Federal and territorial government agencies (including Crown Corporations) are not eligible employers under Employer Programs.

Registered businesses must have been in operation for a minimum of six months and be licensed to operate in the Northwest Territories, and registered with the Workers' Safety and Compensation Commission of the Northwest Territories (WSCC). The employer must have a supervisor identified for the eligible participant.

Preference will be given to employers who are eligible under the GNWT Business Incentive Policy (BIP). Not-for-profit organizations are not included in the GNWT Business Incentive Policy, but are eligible for funding. BIP information can be found at: <http://www iti.gov nt.ca/iea/bip/index.html>.

Eligible Programs for Employee Training Program

The employer is responsible to select and contract directly with an approved trainer. The trainer will invoice the employer for the training costs; the employer is reimbursed by the GNWT.

Eligible training under ETP includes, but is not limited to:

- Essential skills training;
- Technical training courses (excluding apprenticeship technical training);
- Business training;
- Management and leadership training; and
- Short-term certificate training.

The ETP is not intended for employees to maintain professional status, certification or designations. Employee Training Program is also not intended

to assist with personal development skills, such as improving self-awareness, self-esteem, emotional intelligence, etc.

The following criteria must be met in order for a training initiative to be considered under the ETP:

- The employer decides which employees require training for advancement, or to successfully complete training-on-the-job within the WSP, and what type of training is required;
- The employer must have a job, or a better job, available for the employee at the end of the training; and
- The training must be provided by an eligible third-party training institution and approved by GNWT-ECE.

Eligible Service Providers for Employee Training Program

Education and training providers must be approved by ECE.

Employee Training Program providers must be a third-party to the employer, such as universities, community or career colleges, and trade union training centres.

Other third-party training providers may be proposed to deliver training, such as equipment manufacturers, software developers, private trainers or consultants. They may be approved as an appropriate trainer, if they can provide documentation that demonstrates:

1. The trainer's ability to deliver the training, including all of the following:

- Directly related subject matter experience or knowledge (credentials or equivalencies); and
- Teaching/instructing experience and/or education (credentials or equivalencies).

2. Applicable curriculum or curriculum development expertise, including all of the following:

- Course outline/topics and explanation;
- A description and explanation of instructional methodology;
- Listing and explanation of prerequisites, if any; and
- A description and explanation of evaluation (i.e. how will it be assessed if the training accomplished what was set out to be accomplished).

The training can take place in a variety of settings, including a classroom or training facility, a workplace or online.

4.0 Program Funding

WAGE SUBSIDY PROGRAM

Assistance provided under the WSP will not exceed \$30,000 in wage subsidies and \$500 in special equipment costs, to a total maximum of \$30,500 per client. An exception is made for Persons with Disabilities, who may access additional support funding.

The maximum wage subsidy rate will not exceed the current NWT minimum wage rate. Jobs must be a minimum of 30 hours per week to a maximum of 52 weeks in duration.

Part-time and summer student positions are not eligible under this funding stream. Seasonal positions will be considered if there is a reasonable employment guarantee at the conclusion of the subsidy period.

Employers must contribute a minimum of 20% toward the wages/benefits of each client/employee over and above the subsidy. The employer may pay more than the wage subsidy, but must pay at least minimum wage and other benefits and dues.

Employers will only be subsidized for actual hours worked by the employee. Employers are responsible for 100% of payable mandatory employer-related costs and/or benefits as per the following:

- vacation leave
- statutory holiday pay
- sick leave / special leave

For more information, please refer to the *Employment Standards Act and the Income Tax Act*. For more information on minimum wage, please visit: <https://www.ece.gov.nt.ca/en/services/employment-standards> or contact the Employment Standards Office in Yellowknife at 867-767-9351 ext. 71469 or Toll Free (888) 700-5707.

This program is not to be utilized to displace employees whose wage is not subsidized.

An employer cannot have more than 3 staff receiving a Wage Subsidy at the same time.

EMPLOYEE TRAINING PROGRAM

The assistance provided under the ETP will not exceed a total value of \$13,000 per individual client, per 52 weeks.

There is no minimum number of weeks of employment required with the employee and the employer.

The only requirement for the employer is that the training must be completed within 52 weeks of the training start date. An employee's training may be made up of a series of short-term training activities.

Employers may access the Employee Training Program funding when currently in a Wage Subsidy Program with a new employee within three months of initial hire.

An employer may access the Employee Training Program for training that was previously delivered and accessed by the employee, within three months of the training delivery start date.

Employee Training Program may cover tuition (course costs), books, course materials, tools, technology, travel to training course, equipment directly related to the training program and additional supports for persons with disabilities, for employees attending short, skill-based courses as part of their employment.

An invoice with a copy of receipts for all purchases must be submitted to the Regional ECE Service Centre before payment can be made. Reimbursement is made to the employer.

The tools/equipment/clothing become the property of the client.

5.0 Application Process

To access funding employers must:

- Complete an Employer Application (for Wage Subsidy Program or Employee Training Program; the Employer Application must be received within three months of the individual starting within the position);
- Provide a detailed Job Description;
- Include an Employee Development Plan for the client (employee);
- Include proof of legal status as a business or society/association;
- Provide current list of signatories or board of directors/Chief and council members (if applicable);
- Include proof of current general liability insurance coverage; and
- Include proof of Workers' Safety and Compensation Commission (WSCC) registration.

The employee must provide:

- Fully completed Application for Service; and
- Updated copy of resume.

Applications for employer-funded programs are approved at the Regional ECE Service Centre. The Career Development staff will process and approve applications based on regional labour market priorities, needs and budgets.

Employee Development Plan

One of the objectives of the WSP and the ETP is to increase skill levels; as such an employer must demonstrate that the employee is learning new skills while on the job.

An Employee Development Plan is a tool that employers use to outline how the employee is going to meet their learning needs while accessing the WSP and/or ETP.

The Employee Development Plan must be completed, reviewed and signed by the employer and employee.

6.0 Financial Administration

Employers must request reimbursement on a monthly basis from the Regional ECE Service Centre. Employers must submit the Reimbursement Form and include payroll records, pay stubs or invoices to be reimbursed.

Reimbursements must be submitted within three months of the successful completion of the training, or three months after the wage subsidy has been successfully completed.

Once the three months' time period has lapsed, these outstanding reimbursements are no longer available.

7.0 Monitoring and Reporting

Regular monitoring, reporting and evaluation is required in order to ensure that programs are responsive to client needs and that program objectives are being met.

The Application for Service is the foundation upon which solid analysis is built. The AFS offers the opportunity to undertake complex analysis of GNWT labour market programs based on factors such as age, gender and identification with a designated group or geography.

Career Development Officers correspond with employers and clients, which may be in person, by phone or email.

Client information and performance indicators are gathered through completion of the following forms:

- Employer Application;
- Client's Application for Service; and
- Client 12-week follow-up survey.

The Career Development Officer will conduct a 12-week follow-up with the client after course completion to determine employment status and if further career services are needed.

8.0 Roles and Responsibilities

Client (Employee)

The client/employee will:

- Complete and sign an Application for Service form;
- Provide an updated copy of resume to the Career Development Officer;
- Commit to the Employee Development Plan;
- Notify the Career Development Officer of any problems arising in the workplace that may impact the success of the training plan;
- Advise the Career Development Officer should early termination of the training program occur; and
- Complete the 12-week follow-up survey.

Employer

The employer will:

- Complete an Employer Application Form (for Wage Subsidy Program and Employee Training Program; the Employer Application must be received within three months of the new employee starting work within that position);
- Develop and submit an Employee Development Plan for the client/employee;
- Ensure that the employee agrees to, signs and receives a copy of the individual development plan;
- Provide training that meets the terms of the contract;
- Maintain accurate and complete financial records;
- Submit requests for reimbursement to the Career Development Officer with supporting documents, such as payroll records;
- Provide and/or pay all benefits required by the federal and territorial governments;
- Monitor and evaluate the client/employee's progress and report the outcomes to the client/employee and the Career Development Officer;
- Notify the Career Development Officer immediately if the employment relationship is terminated early;
- Consider reasonable possibility of offering employment at the end of training;
- Provide adequate facilities and appropriate trainer(s), mentor(s), or guidance; and
- Notify the Career Development Officer of any problems arising in the workplace that may impact the success of the training plan.

9.0 Required Document Checklist

When an employer is requesting Wage Subsidy Program or Employee Training Program for several employees/clients, there must be individual forms completed for each employee/client.

- ☐ Employer Application Form;
- ☐ Proof of General Liability Insurance
- ☐ List of Board of Directors (if applicable)
- ☐ Proof of legal status as business or society/association (business licence or legal registry letter)
- ☐ Proof of WSCC registration letter
- ☐ Application for Service form for each employee/client, accessing funding
- ☐ Employee Development Plan
- ☐ Client/employee's resume

Regional ECE Service Centres

Beaufort Delta ECE Service Centre Location

Mailing Address:

Beaufort Delta ECE Service Centre
Department of Education, Culture and Employment
BAG SERVICE #1 | INUVIK NT X0E 0T0

Building Address:

Kigiaq Centre
106 Veterans Way

Phone: 1-867-777-7365 | **Toll Free:** 1-855-283-9311

Fax: 1-867-777-7218

Sahtu ECE Service Centre Location

Mailing Address:

Sahtu ECE Service Centre
Department of Education, Culture and Employment
BOX 147 | NORMAN WELLS, NT X0E 0V0

Building Address:

Office #106 | Edward G. Hodgson Building
1A Raven Road

Phone: 1-867-587-7157

Toll Free: 1-866-814-9840

Fax: 1-867-587-2612

Deh Cho ECE Service Centre Location

Mailing Address:

Deh Cho ECE Service Centre
Department of Education, Culture and Employment
BOX 740 | FORT SIMPSON NT X0E 0N0

Building Address:

Chief Baptiste Cazon building
9802 – 98th Ave

Phone: 1-867-695-7338 *collect calls accepted

Fax: 1-867-695-7351

South Slave ECE Service Centre Locations

Fort Smith Mailing Address:

South Slave ECE Service Centre
Department of Education, Culture and Employment
BOX 1406 | FORT SMITH, NT X0E 0P0

Fort Smith Building Address:

McDougal Square
195 McDougal Road

Phone: 1-867-872-7425 *collect calls accepted

Fax: 1-867-872-4507

North Slave ECE Service Centre Location

Mailing Address:

North Slave ECE Service Centre
Department of Education, Culture and Employment
BOX 1320 | YELLOWKNIFE NT X1A 2L9

Building Address:

Main Floor, Nova Plaza
5019 – 52nd Street

Phone: 1-867-767-9356 | **Toll Free:** 1-866-768-8145

Fax: 1-867-873-0423

Hay River

Mailing Address:

South Slave ECE Service Centre
Hay River ECE Service Centre
8 Capital Drive | HAY RIVER NT X0E 1G2

Building Address:

Courthouse Building

Phone: (867) 874-5050 *collect calls accepted

Fax: (867) 874-5062