

Employer Eligibility

- Employers must **own or rent a farming operation**, located in Alberta; must **produce farm commodities valued at a minimum of \$25,000 annually**; and must be **available to supervise** their employee full-time.
- Employers may only appoint another person to supervise the employee if that person will be working with the employee for at least 60% of the time. **All program information will then be sent to the supervisor listed.** An eligible supervisor must be at least 18 years old, cannot be a direct relative of the employee, and must be directly involved in the employer's farming operation on a daily basis.
- Employers will be **limited to one employee per management unit and/or farmstead** unless additional funding is available. A "management unit" includes husband/wife operations, corporations, and partnerships.
- Employers **may not exchange (swap) employees or "job share"** on this program (employers may not assign, subcontract, or transfer their employee to another employer or organization).
- Employers must not receive other provincial or federal funding for hiring the employee.

Employer (or Supervisor) Responsibilities

- Comply with the Program Guidelines, the Employment Standards Act, and all other applicable legislation, regulations, and by-laws.
- Recruit their employee.
- Provide **daily supervision** of the employee and ensure safe working conditions for the employee.
- **Ensure appropriate safety training for the employee.** This includes reviewing the safety reference materials, watching the safety DVD provided and completing the safety quiz.
- **Notify program staff immediately in the event of an injury or accident.**
- Maintain responsibility for any damage to the farming operation or farm equipment incurred during the employee's period of employment.
- Maintain responsibility for all claims, demands, actions, and costs that may arise out of the employer's performance of this agreement, or by the actions of the employer, his agents or employees, whether through negligence or otherwise.
- Pay the employee at a pre-contracted **hourly rate that IS NOT LESS than the provincial minimum.** Please refer to the Government of Alberta, Human Services website <http://work.alberta.ca/employment-standards/minimum-wage.html>
- Ensure that the Record of Hours form is completed on a daily basis.
- Complete a Monthly Timesheet and submit both the Monthly Timesheet and the Record of Hours form at the end of each month.
- Pay his/her share of the wages to the employee on the last day of each month and retain proof of payment for audit purposes.
- **Ensure that their employee receives a copy of the completed Application form and Program Guidelines.**
- It is the employer's responsibility to notify program staff immediately if the contract is cancelled for any reason.

Employee Eligibility

- Employees must be **Alberta residents; legally entitled to work in Canada; and between 15 and 24 years of age by July 1, 2017.**
- Employees must **NOT BE A DIRECT RELATIVE OF THE EMPLOYER** or related to any person directly involved in the farming operation (e.g. another employee or shareholder). "Direct relative" includes child, step-child, foster child, brother, sister and son-or-daughter-in-law. Direct relative also includes a niece, nephew or grandchild permanently residing on employers farm.
- Employees must be **unemployed.** Existing part-time employees are eligible if total hours worked over the previous three months averaged less than 20 per week.
- Employees working for the employer **full-time prior to July 1** are **NOT ELIGIBLE** under the program.
- Employees must **not be working full-time anywhere else or attending school while participating** in this program.

Employee Responsibilities

- **Agree to participate** in the program and work for only one specified employer.
- **Have a Social Insurance Number by July 31, 2017.** See Application guidelines for more information.
- Read the safety reference materials, watch the safety DVD and **complete the safety quiz** with their supervisor by **July 10, 2017.**
- **Keep a record of hours worked** and perform all tasks in a responsible and conscientious manner.

Conditions for Employment

- Employment must be **between July 1, 2017 and August 31, 2017**, and must not eliminate, amend or affect the job security of any person who would otherwise have been employed.
- The employer must provide at least **FOUR WEEKS OF FULL-TIME EMPLOYMENT** within the program period. Full-time is a minimum of 30 hours per week.
- **The employee's duties must be directly related to the employer's farming operation.** Tasks performed must increase the employee's knowledge of farming as related to the employer's farming operation.
- Where possible, indoor farm activities should be planned for the employee in the event of poor weather.
- Farm beautification activities (e.g. mowing grass, painting, gardening, etc.) are appropriate only if they constitute less than 25% of the employee's hours.
- **Domestic work (e.g. babysitting, housework, cooking, etc.) is ineligible under the program.**

Responsibilities of the Government of Alberta

- **Subsidize half of the employee's monthly wage up to a maximum \$400 per month, based on full time employment.**
- **Issue a cheque directly to the employee at the end of each month and take off all required deductions** (according to Revenue Canada).
- **Provide Workers Compensation Board (WCB) coverage and Accidental Death and Dismemberment Insurance at no charge** to the employee; coverage is in force only when the employee is performing the duties of their job during the employment period.
- Submit an electronic Record of Employment to Employment Insurance (EI).
- Issue a T4 slip (indicating the employee's GROSS wages) to the employee for income tax purposes.
- Provide all required forms as well as safety training materials to the employer.

Review and Audit

- If the eligibility of the work situation is in question at any time during the program period, employers and/or employees must comply with a request to provide Summer Farm Employment Program staff with a detailed record of tasks completed each month.
- If requested, employers must allow Summer Farm Employment Program staff access to all receipts, record of hours forms, income tax forms or other documents and information relating to the eligibility of the employer and/or the payment of the employee by the employer.
- Summer Farm Employment Program staff may interview participants on the job site, by phone, or in writing at any time during the program.

Violated Contracts

- The Program Administrator may cancel the contract, retroactive to the start date, at any time if participants violate their contract and/or the Program Guidelines. Funds may need to be repaid and employers may not be allowed to participate in the Summer Farm Employment Program again.
- If a refund is requested, the employer must repay the funds to the Government of Alberta within 30 days of the billing letter. If repayment is late, interest will be charged at a rate of 1% per month, compounded annually.
- Contracts of employers and employees who have been negligent in the area of safety will be automatically cancelled, retroactive to the start date.

Please ensure you have also read the supplement to this form: 2017 Guidelines - EMPLOYER