

HIRING??? NEW \$\$\$\$ AVAILABLE TO PEACE-LIARD EMPLOYERS

Attention Hiring Manager,

Let me introduce myself, my name is Jody Hicks and I am the Coordinator for the **Targeted Wage Subsidies Program** for the Peace-Liard Region, my office is in Fort St. John, but I travel to, and take care of this program from Tumbler Ridge to Fort Nelson.

Our Company - Progressive Employment Services Ltd. is offering the Provincial Government funded **Targeted Wage Subsidies Program** in your area. This Program can help you offset the costs of properly training a new employee, making them an asset to your team.

We do not charge any fees to the employer or employee for this program.

The Targeted Wage Subsidies program is designed to assist individuals who lack experience, by offering employers an incentive to hire them. Employers benefit by receiving a temporary wage subsidy while their new employee gains experience, and learns important skills, making them a valuable asset to your company.

As an added benefit, we also have a network of Coordinators throughout British Columbia, from the Queen Charlotte Islands to Valemount and the Peace-Liard Region, allowing us to look throughout the province for candidates for employment, should we not be able to fulfill your employee requirements locally. We also work closely with Employment Counselors, Government Training Program Representatives and T.R.A.D.E.S. Counselors in your area, helping them with placements in related industries.

Progressive Employment Services Ltd. can offer temporary wage subsidies to your business or non-profit organization if you are willing to hire an eligible person.

Eligible participants are individuals who are presently looking for employment and collecting Employment Insurance, or have collected EI within the last 36 months, or are entering the labour force after having left it to care for newborn or adopted children. These individuals must have a benefit period that began within the last 60 months and included a maternity or parental claim.

The application is easy to complete, processed quickly, and the subsidy is paid to the employer on a monthly basis.

If you are considering hiring additional staff, I would appreciate the opportunity to work with you to develop an action plan to reach your staffing goals.

The next page explains the details and answers many of the questions you may have...

The Caveats, or Small Print –

- We are looking for employers who sincerely want to help their potential employee gain on the job experience and training, and are willing to take the time to help them gain that experience.
- You must apply and complete this process BEFORE the person starts working for you. The process can be completed within 1-2 days.
- You must be looking for a person whom you wish to keep full time long term. Minimum of 30 hrs. Per week, averaged out, so it could be 20 hrs. one week, 40 the next, as long as the minimum averages out to be 30 hrs. per week
- Any position within an organization is eligible for this program
- You may hire multiple positions under this program
- Hiring is solely at the discretion of the Employer, you are not forced to take on anyone we recommend.
- No nepotism – you cannot hire a relative to work directly for you
- Your Company must provide the CRA and WCB numbers and fill out Funding Proposal and description of each position that they are looking to fill.
- Federal or Provincial Government agencies are not eligible employers.
- If you have laid off someone in the past, they do not qualify if you rehire them and they return in the same job, if you rehire the person for a different job, they may qualify.
- If you interview a person you think you may want to hire, ask them if they meet the eligibility factors (are presently on EI, were on EI sometime in the last 36 months, or on parental leave EI sometime in the last 60 months) in this case, call me and I will give you information on the Employment Assistance Office they will have to visit to be recommended to the program. There are individual offices in each town.
- An apprentice can be supported at any stage of his or her apprenticeship (1st, 2nd, 3rd, or 4th year or later during the apprentice's training).
- The TWS program pays up to 50% of wages to a maximum subsidy of \$8.00/per hour, so that wage would be \$16. /per hour, you can pay them more; just the subsidy will not go beyond \$8. /per hour. If you pay them \$10. /hr, then the subsidy would be \$5. /per hour, etc.
- Depending upon the job position and experience the person will gain, they are eligible for the program for up to 6 months, the length of time will be determined through an assessment of the employee's needs.
- If the employee does not work out, you are not obliged to keep them on for the duration of the program, if this happens, let us know why so we can possibly help you find someone who may be more suitable.
- If the employee does not work out, you are NOT required to pay back any funding \$ for the time they worked for you.

How you are paid – you fill out 2 pages, one stating how the worker is doing, they also sign this, the second page is a calculation of what is owed (hrs X rate = total \$ due to employer), these are faxed to us each month with a copy of the worker's pay stub or statement and a cheque is subsequently issued to the employer each month.

If you are interested in finding out more about the Targeted Wage Subsidies Program, or need help filling out the Funding Proposal form please contact me at the number below.

Yours truly,

Jody Hicks
Targeted Wage Subsidies Coordinator
Peace-Liard Region
Progressive Employment Services

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TARGETED WAGE SUBSIDIES (TWS) FUNDING PROPOSAL

*In order to be considered for a wage subsidy under the **Targeted Wage Subsidies (TWS) Program** we will need you to complete all questions in parts 1 through 3. The information provided on this form will be reviewed to assess your eligibility for funding.*

PART 1: COMPANY INFORMATION

1. Company Name:	
2. Mailing Address:	
3. Location of Business Activities:	
4. Telephone & Fax Number:	
5. Contact Person and Title:	
6. Person Responsible for Payroll	Telephone No:
7. CRA Business Number:	
8. WCB Registration Number:	
9. Type of Business:	
10. Years in Operation:	
11. Current Number of Employees:	

12. Other related information you would like noted: _____

13. I, _____, confirm that this employer will not be laying off current employees should this Funding Proposal be approved nor have any current employees been laid off.

PART 2: EMPLOYMENT INFORMATION

1. Please identify the position for which you are requesting a subsidy through this project:

2. What current skills do you expect the participant to have?

3. What new skills will the participant learn?

4. What is the probability of keeping this position after the subsidy period?

5. Will you be providing any special/specific training or certification required for this position?

6. What are the characteristics of this type of work (e.g. part-time, seasonal, subject to lay-offs)?

7. What are the opportunities for advancement? _____

8. Will the work experience you provide allow participants to work in other companies/industries?

9. Does your company meet WCB standards for your industry? YES NO

10. Will your company be providing all safety gear? YES NO

11. What safety equipment will the participant have to provide? _____

Note: Based on the information you provide us, PESL will provide you with a list of eligible participants. It is up to you to decide which participant (if any) you wish to hire.

PART 3: ACTIVITY SUMMARY

1. Describe the specific duties that the participant will have and the time needed to complete each duty:

	Duties	Hours Per Week
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
Total Hours Per Week: EMPLOYER TO ADD ROWS 1 – 10 and enter here →		

2. Please specify desired subsidy dates: *Start Date:* _____ *End Date* _____

3. What are the names of the supervisors?

4. Please complete the participant's proposed work schedule by placing a checkmark under the days of the week that will be worked.

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday

5. Hourly rate of pay _____

The total duration and rate of the subsidy will be determined by Progressive Employment Services Ltd. in conjunction with the successful client's Employment Counsellor. Statutory holidays are reimbursed if an employee actually works on the day of the holiday. Overtime hours worked are reimbursed by PESL at the same subsidy rate as regular hours. Vacation pay, union dues, extended benefits and any other voluntary employee deductions are ineligible costs under the TWS program.

I confirm that the statements I have made and the information I have provided are true and accurate to the best of my knowledge.

Employer Signature

Date