



## Subsidy Agreement

This Agreement is between Volunteer Bénévoles Yukon Society (hereinafter referred to as "VBY") and \_\_\_\_\_ (hereinafter referred to as "the not for profit / charity organisation" or "the Organisation"), whereby, VBY agrees to subsidise **\$11.51** per each hour that the participant worked for the not for profit organisation under Youth on Board, 35 hours per week for 20 continuous weeks.

### TERMS AND CONDITIONS

**1. Financial Assistance (Invoice)** The Organisation will submit an invoice to VBY after the end of each pay period; for **\$11.51** per each hour the employee worked, 35 hours per week. The employee must be on payroll.

**2. Additions.** Along with the invoice, the Organisation shall provide employee's approved timesheet and a pay stub. Timesheet must be approved by the organisation's manager and employee.

**3. Reimbursement.** The Organisation will be reimbursed by cheque, within 2 weeks upon submission of the invoice, timesheet and a pay stub. Statutory holidays are covered if the participant was entitled to the time.

**4. Confidentiality:** VBY recognises that the Project Manager gains information about individuals and other organisations during the course of their work or activities. In most cases such information will not be explicitly stated as confidential and the Project Manager may have to exercise common sense and discretion in identifying whether the information is expected to be confidential. VBY can share information with other not-for-profit organisations in order to match participants. All personal information will be placed into personal files and stored in a locked filing cabinet at VBY's office. The Project Manager will be the only person who holds the key to this cabinet. All the obtained personal information, receipts, invoices, progress and evaluation reports will be retained for a period of 6 years.

**5. Hiring decision.** Not-for-profit organisations will make the final decision on the employee to hire and will conduct an Interview process on a one-on-one basis. The participant cannot start the placement before being accepted in the program by VBY. Hiring policies need to comply with human rights legislation (<http://laws-lois.justice.gc.ca/eng/acts/h-6/>) through anti-discriminatory practices. VBY will not tolerate any discriminatory practices and has the right to withdraw a participant's or organisation's application at any time.

**6. Communication.** The organisation agrees to maintain communication with the Project Manager during the 20 weeks. All notices and other communications between the parties must be in writing.

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**16. Career level.** The job offer by the non-profit requires no previous work experience. Entry-level positions are not only open to youth with no previous work experience, such as new entrants to the workforce and recent graduates, but also to those re-entering the labour market or wishing to change careers.

**17. Length of the employment.** The length of participation in Youth on Board is 20 continuous weeks.

**Start:** \_\_\_\_\_  
(dd /mm/yy)

**End:** \_\_\_\_\_  
(dd /mm/yy)

**Organisation:** \_\_\_\_\_

**Date** \_\_\_\_\_

**Volunteer Bénévoles Yukon:** Boundary

**Date** \_\_\_\_\_



Funded by the Government of Canada's Youth Skills Link program

**7. Work Performance.** The Organisation must notify by written notice to VBY immediately if it encounters any employment-related issues.

**8. Termination of Employee.** The Organisation must notify by written notice to VBY immediately if a notice of termination was given to an employee.

**9. Waiver.** VBY shall not be liable for any damage or loss caused by an employee.

**10. Assessment.** The Organisation's management will complete and submit all the required assessments and employee's performance review forms on time and will allow VBY staff on the premises upon request. During the 20 weeks there will be 3 assessments distributed as follow:

**Week 4.** First assessment

**Week 12.** Second assessment

**Week 20.** Third assessment

**11. Transportation.** Up to \$65 transportation to support the first month of the work experience is available for the youth. The organisation will submit an invoice to VBY after the purchase of the ticket or bus pass.

**12. Mandatory Employment Related Costs.** The organisation will be responsible for paying the Mandatory Employment Related Costs (MERCs) – EI, CPP and WCB, as well as paying the wage top-up.

**13. Training and development.** The organisation's management shall be responsible for the participant's training and development during the 20 continuous weeks of participation in Youth on Board. If additional training is required, a "Request for Professional Development" application shall be completed by the organisation and approved by VBY's office in order to reimburse up to \$150.

**14. Breach of Contract.** VBY reserves the right to terminate this Agreement without notice and shall not be obligated by any terms of this agreement if an organisation breaches any terms of this agreement.

**15. Expected Results.** Select the option that is the best fit for your organisation.

- Participant will be employed by your organisation
- Participant will return to school
- Other, please explain: