



VBY YOUTH ON BOARD

## 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 organization" or "the Organization"), whereby, Volunteer Bénévoles Yukon Society agrees to subsidize **\$11.32** per each hour that the participant worked for the not for profit organization under Youth on Board, up to 35 hours per week for 20 continuous weeks.

### TERMS AND CONDITIONS

- 1. Financial Assistance (Invoice)** The Organization will submit an invoice to VBY after the end of each pay period; for **\$11.32** per each hour the employee worked, up to 35 hours per week. The employee must be on payroll.
- 2. Additions.** Along with the invoice, the Organization shall provide employee's approved timesheet and a pay stub. Timesheet must be approved by the organization's manager and employee.
- 3. Reimbursement.** The Organization 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 recognizes the Youth on Board Manager gains information about individuals and other organizations during the course of their work or activities. In most cases such information will not be explicitly stated as confidential and the Youth on Board Manager may have to exercise common sense and discretion in identifying whether the information is expected to be confidential. The Youth on Board Manager can to share information with other not-for-profit organizations 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 Youth on Board 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 organizations 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 organization's application at any time.

6. **Communication.** The organization agreed in keep communication with Youth on Board Manager during the 20 weeks. All notices and other communications between the parties must be in writing.
7. **Work Performance.** The Organization must notify by written a note to VBY immediately if it encounters any employment-related issues.
8. **Termination of Employee.** The Organization must notify by written a note 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 Organization'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 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 organization will submit an invoice to VBY after the purchase of the ticket or bus pass.
12. **Training and development.** The organization'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 and approved by VBY's office in order to reimburse up to \$150.
13. **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 organization breaches any terms of this agreement.
14. **Expected Results.** Select the option that fit the best for your organization.
  - Participant will be employed by your organization
  - Participant will return to school
  - Other, please explain:
15. **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.

**16. Length of the employment.** The length of participation in Youth on Board is 20 continuous weeks, and a job offer will be deemed ineligible upon completion of the 20 weeks of job experience.

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

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

**Organization:** \_\_\_\_\_

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

**Volunteer Bénévoles Yukon:** Boundary

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



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