

Young Canada Works (YCW) Program 2020-2021
managed by the Canadian Council of Archives (CCA)



Q&A

Table of Content

[Number of hours/weeks](#)

[Start/End dates](#)

[Supervision](#)

[Job description](#)

[Funding](#)

[Hiring](#)

[Eligibility](#)

[Other](#)

The Canadian Council of Archives wishes to thank our YCW partners at Canadian Heritage (PCH) for their understanding regarding the challenges that the pandemic generates for our employers, the students and interns. The flexibility provided by PCH for the management of the program during this special year is greatly appreciated.

Number of hours/weeks

Q1. If the modified part-time position takes place during the school term, does that mean the number of weeks approved could be extended accordingly?

Answer: A few weeks ago, the answer would have been no but additional modifications were recently approved and yes, it is now possible to add a number of weeks to a part-time project; if your project is for a summer/short term job (up to 16 weeks), the total number of weeks to be worked by your part-time student now cannot exceed 32 weeks and cannot go beyond March 31, 2021.

Q2. If we decrease the hours per week, can we increase the number of weeks?

Answer: Yes, it is now possible to add a number of weeks to a part-time project to offset the decrease in hours. You may increase the number of weeks; however, the employment period for a summer project cannot exceed 32 weeks and cannot go beyond March 31, 2021.

Q3. Can the original dates for a summer job be extended into the fall?

Answer: Yes. The last day of work of your student can be March 31st, 2021. If the student works full-time, the maximum number of weeks is 16. If the student is working part-time, or a combination of full-time and part-time, the maximum number of weeks is 32.

Q4. My application was for one full time student. If I fail to hire 1 full time student, would it be possible to change it to hire 2 0.5FTE students instead?

Answer: Yes, you would be able to hire two students who can share the approved number of hours. Each could work more than 16 weeks, up to 32 weeks, to complete the hours approved.

Q5. Re: the extra 10% - can it be used for extending the length of time the student is working (i.e. the money goes to the student) or does the money need to be used to offset employer costs?

Answer: The additional 10% is to help the employer with the salary costs for the hours already approved by CCA.

Q6. What are the minimum hours per week?

Answer: There is no minimum number of hours to be worked per week. However, YCW funding is meant to create a meaningful work experience for the student and this may not be possible if they are working only 4 or 6 hours a week.

Q7. What are the maximum hours per week?

Answer: 40 hours, as indicated in the program's guidelines.

Q8. Do the hours need to be the same as the original project?

Answer: No. Your program officer will work with you to modify your project's budget to reflect any changes in hours to be worked.

Q9. If a project is extended beyond the 16 weeks, when do we complete the end of term reporting?

Answer: The end of term reporting should be completed at the end of the YCW work term.

Q10. Can an internship for new professionals keep the same number of hours, but move to part time and exceed 20 weeks?

Answer: Yes, as long as the employment period is at least 16 weeks and ends no later than March 31st, 2021.

Start/End dates

Q11. Is there any flexibility with regards to project start and end dates?

Answer: Yes, as long as the project / project hours are completed by March 31, 2021 and the timeline is within program guidelines for the minimum and maximum number of weeks for the type of project (summer/short-term project or an internship).

Q12. I have been approved for two projects; can I stagger them (e.g. one in the fall and one in the winter)?

Answer: Yes, as long as work hours are completed by March 31, 2021.

Q13. Is there a deadline for adjusting our application and advertising for a student to apply for this position?

Answer: No, but you need to ensure that you hire your candidate so they can work at least the minimum number of weeks required, depending on the type of project (summer/short term job or internship). Please inform your project officer at CCA if you foresee a delay in your hiring process.

Supervision

Q14. Can we submit an application even if we cannot provide full-time in-person supervision because of public health restrictions?

Answer: Yes, you can apply for a project and adapt the supervision to be offered remotely and the student's job description to respect the health guidelines related to the pandemic. However, even if the supervision is offered remotely, it should be offered on a stable and regular basis.

Job description

Q15. Does the position have to have the same job description as in the application or can it be modified?

Answer: You may adapt and modify the original job description as long as the nature of the project remains archival or library and offers a good employment experience to your candidate. Please get in touch with CCA's program staff by email, and they will work with you to modify it.

Funding

Q16. Is the 85 % funding the maximum an institution can receive; we received a 20% budget cut effective July 1, 2020, and I am concerned about having the remaining funds for this position?

Answer: Unfortunately, the YCW contribution cannot exceed 85%. I would encourage you to talk to CCA's staff and see if there is any way to adapt your budget to meet your circumstances. As well, additional funding from other federal programs may be helpful with the additional costs.

Q17. Can you explain the \$8,000/\$10,000 and new limits

Answer: The percentage of the YCW contribution will be at 85% (unless the employer has other outside funding sources to help with the salary costs) and can exceed the normal maximum of \$8,000 for a summer project or \$10,000 for an internship.

Q18. I'm curious to know what/if any modifications we need to make to our application or if the 85% reimbursement and removal of the \$10K limit for internships is automatic.

Answer: For new applications, the adjustment will be made automatically, and will be included when CCA sends its offer at the moment of approving your application. If your project/internship has already been approved, please confirm with your CCA contact that you can accept the increase to 85%.

Q19. Are the funds available up front or are they scheduled?

Answer: The funds are divided into two payments, as follow:
1- 75% of the YCW contribution is provided once the student (or intern) has been hired and begun to work, and CCA has received the contract signed by the employer.
2 - The last payment is provided only once your student (or intern) will have completed their work and CCA will have received and approved the final report from the employer.

Q20. What are the reporting requirements?

Answer: The requirements remain the same. The employer has to provide a report once the student will have completed working. There is an End of Work Term Report with financial data to be completed online by both the employer and their

student, and the employer must provide a copy of the Record of Employment (ROE) or payroll record or a letter from the payroll officer with specific information required by CCA to complete its review to determine the amount of the last payment.

Hiring

Q21. Is it possible to hire someone internal to our organization (e.g. if someone is working limited hours now, or who has been furloughed/laid off due to the pandemic)?

Answer: Unfortunately, the YCW program cannot be used by an employer to keep a staff member employed. However, a person who has completed a contract with your organization and who meets the eligibility criteria might be considered as a candidate.

Q22. Can the student work from home?

Answer: Yes, your student can work remotely. However, it's important that the employer provides adequate training, consistent supervision and support to the student.

Q23. We received approval for our application very recently. Is it possible to extend the timeframe to hire a YCW student so we can hire them now, or next summer, with these funds?

Answer: The funds are linked to the present federal fiscal year, therefore YCW funds cannot be used after March 31st, 2021.

Q24. Can we submit a new short term application and re-hire the student we hired working currently (on a new project)?

Answer: YCW is intended to provide students with valuable opportunities to gain work experience. To this end, we encourage you to hire students who have not worked with you before; however, we understand concerns regarding increased risk of hiring a new team member during the pandemic. If this is the only way you can support this position, we can make an exception.

Q25. What are some of the incentives that employers are currently offering to encourage students to work part-time during the 2020-2021 school year?

Answer: Flexibility by archives and libraries has been a great incentive. Outside of the students' agreed upon working hours, one institution is allowing students to do their course work at their desk since most courses are being offered remotely. This has been an attractive selling feature for their institution since a lot of students have said they will find it difficult to do their course work from home and the library has limited seating right now. Another institution is subsidizing a student's monthly internet and cell phone cost, since the student is working remotely.

Eligibility

Q26. For a summer or short term job, students are required to be in full-time studies "in the semester preceding the YCW work assignment" and returning to school afterwards. What if my candidate is unsure of when she can return to school, because of COVID-19?

Answer: Normally, yes, this would be the requirement; however, there is more flexibility this year because of the public health issues. If the student's return to school is delayed or if the student's studies were interrupted last semester, we can make an exception. Please note: the student is still required to meet the age and citizenship requirements to be eligible.

Q27. Has the age limit for candidates been raised? Many individuals are students in their 30s.

Answer: At this time, the age requirement is still between 16 and 30 but we know there is a willingness to revisit this requirement in the future.

Q28. Can the student be currently attending school, online courses, or part-time?

Answer: Your candidate can be a part-time student during this fall semester. A candidate can also be taking this fall "off" and return to class in January 2021.

Other

Q29: Do you know approximately when new applications will be reviewed and considered for funding?

Answer: We are presently working with employers to confirm if they are moving forward with the projects for which they were approved. Approval for new applications are not guaranteed, but new applications will be assessed and considered quickly, upon receipt. Funding decisions will be communicated as they are received and will be approved if funding is available.

Q30. If a summer student project was not approved, is it moved onto the waitlist automatically?

Answer: Unless you asked the CCA officer to cancel your application, it should have been waitlisted and you would not have to submit a new application.

Q31. If my project application was not successful, can I re-apply or should I submit a new application entirely?

Answer: Yes, you can reapply. Please contact the YCW staff at CCA for feedback and suggestions, before submitting a new application.

Q32. We submitted our internship application a few days late in the spring, should we resubmit our late application or will it be considered in due course?

Answer: You will not need to resubmit your application submitted to CCA, but please contact get in touch with us by email and we will work with you.

Q33. If the pandemic has a second wave in the fall how will the program deal with that generally and specifically? If something doesn't work out because of provincial health regulations can we negotiate a solution with PCH?

Answer: CCA will work as best as possible with any affected employer who will have to respect public health guidelines that may require a temporary closure of the workplace.

Q34. I'm applying for a project, where is the "short-term job" option?

Answer: A short-term job is actually a summer job that is not occurring in the summer period. We are referring to it as a short-term job. An employer needs to use the Young Canada Works in Heritage Organizations funding application to submit a new project.

Q35. Is it possible for institutions to partner together to hire a YCW student or intern?

Answer: Yes, we have several examples of partnerships that are in the works right now. In one case, an institution will provide the work for the student and another institution will provide the physical space for working because the main applicant (providing the work) isn't able to meet the requirements for an adequate working space due to public health restriction. In another case, two employers are sharing the working hours between them and one institution is providing the required 15% match.

This project has been made possible by
the Government of Canada.

Ce projet a été rendu possible grâce au
gouvernement du Canada.

Canada 