



Graduate Transition to Employment Program Information Sheet

A Partnership between Career Development (Student Life) of Memorial University and the Department of Human Resources, Labour & Employment

What is the Graduate Transition to Employment Program?

A program designed to assist Memorial University graduates obtain employment related to their field of study.

Who is eligible under the Graduate Transition to Employment Program?

Graduates who have successfully completed a post-secondary program at Memorial University's main campus (St. John's); have graduated within the past two years of most recent convocation (May or October); and are currently unemployed or underemployed (working less than 20 hours per week or working in an area not related to their field of study).

Financial assistance provided by the Graduate Transition to Employment Program:

A 50% wage subsidy towards the starting salary of the approved position, to a maximum program contribution of \$6,250. As well, a \$250 stipend is also available for professional development and training. In addition, the Employer has to agree to employ the graduate for a 26-week period (minimum of 30hrs/wk, maximum of 40hrs/wk) and provide work experience in the occupation related to the graduate's field of study.

How to apply?

Application forms are available from the Career Development (Student Life) website and can be downloaded at http://www.mun.ca/cdel/career_dev_stu/gtep.php

Both the graduate and employer application forms have to be submitted together (a complete application) in order to be considered for review. Businesses established less than one year must provide a Business Plan.

Hiring cannot not take place prior to official approval.

Return completed applications to:

Career Development (Student Life)
University Centre, UC 4002
Memorial University of NL
St. John's, NL A1C 5S7

Or fax it to:
(709) 864-8960

It is recommended that the graduate participate in career development workshops over the duration of the placement, facilitated by Career Development.

****Applications are received on a continuous basis. However, approvals are subject to the availability of funds on a first-come first-serve basis, with the final okay being given through the due process of the selection committee.

**For further questions or concerns, please contact Career Development (Student Life) at
(709) 834-2033 or careerdevelopment@mun.ca**

Graduate Transition to Employment Program Employer Application Form

APPLICANT INFORMATION

Name of Business: _____

Mailing Address: _____ Business Location: _____

_____ Business Telephone: _____

Postal Code: _____ Business Fax: _____

**Two people with the business who may be contacted for information pertaining to this application.
These individuals must have signing authority and must sign this contract.**

1. Full Name: _____

Position Title: _____ Telephone (Bus): _____

E-mail Address: _____ Telephone (Res): _____

2. Full Name: _____

Position Title: _____ Telephone (Bus): _____

E-mail Address: _____ Telephone (Res): _____

Type of Business: _____ Start-up Date*: _____

Incorporation #: _____ Business #: _____

of employees now on staff: _____ Website Address: _____

**Who will be the main contact for
this placement?**

Name: _____ Phone #: _____

Has the appropriate union concurred with this proposal? Yes No N/A

Is the position replacing regular employees or employees on lay-off? Yes No

Is the position already funded under other Job Creation Programs? Yes No

Does this job offer potential for long-term employment? Yes No

Is any part of the salary contributed by the employer for
this position taken from government or external funds? Yes No

If yes, please describe the nature of the funding: _____

Do you have an individual in mind for this position? Yes No

If YES, who (**Graduate must submit an application**): _____

Name of Position: _____ Hours Per Week: _____

Salary:

$$\begin{array}{r}
 \$ \qquad \qquad \qquad + \qquad \$ \qquad \qquad \qquad = \qquad \$ \\
 \hline
 \text{Employer Portion} \qquad \qquad \text{GTEP Subsidy} \qquad \qquad \qquad \text{Overall salary} \\
 \qquad \qquad \qquad \qquad \qquad \text{(50\% up to a maximum of} \\
 \qquad \qquad \qquad \qquad \qquad \text{\$6,250.00 of overall salary)}
 \end{array}$$

Who was this position initiated by? Employer Graduate

PLEASE ATTACH A JOB DESCRIPTION

Potential start date: _____

Please note: Employers are required to complete a Learning Agreement with the graduate (at the beginning & end of placement) and allow the graduate to participate in three, one hour career workshops over the duration of the 26 week work placement.

- * **Businesses established less than one year must provide a Business Plan—Please see below**
- **Please read the ‘Terms & Conditions’ to ensure that you follow and meet Program criteria.**

HIRING NOT TO TAKE PLACE PRIOR TO OFFICIAL APPROVAL!

This is to certify that the above information is correct:

Signature # 1: _____ Date: _____

Signature # 2: _____ Date: _____

Business Plan Outline

Businesses established less than one year must provide a Business Plan.

A Business Plan is a written summary of what it is you want to do and how you plan to do it.

Your Business Plan should include:

- A short history of your background and experience
- A brief description of your product or service, including staff, location, and facilities
- Your potential market and customers
- Financial projections
- Potential risks
- Promotional plans

Access to Information and Protection of Privacy

The information on this form is collected under the authority of the Memorial University Act (RSNL 1990 Chapter M-7) and is used for the purposes of the Graduate Transition to Employment Program administration. Questions about this collection and use of personal information may be directed to the Office of the Dean, Student Affairs and Services at 709-864-7595.

Graduate Transition to Employment Program: Terms and Conditions

Please note: The term ‘parties’ refers to the graduate, the employer and Memorial University

Employers Eligible for Funding

- 1) The employer must have an established operation in the Province of Newfoundland and Labrador.
- 2) The employer shall obtain, prior to commitment of the activities, all permits, licenses, consents, and other authorizations that are deemed necessary to permit the carrying out of the activities; the activities shall be executed in compliance with all laws, by-laws, and regulations as may be required.
- 3) The program does not support employment with Federal/Provincial Departments, Agencies.

Positions Eligible for Funding

- 4) The position must provide continuous employment for a period of 26 weeks.
- 5) The position may not result in the dismissal, lay-off or reduction in regularly scheduled hours or period of work of any existing employee of the employer, or replace an employee on lay-off, awaiting notice or recall, or absent as a result of a labour stoppage or labour/management dispute.
- 6) The employer must provide to the University with the graduate’s start and finish dates and hire the employee within thirty days of the official approval date. Failure to do so may lead to the termination of the Agreement.
- 7) The employer may not receive funds from another Provincial or Federal agency for a position, which is funded under this Program.
- 8) The management, supervision, and control of the employee is the sole and exclusive responsibility of the employer. Nothing in this Agreement shall be construed to appoint the employer or the employee as a servant or agency of the University.
- 9) For applications involving bargaining unit positions, the concurrence of the appropriate union/employee’s association is the responsibility of the employer.
- 10) The work to be performed must not be in the form of personal service, nor of the type paid solely by commission or output.
- 11) The work to be performed must be career related.
- 12) Positions filled prior to approval will not be eligible.

Persons Eligible for Employment

- 13)
 - (a) Individuals who have successfully completed a post-secondary program at St. John’s main campus, the Sir Wilfred Grenfell College (Corner Brook), Marine Institute or the Centre for Nursing Studies campus of Memorial University of Newfoundland.
 - (b) Individuals must have graduated within the last two years.
 - (c) Individuals must be currently unemployed or under-employed (less than 20 hours per week, or in work not related to their field of study).

- (d) Individuals must be legally entitled to work in Canada.
- (e) Preference will be given to non-EI eligible individuals.

- 14) The graduate may not be a member of the immediate family of an individual employer, or if the employer is a corporation, the employee may not be a member of the immediate family of a director or senior management of the corporation unless approved by the University. For the purpose of this section “immediate family means father, mother (or alternatively, step-father, stepmother, or foster parent), brother, sister, spouse, including common-law spouse, child, stepchild, or ward of the employer, father-in-law, mother-in-law, sister-in-law, brother-in-law, son-in-law, daughter-in-law, and other relatives permanently residing in the employers household or with whom the employer permanently resides.

Reimbursement for Wages paid by the Employer

- 15) The University will reimburse the employer 50% of the 26 week salary for the approved position up to a maximum program contribution of six thousand two hundred and fifty dollars (\$6,250.00).
- 16) The University shall make payments to the employer following receipt of individual claims, provided the claims are complete and:
 - (a) The minimum claim period is 4 weeks;
 - (b) The maximum claim period is 26 weeks; and
 - (c) Proof of payment (covering the entire claim period) accompanies every claim.
- 17) The University shall make a final payment to the employer following receipt of a final claim and, if deemed necessary by the University, upon completion of an audit of the representatives by the University.
- 18) The final claim must be submitted to the University within 60 days of the graduate’s end date.
- 19) If it is determined that an incorrect reimbursement, or overpayment, has been issued, the University has the right to collect funds paid to the employer in error.
- 20) All payments required by law to be made by an employer on behalf of or paid directly to the employee including Income Tax, Unemployment Insurance, Canada Pension, holiday pay and any liability arising from this employment shall be the sole and absolute responsibility of the employer. Where an employee works on a statutory holiday and premium wages are paid, reimbursement will be at the approved rate only.
- 21) The employer shall keep proper accounts and records, including invoices, receipts, vouchers, bank statements and cheques of all financial transactions relating to this Agreement, and these records shall be open at all times to inspection and audit by the University or its authorized representatives.
- 22) No contribution shall be made by the University in excess of the amounts listed on the front page of this agreement. No contribution shall be made except upon evidence satisfactory to the University that the expenses for which the contribution is being claimed have actually been expended.
- 23) The University may withhold payment of any amount payable pursuant hereto where the employer has failed to comply with any covenant or undertaking contained herein, where the University is not satisfied with the progress of the activities, or pending the outcome of an audit being done to the activities.

- 24) Any payment due hereunder is subject to there being appropriation for the fiscal year in which the payment is to be made.

Amendments

- 25) The Agreement shall not be amended or assigned except by instrument in writing between the parties.

General

- 26) No member of the House of Assembly, House of Commons, employees of the Department of Human resources and Employment, and Youth Services and Post-Secondary Education, members of the executive pay plan, staff employed in the office of a Member of Assembly or office of a Provincial Minister of the Crown, or any person or organization other than the applicant shall be eligible for any financial benefit or may receive any financial gain as a result of this contract.
- 27) The graduate shall receive the full benefit of any financial assistance available and no other person or organization may receive or collect any percentage or portion of any monies awarded under this contract
- 28) Either party may terminate this agreement with a minimum of seven days written notice to the other party
- 29) If the Agreement is broken by either party, the contract will terminate on the last day worked.
- 30) Nothing in this Agreement shall be deemed to authorize the employer to contract for or incur any obligation on behalf of the University.
- 31) The employer shall be solely responsible for and shall hold the University free from any and all losses, expenses, damages, demands, and claims arising out of or in connection with injuries (including death) or damages to any and all persons whether worker or others and to property in any way sustained or alleged to have been sustained in connection with or by reason of the performance of the activities.
- 32) If, at any time, the University is of the opinion that the employer has failed to conduct the activities in an acceptable manner or had failed to comply with any of his/her covenants or undertakings contained herein, the University may terminate the Agreement by giving written notice thereof to the employer and any payment which would have otherwise been payable to the employer may, at the discretion of the University, be withheld.

Legislation, Laws and Provincial Requirements

- 33) The employer must comply with the provisions of the Canadian Charter of Rights and Freedoms, the Newfoundland Human rights Code, The Newfoundland Labour Standards Act, the Apprenticeship & Certification Act, and with all other applicable Federal and provincial Legislation.
- 34) The employer and graduate must abide by and act in conformity with whatever requirements may be prescribed from time to time by the University.
- 35) This Agreement shall be governed by the laws of Newfoundland and Labrador.

During/At the End of the Subsidized Period

- 36) The employer agrees to maintain records of the placement and any other necessary records and to verify the graduate's participation.
- 37) The employer and employee agree to complete a learning agreement, as provided by the Program coordinator.
- 38) The employer agrees to allow the graduate time to participate in three 1-hour career development seminars during the 26-week employment placement, at times to be negotiated between the employer, the Graduate and the Program Coordinator.
- 39) The employer and employee may be required, upon completion of the subsidized period or at various stages in its progress, to participate in an evaluation of the program.