

February 1, 2012

**TO:** Dean, Directors, and Department Heads - **Please circulate as widely as possible**

**FROM:** Jan Spak, Director, HR Services

**SUBJECT:** **Canada Summer Jobs 2012**

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The Federal Government's **Canada Summer Jobs program** for summer employment/experience is now accepting applications. Information on the program is available at:

<http://www1.servicecanada.gc.ca/eng/epb/yi/yep/programs/scpp.shtml>

Application forms are now available online at:

[http://www.servicecanada.gc.ca/eng/epb/yi/yep/programs/csj/2012/EMP5396A\\_en.pdf](http://www.servicecanada.gc.ca/eng/epb/yi/yep/programs/csj/2012/EMP5396A_en.pdf)

If you require assistance in recruiting students, you can contact Student Employment Services, 474 University Centre.

**PROCEDURES FOR SUBMISSION** - The Federal Government now accepts the signatures of Department Heads or Grantees as the final signatures required on the forms. Once completed, printable forms **from both Fort Garry and Bannatyne Campuses** can be sent directly to Winnipeg Centre Service Canada Centre, 391 York Ave., Winnipeg, MB, R3C 0P4. If applying online, the online application process makes applying quick and easy. An electronic confirmation number of successful receipt will be generated once the online application is submitted.

**DEADLINE FOR SUBMISSION** - Applications must be received by Winnipeg Centre Service Canada Centre **on or before February 29, 2012.**

**INQUIRIES** - You will be assigned a Winnipeg Centre Service Canada Centre contact when your application is received. If you have questions regarding your application, please contact your Service Canada Centre or call 1-800-935-5555.

**GENERAL INFORMATION ON COMPLETING THE APPLICATION** - See the information attached to this letter.

#### **STUDENT STATUS**

Students enrolled in the current academic session in a full-time program of study are excluded from the AESES Bargaining Unit and may be paid any rate of pay equal to or greater than the minimum wage of \$10.00 (as of October 1, 2011) per hour plus 6% vacation pay. Part-time students are not eligible for assistance under this program. Service Canada has stated that support under this program is limited to Canadian citizens and permanent residents.

**GENERAL INFORMATION** - The information below is necessary for completion of your application:

<b>Box #</b>	<b>Insert the Following Information/Other Instructions</b>
Box 1	UM Registration Number is 119260669RP0002
Box 2-3	The University of Manitoba
Boxes 4 - 5	Telephone and Fax
Box 6	Employer Type
Box 7	Yes (letter already mailed out to a Winnipeg Centre Service Canada)
Box 8-9	Name and Telephone number and E-mail Address
Box 10	February, 1877
Box 11	Education and research
Box 12	8,000 employees
Box 13	Language
Boxes 14 - 15	Please complete
Box 16	Under the activities of your organization focus – choose 1-4 and 6-8
Box 17	Please complete
Box 18	If Yes, refer to Articles 11 and 17 (c) of the attached Articles of Agreement
Box 19	If Yes, refer to Article 42 of the attached Articles of Agreement
Box 20 (a) and 20 (b)	Only applicable if you are applying for \$25,000 or more
Box 21	→ WCB Account Number is 1536234 → WCB Rate is 31¢ per \$100.00 or 0.31% → Other Disability Insurance - n/a
Boxes 22 - 24	Job - Minimum wage is \$10.00 (As of October 1, 2011)
Box 25	Insert 18.00% under (i) “Overhead Costs per job”
Boxes 26 – 31	Signatures

**SIGNATURE BY THE DEPARTMENT** - Please note that the space for signature of the employer should be signed by the department.

**SUCCESSFUL APPLICATIONS** - For every successful application, the appropriate government agency will

forward to the employer (applicant) an approval letter. The student may then be appointed on an operating or research account. The funding cheque will be sent to the attention of the employer, and must be forwarded to Budget and Grant Accounting Services for deposit. *(Please do not remove the cheque stub before forwarding.)*

**For more Information:**

**Call** 1-800-935-5555 (TTY: 1-800-926-9105) or **Visit** your local Service Canada Centre.

In order to be eligible for reimbursement, students must be paid as employees.

**FUNDING FROM GOVERNMENT PROGRAMS (i.e. Canada Summer Jobs 2012)**

Please be advised that program regulations only allow you to receive funding from one program for each position. If you receive approval from both programs for the same position, please inform one of the agencies that you are declining funding.

**SUBMISSION AND DEADLINE** - Application forms should be submitted **directly** to the Winnipeg Centre Service Canada Centre, as mentioned above, **on or before February 29, 2012.**

**This is a reminder that our obligations under the agreement continue after the Federal Government approves any applications for funding. Kindly ensure that all requisite paperwork and other communications with Winnipeg Centre Service Canada Centre are handled in a timely fashion. This is an administrative duty incumbent upon us to ensure future funding. Thank you for your cooperation.**

cc T. Voss, Executive Director, HR  
UM HR Consultants