

TERMS AND CONDITIONS: ENERGY TRAINING PROGRAM FOR STUDENTS

It is understood:

(1) that the Nova Scotia Department of Energy ("Department") will pay a grant to reimburse 50% of the hourly wage paid, up to \$7.50 per hour, to private sector business.

(2) that the wage subsidy **will be paid** for employees who are post-secondary students or graduates within the past year from a NS publicly funded post-secondary educational institution.

(3) that the subsidy **will be paid** if an employee works at least an average of 28 hrs/wk and **will not be paid** for hours worked in excess of an average of 40 hrs/wk.

(4) that the subsidy **will not be paid** for hours worked **prior to May 5 or after August 29, 2014.**

(5) that the subsidy **will not be paid** if the employee works less than the following periods during the employment period:

- a) **12 weeks for students, or**
- b) **14 weeks for co-op students.**

(6) that the employer must provide their active Canada Revenue Agency business number to be approved.

(7) that payment(s) by the Department is subject to the availability of funding for the program.

(8) that the employer assumes full and sole responsibility for the employee. The Department shall not be liable for any injury, loss, damage or other claim, including death or injury to any person or for loss or damage to any property which may arise in relation to the employee.

It is understood that I, the employer, for employees hired under the approved project:

(9) will pay all employees hired the full wage stated on the application, including 4% Vacation Pay.

(10) will be responsible for paying the employer's share of Employment Insurance, Canada Pension contributions and Workers' Compensation coverage.

(11) will ensure appropriate deductions for Employment Insurance, Canada Pension and Income Tax are deducted from employee's pay and remitted to Canada Revenue Agency.

(12) will ensure that appropriate records are maintained for audit purposes and retained for a period of one (1) year. These records shall immediately be made available to the Department or its auditors upon request.

(13) will provide proper supervision for all employees.

(14) will adhere to all federal and provincial laws, including the Labour Standards Code, Human Rights Act and the Occupational Health and Safety Act.

(15) will ensure that the employee works in a professional and respectful workplace and has a valuable work experience with duties and responsibilities consistent with the position(s) described in the application and the approval letter.

(16) will comply with the guidelines and policies of the Department for the Energy Training Program for Students.

(17) will ensure that the following documents are submitted to the Department, no later than the deadlines noted below:

- a) **Student Information Form – April 25, 2014;**
- b) **Funding Claim Form, Record of Employment and final pay stub – Oct. 3, 2014.**

All documents should be sent to the Department at the address noted below.

(18) will comply with all of the above conditions and requirements set out in the enclosed material and understand that my project can be terminated by the Department at any time, without notice and without any penalty or recourse, if these conditions and requirements are not met.

I have read and understand all of the terms and conditions established above and I agree to comply with these terms and conditions.

Name of Organization: _____

Div./Dept: _____

Contact Person: _____
(On Approval Letter) (please print)

Signature: _____
(Blue ink is preferred for ease in identifying original document)

Address: _____

Phone: _____ Ext. _____

Date: _____

THIS ORIGINAL DOCUMENT IS TO BE RETURNED TO THE DEPARTMENT TO SIGNIFY ACCEPTANCE OF THE ABOVE TERMS AND CONDITIONS AS SOON AS POSSIBLE.

If you intend to share or delegate SIGNING AUTHORITY for this project, please complete this section:

I, _____(contact)

on behalf of _____
(Organization)

hereby authorize the following person to have signing authority on behalf of my organization:

Name: _____
(please print name)

Daytime Phone # _____
Should changes occur to contact or organization during period of this program, an amended copy of this form must be forwarded immediately to:

Energy Training Program for Students
Nova Scotia Department of Energy
5151 George Street, Suite 400
P.O. Box 2664
Halifax, Nova Scotia B3J 3P7
Attention: Noor Subeh
Tel: (902) 424-0781 ♦ Fax: (902) 424-3264

