

Youth Employment Fund

Guidelines

YOUTH EMPLOYMENT FUND (YEF)

DEPARTMENT OF POSTSECONDARY EDUCATION, TRAINING AND LABOUR

OVERVIEW

The Youth Employment Fund provides an entry point to long-term employment for unemployed individuals between 18-29 years of age who require a work experience opportunity as identified through their employment action plan. By placing an individual with an employer, the youth will gain work experience and develop skills through basic workplace training, mentoring and coaching (from the employer).

DESCRIPTION

The Youth Employment Fund is through both provincial resources and by the Labour Market Development Agreement. It is a youth specific, work experience program designed to provide the youth with an opportunity to develop skills and find jobs in the Province.

Through the case management process youths are matched with eligible employers for a 26-week (i.e. 6-month) work experience. Individual supports and wage subsidies are available to support the placement and skills training that are linked to an available job.

ELIGIBILITY

Individual

- Must be legally entitled to work in Canada.
- Must be unemployed, underemployed¹ or working less than 15 hours per week.
- Must be a resident of New Brunswick.
- The individual must have an employment action plan and be referred by an employment counsellor / case manager from one of the following:
 - Post-Secondary Education, Training and Labour
 - Social Development
 - Employment Assistance Services organizations
 - Aboriginal organizations
 - Public Safety
 - Office of Human Resources (Equal Opportunity Program)
- Individuals must be between 18-29 (at least 18 years old but less than 30 years old at the time of application).
 - Youth do not need to have graduated from high school in order to participate in the program (i.e. there is no minimum education requirement).
 - Must not be a full-time student (Youths aged 18-years-old, who will be graduating in June that are not planning to attend full-time post-secondary education and are planning to enter the labour force immediately after high school may apply to the program after May 1st for placements starting after obtaining their diploma).
- Must have a resume before being placed with an employer.
- Have not previously participated in a YEF placement.
 - An employer must inform the YEF Program Officer immediately when an individual has taken medical or personal leave. No placement will be held beyond eight weeks.

¹ A recent Post-Secondary Graduate currently employed by an employer, other than the applicant, and not working in his/her field of study may be eligible for Youth Employment Fund.

- The individual must not be an immediate family member of the employer (spouse, children, parents, brother, sister), nor can they be an officer or director of the organization or a member of their immediate families.

Placements

- Must be for 30-hours per week for 26-weeks, consecutively (i.e. 6 months).
- Up to 8-weeks (2 months) of the 26-weeks may be for training.
- The job placement cannot displace permanent employees on layoff, vacation, parental or sick leave.
- The job must meet the individual's occupational goal as per their employment action plan.
- Where jobs are covered by collective agreements, the employers must consult with unions to ensure that placements are not in contravention with provisions of the collective agreement.
- The job placement must be in accordance with all Provincial and Federal Acts and Regulations.
- The placement cannot be for a post-secondary education practicum, a co-operative education work placement or Apprenticeship Block Release.
- The individual must not have already started with an employer prior to the position being approved by the YEF Program Officer.

Employer

- Priority is for private sector businesses but other sectors that may be approved (based on the client's needs) include:
 - Non-profit organizations;
 - Municipality;
 - Provincial Government Departments/Agencies only;
 - First Nations.
- Must be located in New Brunswick.
- Needs to provide a quality (i.e. orientation, coaching and mentoring) work experience opportunity.
- Have demonstrated commitment and positive experience in previous placements (if applicable).
- Priority will be given to employers who express an intent to retain the participant after the placement period.

FUNDING

- The Department will provide a reimbursement as follows:
 - 100 per cent of the minimum wage for 30 hours a week will be subsidized for up to 26 weeks.
 - Includes the following Mandatory Employment Related Costs (MERCs): Employment Insurance (EI), Canadian Pension Plan (CPP) and Vacation Pay for each approved position. The Employer is responsible for the Workplace, Health, Safety and Compensation Commission premiums.
 - Up to \$1,000 for individual support may be provided subject to the Department's approval. This support must only be used to remove participant's barriers to participating in the approved placement. These supports may include: training costs, work clothing, and/or equipment.
- Employers may, and are encouraged to, increase the hours per week and duration of the placement to reflect employment duration for the sector. Any costs related to an increase in the hours or duration of placement, are the responsibility of the business or organization.
- Employers must pay youth based on an hourly wage.

PROGRAM ADMINISTRATION

The Department of Post-Secondary Education, Training and Labour has full discretion in the administration of its programs and in the application of these guidelines to ensure funding is provided to those projects that contribute to the fulfillment of its mandate. In applying the program guidelines, the Department of

Post-Secondary Education, Training and Labour may take into consideration the following factors:

- Budget Allocation
- Provincial/Regional Priorities
- Geographical Consideration and Population
- Number of applications and/or maximum amount approved per proponent per fiscal year
- Priority Groups

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