



Kahnawà:ke Social Assistance Program Employment Enhancement Policy

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Effective Date: 2023-07-06	Policy Author: Alexis Shackleton, Director, Kahnawà:ke Social Assistance Department
Review Cycle: 12 months	Inquiries: General Manager, Kahnawà:ke Social Assistance Department
MCK Strategic Objective:	

1.0 Context

Objective

The purpose of this policy is to uphold the mandate of the Client Based Services Unit in managing a comprehensive Social Assistance Program. The Department provides Income Support that improves the social fabric of Kahnawà:ke through the development and implementation of social programs and supports.

Principles

We, as Kanien'kehá:ka of Kahnawà:ke, have the responsibility to support our Kahnawakehró:non in helping them with opportunities and guidance when they are interested in joining the workforce.

We support the opportunity for Kahnawakehró:non to gain experience as they become employees and provide employers with a program to offset the financial costs of the employee in the program.

The Kahnawà:ke Social Assistance Program has designed an Employment Enhancement Program to benefit both Social Assistance Recipients and area businesses and organizations.

The primary goal of the Employment Enhancement Program is to assist clients presently receiving social assistance benefits to enter or re-enter the job market. The secondary goal is to assist area employers through a wage subsidy for every recipient who is hired through this program.

To achieve these goals, the program calls on area businesses and organizations for their participation. Employers will provide individuals with on-the-job training in a specific field of employment. The skills that are gained will allow the individual to continue working for the Employer at the end of the program or obtain employment elsewhere. The Kahnawà:ke Social Assistance Program will



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contribute to the Employer a wage subsidy for the selected individual participating in the Employment Enhancement Program.

There are numerous benefits involved for everyone involved in the Employment Enhancement Program, which include the following:

- Assisting local businesses and organizations through the cost sharing of labor;
- Providing our clients with employment opportunities, allowing them to gain the required skills and training to compete in the labor market; and;
- Restoring our client's pride in being self-sufficient

Accountability and Transparency

To ensure those participating in this program are bound by a straightforward policy as detailed.

Strategy

To support Social Assistance clients and provide employers with an incentive to provide on-the-job training in a specific field for the local workforce. This policy supports the MCK Organizational Strategic Plan FY 2023-2029

3.3 Evolve and re-design our services to meet the changing needs, priorities, and demographics of the community; integrate the feedback community members provide on the quality of service provision.

3.5 Seek partnership opportunities for service delivery, within the Community. (grassroots organizations, businesses, and educational institutions) and with the private sector where appropriate.

2.0

Application:

This policy applies to Social Assistance clients who are hired through the Employment Enhancement Program.

This policy applies to all private businesses and organizations who choose to enter into a fixed term agreement through this program.

3.0

Policy:

Employer Eligibility Criteria

To be eligible for the Employment Enhancement Program, potential employers must meet the following eligibility requirements:

- Submit a completed Employment Enhancement Program Application;
- Possess a Canada Revenue Agency Number;



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- Provide proof of insurance (Mohawk Self Insurance (MSI) or CNESST);
- Provide a 30-40 hour work week;
- Provide a salary no less than the current minimum wage;
- Contribute to the Mandatory Employment Related Costs;
- Create a project with a minimum length of 26 weeks and a maximum length of 52 weeks (minimum of Employment Insurance required regional insurable hours);
- Not produce layoffs, nor be used as a replacement for an employee awaiting recall;
- Conduct interviews for the position and allow a KSAP Case Officer to be present;
- Agree to the KSAP Case Officer visiting the workplace throughout the project to observe the Employee's progress, and;
- Be able to commence the project within four (4) weeks of application approval.

Employee Eligibility Criteria

To be eligible for the Employment Enhancement Program, potential employees must meet the following eligibility requirements:

- Must be a recipient of the Kahnawà:ke Social Assistance Program, aged eighteen (18) years and over;
- Have been in the program for the minimum qualifying period;*
- Compete for the employment position.

The qualifying period may be waived if deemed necessary by the Kahnawà:ke Social Assistance Program

Financial Support

All wage subsidies provided to the Employer by the Kahnawà:ke Social Assistance Program will be based on the project submission approved and contingent on the Employee fulfilling his duties.

Projects can be no shorter than 26 consecutive weeks and no longer than 52 weeks to receive funding from the Kahnawà:ke Social Assistance Program.

The Kahnawà:ke Social Assistance Program will contribute 200.00\$ per week per participant for the duration of the project in the form of a wage subsidy paid to the Employer in the following month. Payments will be paid no later than one week after receiving the reimbursement claim from the Employer. The Employer must submit a reimbursement claim every month.



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The Social Assistance department will not be responsible for any lost or stolen reimbursement Cheques.

Program Conditions

The Employer agrees to develop and undertake activities which will provide an adequate blend of training and work experience, individually tailored to the needs of the employee. These needs must be clearly set out in the job description and must assist the employee in improving his long-term employment prospects in the labor market.

The management, supervision and control of the employee are the sole responsibility of the Employer. The Kahnawà:ke Social Assistance Program will continue to lend support to both Employer and employee. However, random site visits may be conducted to ensure program compliance.

The Employer shall, prior to the start of the project, obtain all necessary documentation for the employee.

The Employer shall be solely responsible for all expenses, damages, demands and claims of the project. Any injuries, including death are the responsibility of the Employer.

The Employer must submit a reimbursement claim every month for the duration of the project. The Employer must also submit the final claim with an evaluation of the project and employee within thirty (30) days of the end of the project.

The Employer must furnish any other reports concerning the progress of a worker, (i.e., disciplinary actions, suspensions and or termination) or other changes in the employee's situation.

The Employer undertakes to respect the confidentiality of the information obtained from the project employee.

The Kahnawà:ke Social Assistance Program shall make interim payments to the Employer following receipt of a claim for actual expenses for the employee's salary.

Should there be any payments due to either party, the Kahnawà:ke Social Assistance Program will allow a thirty (30) day grace period to close and or finalize the project.



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If, at any time, the employer has failed to conduct the activities in an acceptable manner or has failed to fulfill commitments of the Kahnawà:ke Social Assistance Program's Employment Enhancement Strategy, the project will be terminated by written notice.

If a client finds employment on their own, they can let the employer know they are eligible for this program. Employers would then have to fill in the appropriate forms.

After concluding their own job recruitment, an employer may inquire if the individual they have hired is EEP (Employment Enhancement Program) eligible then fill out appropriate forms.

Rights of the Kahnawà:ke Social Assistance Program

The Kahnawà:ke Social Assistance Program reserves the right to:

- Visit the premises on which the Employment Enhancement Program Employee is employed without prior written approval.
- View payroll records and/or personnel files of the Employment Enhancement Program Employee without prior written approval.
- Request proof of enrollment for MSI or other applicable insurance coverage prior to start of project.
- Request proof of registration for Employment Insurance prior to start of project.

4.0

Consequences:

The General Manager of the Kahnawà:ke Social Assistance Program is responsible for reporting to the Director of CBS on the compliance of the program.

Employer Participants: If, at any time, the Employer has failed to conduct the activities in an acceptable manner or has failed to fulfill commitments of the Kahnawà:ke Social Assistance Program's Employment Enhancement Program, the project will be terminated by written notice.

Employee Participants: If, at any time the Employee has failed to conduct their activities in an acceptable manner or has failed to fulfill commitments of the Kahnawà:ke Social Assistance Program's Employment Enhancement Program, the project will be terminated by written two week notice.



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5.0 Foundational Records and Documents:

6.0 Definitions Abbreviations & Acronyms:

Kahnawa'kehró:non: People who reside in the community of Kahnawà:ke

7.0 Forms & Templates:

Employment Enhancement Application Form
Employment Enhancement Monthly Time Sheet
Draft Employment Enhancement Employer's Contract
Employment Enhancement Employer's Guide
Employment Enhancement Client's Guide
Draft Employment Enhancement Employer's Contract

8.0 References:

9.0 Authorization & Approval

Authority

9.1 July 6, 2023, Client Based Services Committee Approval.