Canadian Council of Archives
Conseil canadien des archives

Employer's Manual
YCW in Heritage Organizations
(student jobs)

YCW Contact Persons:

For <u>archives</u>

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For <u>libraries operating in English</u>

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*The information in this document relates to the Canadian Council of Archives
and its delivery of the Young Canada Works (YCW) in Heritage Organizations program to archival
institutions and libraries (operating in English).*

Other YCW delivery organizations may have different program requirements.

I.   Student Eligibility & Candidate Approval

All YCW student participants must meet the eligibility criteria as stated in the Employer Guide, which is published by the Department of Canadian Heritage.

The Department of Canadian Heritage requires all YCW candidates be pre-approved by the delivery organization (Canadian Council of Archives, CCA). Please submit Candidate Eligibility forms before the start of your YCW short-term position.

If you receive and accept an offer of funding from CCA, the job poster and the Candidate Eligibility Form will become active in the YCW website. Candidates can now express interest in your position! If you wish to delay the display of your job poster, please contact CCA and we will temporarily hide the poster until you are prepared to begin your hiring campaign.

Before completing the Candidate Eligibility form, your selected YCW candidate must be registered in the YCW program under the "YCW in Heritage Organizations" program for the current program year, 2022-2023. Candidates who have participated in past years must log in and confirm their profile details to maintain an active status.

You must complete the first half of the Candidate Eligibility Form and your candidate must complete the last half of the form via their YCW account. Once both portions are complete, the form will come to CCA for review and approval.

Can't find your candidate in the database?
The chosen candidate needs their own YCW account to complete this form. All six steps of their profile must be completed in order to become searchable in the YCW portal. They must mark themselves available for the program "Young Canada Works in Heritage Organizations" and the year selection "2022-2023".

After searching the student and entering their profile, there will be an option to "Select candidate" and "Proceed to the candidate eligibility form" (or something similar). Your candidate will also have their own section of the form to complete once you will have completed your own. Approval of the candidate's eligibility should be done within one business day. Once approved, the Staffing Report becomes available through your YCW dashboard.

CCA strongly encourages that approved employers double-check all candidates' eligibility during the interview process to ensure this step will not cause delay to their YCW file.

NB: Employers must hold an open competition to staff any position (please see the Recruiting and Hiring section of the Employer Guide).

The eligibility criteria for a student are as follows:
- be a Canadian citizen or a permanent resident, or have refugee status in Canada;
  Note: Non-Canadian students or graduates holding temporary work visas or awaiting permanent status are not eligible.
- be legally entitled to work in Canada;
- be between 16 and 30 years of age at the start of employment;
- meet the specific eligibility criteria of the program to which you apply;
- be registered in the YCW online candidate inventory;
- be willing to commit to the full duration of the work assignment; and
- not have another full-time job during the YCW work assignment.

Students in an YCW employment program must also:
- have registered as a high school, college, CEGEP or university student (as defined by their educational institution) in the semester preceding the YCW work assignment; and
- intend to return to studies during or after the YCW work assignment.

Additional information requested on the Employer Candidate Eligibility Form are:
- Candidate interview date
- Start date of employment
- End date of employment
- Number of weeks of employment
- Hourly gross wage

An email will be sent by the YCW website to the employer once the CCA has confirmed the eligibility of the candidate.

If you are unsure whether your candidate meets all YCWHO eligibility criteria as per above, please contact the CCA for clarification before hiring.

II.   Letter of Agreement with Student

As a YCW employer, you are required to prepare a *Letter of Agreement* between your organization and your student. The *Letter of Agreement* will establish the terms of employment, including start date, end date, pay rate and payment schedule. Both parties must sign the document. Please keep the original for your files and be prepared to send a copy by mail to the CCA (if required for audit purposes).

A YCW student should also be provided with a job description on the first day of employment.

Below is an example of a letter of agreement.

[Date]

Name of Employee
Address
City, Province or Territory
Postal Code

Dear _____:

This is to confirm that you have been hired as a *[Job Title]*. We are pleased to be participating in the *Young Canada Works in Heritage Organizations* implemented by the Department of Canadian Heritage, and to offer you this opportunity to work in a cultural heritage organization/institution.

This Agreement will take effect on *[start date]*, and expire on *[end date]*. Enclosed is a copy of the *Position Profile* for your information and future reference. You will be working under the supervision of *[name of direct supervisor]*, who will explain your position and duties to you in detail once you begin work. *He/she* will also be responsible for supervising and evaluating your work/performance during the period of your employment with us.

As agreed, we will pay you a gross salary of $ *[hourly wage]* an hour, for a normal week of *[number of work hours per week]* hours. You will be paid on the *[??th]* and *[??th]* of each month. Our staff policy manual establishes the general working conditions, such as the normal business hours, statutory holidays, etc; it is available for consultation at any time. A written notice provided at least fifteen days in advance from either party will be sufficient to terminate this agreement. Please note that the Agreement may be terminated in the event that the Young Canada Works program is cancelled or the level of funding for any fiscal year in which a payment is to be made under this Agreement is reduced or cancelled.

We want to welcome you and are looking forward to working with you.

[Name of Employer]
[Title]

I have read and agree with the conditions indicated in this Letter of Agreement and I certify that I meet the eligibility criteria of the *Young Canada Works* Program

_____   _____[Name of Employee]
[Date]

Enclosure

An electronic version of the letter is available on demand.

III.   Staffing Reports

The YCW *Staffing Report* is an online document completed by the employer and student. The *Staffing Report* is used to confirm the details of your student's work term and will be used to create the contract.

The link for the Staffing Report will become active once the Candidate Eligibility Form is approved.

You must complete the first half of the Staffing Report and your candidate must complete the last half of the form via their YCW account. Once both portions are completed, the form will come to CCA for review and approval.

Information requested on the Staffing Report are:
- Job title
- Start date of employment
- Total number of days to be worked
- Number of hours to be worked per day
- Number of days to be worked per week
- Hourly gross wage
- Total salary to be paid
- Contact information for immediate supervisors

The *Staffing Report* must be completed during the <u>first week</u> of YCW employment and is a condition to receive the first payment.

IV.   Contract with Employer

The CCA will send the contract by email once the Staffing Report has been approved.

You must sign the *contract with the employer* and return it by email (preferably), fax, or mail to the CCA office.

Please note that, for the digitized version of the signed contract, CCA can only accept the contract in PDF format. All pages of the contract must be included.

CCA's fax number is: 1-855-855-0774

CCA's postal address is:
Canadian Council of Archives
130 Albert Street, Suite 1912
Ottawa, Ontario
K1P 5G4

A fully executed digitized copy of the *Contract with Employer* will be sent to you by email once the contract is signed by both the employer and CCA. Please retain this copy for your records and reference.

<u>Reminder:</u> The Contract is prepared based on the information provided in the Staffing Report as well as your application (containing the approved budget that was negotiated with you, the employer). You must immediately contact your YCW representative if any details of your project change, including:

- Work plan, job description and tasks
- Work location
- Hourly wage, weekly schedule
- Daily Supervisor (including during employer vacations or extended absences)

V.   First Payment (75% of YCW Contribution)

75% of the estimated YCW contribution is payable to your organization at the beginning of the YCW work term.

Your YCW file will be assessed for first payment once CCA has received:

1. the *Candidate Eligibility Form* completed online by you and your candidate;
2. the *Staffing Report* completed online by you and your intern;
3. your signed Contract with Employer.

Normally, cheques are sent to the contact person and mailing address on file. However, if you prefer to receive your payments via direct deposit, please complete and return the *Wire Transfer* form that can be found here.

VI.   YCW Project Monitoring

Under the terms of its Agreement with the Department of Canadian Heritage, CCA is required to monitor the progress of a percentage of projects. Organizations are selected at random.

Monitoring is conducted through a combination of private and confidential telephone interviews with the employer and the student.

If selected, we will contact you and your student to arrange a mutually convenient time for separate interviews.

All employers are welcome to contact CCA at any time if they have questions or wish to discuss the details of their project.

VII.   End of Work Term Reports

Both employer and student are required to complete *the End of Work Term Report* at the end of YCW employment. These reports will show the <u>actual employment dates and costs</u> incurred for the project and therefore may not exactly match the costs outlined in the contract.

You must complete your End of Work Term Report in your YCW account and include in it the actual costs incurred for the project (your cash contributions and in-kind contributions). Your student(s) will complete their report via their YCW account.

The *End of Work Term Reports* must be completed within **thirty days** following your student's last YCW workday. Please contact CCA as soon as possible if you anticipate any delay in submitting the required final documents.

VIII.   Evaluation Questionnaire

Upon the completion of the YCW term, employers and students are asked to complete the online *Evaluation Questionnaire* in their respective YCW accounts.

The *Evaluation Questionnaire* is anonymous. Responses will not be linked to your account, nor shared between employer and student, or viewed by CCA.

IX.   Supporting Payroll records

Upon the completion of the student's YCW work term, the employer must send either a copy of the Record of Employment (ROE) or a copy of the student's payroll records to the CCA (for each student employed in your YCW project).

Payroll records must be printed or captured electronically directly from your payroll software or photocopied from your organization's ledger.

Payroll records should show the following details:
- Student's name
- Start and end dates
- Hours worked
- Regular wages
- Additional wages (overtime, statutory holiday pay, etc.)
- Vacation pay
- CPP contributions (if applicable)
- EI contributions
- Worker's compensation premiums (if applicable)
- Provincial health and/or other social program contributions (if applicable)

Please remove your student's Social Insurance Number (SIN) before sending the records to CCA.

If your payroll system does not normally include all of these details on a printout, CCA will accept a signed letter for the payroll officer that will contain the following information:
- The date of the first day of work.
- The date of the last day of work.
- The total number of days worked.
- The total number of hours worked.
- The hourly wage paid to the student.
- The total amount of the gross salary paid to the student (minus the mandatory costs).
- A breakdown of the employer's mandatory costs (which includes the CPP, the statutory holidays paid to the student, vacation pay, EI contributions, etc.).
- The total amount of the wage paid to the student, including the mandatory costs.

You may submit payroll records by email, fax, or mail.

Payroll records must be received at the CCA within **thirty days** following your student's last YCW workday. Please refer to clause 1 on your YCW contract for the definition of "mandatory employer costs".

X.   Final Payment (up to 25% of YCW Contribution)

YCW reimbursement is based on actual costs incurred. Your YCW file will be assessed for final payment once the CCA receives a copy of student payroll records and upon completion of the *End of Work Term Reports* and *Evaluation Questionnaires*.

If your actual costs are less than the estimated costs on the *Contract with Employer*, your YCW contribution will be reduced accordingly.

If your actual costs are less than the first payment amount, your organization must return the overpayment to CCA. In this case, you will receive an invoice from CCA with further details.

XI.   Success Stories

YCW students and employers are invited to share their success stories with CCA and the Department of Canadian Heritage. Success stories help with the continued promotion of the YCW program.

Your online YCW account contains a PDF release form, which must be printed, signed, and sent to CCA either by email or mail so that we may share your story. You can also find a copy of the form here.

XII.   Frequently Asked Questions

Q: My student has registered in the YCW Candidate Inventory. I am trying to complete my *Candidate Eligibility form*, but I cannot find him/her. What do I do?
A: Ask the student to log into the website and verify that all registration steps are complete. The student needs to select "YCW in Heritage Organizations" at Step 2 of the Student Application. Double-check that the application has been submitted at the end. If you still cannot find the student, contact your YCW representative. The student must also be listed as "active" for the current program year.

Q: My student had to leave early and did not work his full placement. Can I hire another student?
A: Under certain circumstances, employers may be permitted to hire another student who meets the eligibility criteria of the program. You cannot hire a replacement student without prior approval. Please consult your YCW representative for further information.

Q: We need to increase the hourly wage of our student(s) while the project is underway. Will CCA cover the increase?
A: Please inform us of any increase in the hourly wage. If we have funds available, we will work with the employer to try to prepare a contract amendment and increase the amount of the YCW contribution for the affected position. However, if our funding envelope is overcommitted, we won't be able to reallocate additional funding to your project.

Q: What source deductions must I make? Can I hire my student as a "contract worker" rather than add them to my organization's payroll?
A: You are required to make deductions for income tax, CPP, EI and any other deductions required by provincial legislation. As an employer, you are responsible for paying your student as an employee. The terms of your *Contract with Employer* do not permit your student to be hired as a contractor.

Q: Should I submit my student's timesheets with the payroll records?
A: If your payroll records show all the required detail as outlined, the timesheets are likely unnecessary. CCA will contact you if there are any questions.

Q: Should I pay 4% vacation pay on every cheque or wait until the end of the YCW term?
A: Either method is fine as long as the student does eventually receive the vacation pay. Generally, CCA recommends including vacation pay with every cheque. With the bustle of finishing the YCW term, you may not remember to write an extra cheque.

If you have an urgent situation and are unable to reach your assigned YCW contact,
please contact the CCA at (613) 565-1222 or 1-866-254-1403.

XIII.   YCW Program Steps at a Glance

Before Position Start Date
- Respond to the Funding Offer
  - Employer accepts funding through YCW portal
    - Job Poster activates
    - Candidate Eligibility Form (CEF) becomes available
  - Employer declines funding through YCW portal
- Complete Candidate Eligibility Form
  - Employer completes CEF
  - Candidate completes CEF
    - CCA approves CEF
- Staffing Report (SR) becomes available

After Position Start Date
- Complete Staffing Report
  - Employer completes SR
  - Student completes SR
    - CCA approves SR
    - CCA sends YCW Contract via email
- Contract
  - Employer signs and returns contract
    - CCA requests first payment

After Position End Date
- End of Work Term Report (EWTR)
  - Employer completes EWTR
  - Student completes EWTR
- Evaluation Questionnaire (EQ)
  - Employer completes EQ
  - Student completes EQ
- Payroll Records
  - Employer submits Record of Employment, payroll records, or a letter from the payroll administrator
    - CCA reviews and approves EWTR, EQ, and payroll records
    - CCA requests final payment