

BRIDGING THE GAP AGREEMENT INFORMATION

Work Experience Placement

The Work Experience Participant will be assigned to the Employer, and shall fulfil the tasks as well as satisfy and maintain the requirements associated with the Work Experience Placement, including the following:

- The Employer agrees that it will provide the Participant with general work experience and help him or her to develop specific employment-related skills through the Work Experience Placement. The Employer agrees that such work experience will be both challenging and meaningful, and clarified for the Work Experience Participant by way of a Job Description which will be included as part of Appendix A.
- The Job Description shall include the following elements, in general format:
 - *Work Experience Placement Title*
 - *Qualifications for the Work Experience Placement (very basic only)*
 - *Responsibilities of Work Experience Placement*

Participant Placement Restrictions

The Employer shall provide the Work Experience Participant with all relevant information concerning health and safety standards and regulations regarding the work environment and about any safety equipment required for work.

Work Experience Participants may not be recruited and placed to

- (i) Fill a position left vacant due to an industrial dispute at the Employer's premises,*
- (ii) Fill the position of a worker that has been laid off by the Employer and is awaiting recall, or*
- (iii) Displace another worker employed by the Employer.*

Hours of Work and Rate of Pay

The Work Experience Participant receives full work experience employment income payments in exchange for completing a specified number of hours in the work experience Placement as per Appendix A, generally to a maximum of 40 hours per week. However, it is recognized that some exceptions exist, depending on the location and nature of the Work Experience Placement and the customary standards and practices in that particular field.

It is also recognized that the Work Experience Participant may be required to work varying hours, days and/or weeks depending upon the customary standards and practices for a particular field. These are further defined below.

The Employer agrees to determine the specific number of hours for each Work Experience Placement, and communicate this requirement to the Work Experience Participant, in advance of the commencement of the Work Experience Placement. These hours are reflected in Appendix A.

The Employer will report any and all absences taken by the Work Experience Participant within the specified pay period to the YMCA Staff. The absences will be reported as unpaid time and the appropriate earnings deducted from the Work Experience Participant's pay.

The Employer may provide the Work Experience Participant with a wage that aligns with the Employer's employee compensation policy. Work Experience Participants will be paid by the Employer, who in turn will then be provided

a wage subsidy, if requested, by the YMCA of Northern Alberta. Wage subsidies shall only be provided after the Employer submits a claim for actual wages paid. All wage subsidy claims must be submitted to the YMCA of Northern Alberta within 14 days of the last day of the eight week Work Experience Placement.

The YMCA of Northern Alberta will reimburse the Employer for up to 50% of the work experience employment income payments, to a maximum of the current provincial minimum wage rate, for hours worked. The additional 50% of work experience employment income payments for hours worked will be paid out by the Employer. If the Employer chooses, the Employer is entitled to pay 100% of the Work Experience Participant's wage during the Work Experience Placement. If the Employer pays 100% of the Work Experience Participant's wage then the provision of right of access by representatives of Canada related to books and records will not apply.

Any changes in regular hours beyond those related to an absence will be addressed with the YMCA Staff prior to communicating to the Participant. If the change in hours by the Employer does not continue to meet the requirements of the Work Experience Program, the YMCA reserves the right terminate the Work Experience Placement and to provide reasonable notice of 15 days to the Employer and the Work Experience Participant.

If the Employer is provided financial assistance from the YMCA to support any Employer costs associated with the work experience, the following information must be documented:

- (i) The purpose of the financial assistance;*
- (ii) The financial and/or non-financial conditions attached to the assistance and the consequence of failing to adhere to these conditions;*
- (iii) The allowable costs or the types of classes of expenditures eligible for reimbursement;*
- (iv) The conditions to be met before payment is made and the schedule and basis of payment;*
- (v) The maximum amount payable; and*
- (vi) A requirement for the employer to repay overpayments, unexpended balances and disallowed expenses.*

Vacation Pay

The Employer agrees to pay the Work Experience Participant the provincial vacation payment on Work Experience employment income on each pay period.

Liability

The Employer warrants that it has general liability coverage, applicable to the Work Experience Participant, in an amount not less than two million dollars. **The Employer warrants that it has WCB coverage or equivalent, applicable to Work Experience Participants participating in the Work Experience Placement at the Employer.** In the event of an accident involving the Work Experience Participant, the Placement Supervisor or designated representative of the Employer will immediately notify YMCA Staff.

FOR MORE INFORMATION PLEASE CONTACT:

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