



# Building Futures for Youth (BFY)

## Employer Guide - 2023

### **How long will the student be working for me?**

BFY asks that host employers provide students with 200-hours (approx. 5-weeks) employment. Once 200-hours is completed, it is up to the employer and the student if they want to continue employment.

### **How does the student get paid?**

Host employers are responsible for student wages. There is no set wage. Students are guaranteed nothing more than minimum wage. Host employers are encouraged to pay students whatever wage they feel is fair for an entry level employee within their company.

There may be a limited number of wage subsidies available for employers who wish to participate but are unable to offer a wage. Contact the Construction Association of Nova Scotia for more information and to see if you qualify.

### **What is my commitment to the program and responsibility as employer?**

As a BFY host employer you commit to:

1. Providing a PAID summer work opportunity to a student.
2. Ensuring a safe work environment in accordance with the OH&S Act.
3. Designating an employee to act as a mentor to the student (to guide and direct their work).
4. Providing supervised skills training and feedback to the student and their supervising teacher.

### **What is the “Employer Agreement”? When do I sign it?**

BFY asks that all host employers sign an Employer Agreement form. The form further outlines the above host employer responsibilities and provides the student and their teacher company contact info. Employer Agreements are typically signed in the Spring prior to the start of student work placements.

### **How does this student impact my Compliance with Apprenticeship?**

Building Futures for Youth students will be registered as Construction Trades Pre-Apprentices by the Nova Scotia Apprenticeship Agency (NSAA) and will be issued a pre-apprentice ID card under the Joint Registration Agreement with CANS. BFY students working in a compulsory certified trade will be issued a Temporary Work Permit for the duration of their summer work placement and are not required to have a ratio variance request completed by the employer. The names of the students and employers participating in this program are shared with NSAA Compliance and Enforcement division who are aware of the nature of the program.

### **When will I find out who will be placed with me this summer?**

The final list of BFY students is available in April. From there, students are matched with host employers based on location and occupation interest. Matches are finalized in the month of June prior to the end of the school year. The start date for most placements will be the first week in July.

### **How does insurance work?**

BFY students are covered through the School Insurance Program (SIP - <http://sip.ca/>). Students are covered by student accident insurance while on a Co-operative Education work placement. A certificate of insurance showing commercial general liability insurance coverage through SIP can be provided by the supervising teacher upon request.

- Students must also be added to the company WCB coverage where it is required by law.
- While participating in any aspect of the BFY program, students are not allowed to carry passengers in their personal vehicles; operate employer or customer vehicles; or use their personal vehicles for work purposes.

### **What do I do if the student is injured on the job?**

If a student is injured on the job, treat the injury/incident the same as you would with any regular employee in accordance with OH&S legislation, WCB requirements and company policy. BFY asks that you contact the student's supervising teacher as soon as possible after the injury/incident occurs.

### **Who is the teacher supervising the student and what does that mean?**

All BFY students have a supervising teacher. Their role is ensuring that students are completing all the Co-operative Education requirements. They are responsible for setting up the start date and initial meeting between students and host employers. They are also responsible for checking-in with the student and host employer throughout their summer work placement. Sometimes this will be by phone or email, sometimes it will be in person. During the summer, the supervising teacher is the first point of contact for host employers.

### **What type of credit does a student gain from this program?**

For completing all aspects of the BFY program the student will earn 3 high school Co-op credits. They will also earn 300 hours of Apprenticeship Practical credit. These hours will be tracked by the Nova Scotia Apprenticeship Agency and will be credited to the student upon their future registration as an apprentice in any trade.

### **What if a student's work performance is unsatisfactory?**

While a 200-hour employment term is part of the agreement, students are employed by the company and must adhere to workplace expectations and standards. The host employer is asked to discuss any issues with the supervising teacher as they arise. If the student has unsatisfactory work performance, termination with cause is acceptable.

Supervising Teacher: \_\_\_\_\_

Contact Information: \_\_\_\_\_