

How to Apply for the Program

- Interested employers should complete and submit an application as early as possible. **Applications will be accepted at the Summer Farm Employment Program office in Stettler until all program funds are committed or May 31, 2017, whichever comes first.** Applications received after May 31 will not be processed unless funding is available.
- **Faxed copies will be accepted as the original application** (there is no need to mail an original copy if a fax copy has been sent). Only current year applications will be accepted.
- **Applications must be completed in full**, including both the employer's and the employee's signatures. Applications with missing information will not be processed.
- **The employer and the employee must apply together.** Summer Farm Employment Program staff is not responsible for matching employers and employees. Any application that does not list both an employer and an employee will not be processed.
- Applications for a **second employee will** be reviewed after May 31st and will **only be considered if funding is available.**
- **Completed application forms must be submitted to:**

 Summer Farm Employment Program
 Alberta Ag Info Centre
 Postal Bag 600
 Stettler, AB. T0C 2L0
 Direct Phone: 310- FARM (3276) Toll-free
Fax: (403) 742-7527
- The Program Staff have final authority for the approval or rejection of any application. Approval is based on the date the application is received (**first come, first served**), evidence of both an employer's and an employee's compliance with the Program Guidelines, and the availability of funding.
- **Acceptance letters** will be mailed to approved employers and employees by mid **June**.
- Those applications that are not accepted immediately will be **placed on a waiting list**. Applicants on the list will be contacted if previously accepted applications are cancelled and additional funding becomes available.

Changes to the Application

- Program **staff must be notified immediately if there are any changes** to the information provided on the original application.
- An employer or an employee may cancel the contract at any time during the program. Program staff must be notified.
- **EMPLOYERS MAY REPLACE AN EMPLOYEE ONLY ONCE.** The employer must request the replacement before the new employee begins work. The new employee may start work as soon as the Program Staff give verbal approval. A new application form must then be sent in. Written approval will follow. **The replacement employee deadline is July 15, 2017.** Contracts that are cancelled after July 15th cannot be filled.

Safety Training

- The **Government of Alberta provides Workers Compensation Board (WCB) coverage** for employees if they are injured during their employment. However, to reduce the chances of an accident occurring, **safety training for employers and employees is mandatory.**
- Safety training materials and a safety quiz will be mailed to the supervisor by mid June. If the employer already has a copy of the Farm Safety DVD, they may request that another copy NOT be mailed.
- The supervisor and the employee must view the DVD, review the safety materials and complete the quiz **together. The completed safety quiz must be returned by July 10, 2017 or the application may be cancelled.**
- The supervisor is also **responsible for ensuring the employee is aware of safety hazards** particular to the employer's farming operation.
- **Failure to provide the required safety training may result in a cancellation of the application.**

Keeping a Record of Hours

- Two Record of Hours forms will be mailed to all accepted employers by mid June.
- A **record of hours worked must be kept** by the employer and/or the employee.
- **The Record of Hours form must be completed on a daily basis and indicate hours worked each day.** It is suggested that this be the responsibility of the employee.

Important Dates to Remember

May 31	June 15	July 1	July 10	July 15	July 31	August 31	Sept 15
Application deadline	Acceptance packages sent out.	Program starts	Safety quiz due	Replacement employee deadline	Send in July Monthly Timesheet and Record of Hrs	Program Ends Send in August Monthly Timesheet and Record of Hrs	Deadline for submitting Monthly Timesheets

Record of Hours cont'd.

- Start time and end time should be recorded on the form. Whether the employee gets paid for lunch on a particular day should be decided by the employer.
- **Hours may not be carried forward into following month.**

The Employer's Share of the Employee's Wages

- Two Monthly Timesheets will be mailed to all accepted employers by mid June.
- The employer must **complete and submit a Monthly Timesheet along with a Record of Hours** at the end of July and at the end of August. **The employer must pay his/her share of wages to the employee at this time. No deductions (e.g. income tax, Employment Insurance, Canada Pension Plan) should be taken off the employer's share of the employee's wages.**
- The contracted hourly wage must be agreed to by both the employer and the employee. **Employees must receive AT LEAST the provincial minimum wage.**
- The employer must compensate the employee at a rate not less than the contracted hourly wage in the event that the employee works more than 8 hours per day or 44 hours per week. Although the employer may wish to consider paying the employee an overtime rate for the additional hours, this is not a requirement under the program.
- Employers must pay the employee their share of the wages in monetary form (e.g. cash, cheque). Payment must not be made in the form of a material object (e.g. vehicle, livestock). Room and board charges must not be deducted from the employee's wages.
- The Government of Alberta is not responsible for paying the employee the employer's share of the wages. If there is a payment dispute, the Employment Standards Board must be contacted directly. Summer Farm Employment Program staff will not become involved.
- Employees are encouraged to review the timesheet carefully, as by signing, they are agreeing to the hours worked, the rate of pay, and that the employer **has** paid their portion of the wage.

The Government's Share of the Employee's Wages

- The **Government share of the employee's wages is half of the gross wage to a maximum of \$400 per month.**
- The Government's share of wages will be paid to the employee after the Monthly Timesheet and Record of Hours form have been received and processed. Calculation errors on either form may delay the employee's cheque for several weeks. **Please check the figures carefully.**
- As required by Revenue Canada, **deductions for Canada Pension Plan (CPP) and Employment Insurance (EI), based on the employee's gross wage, will be taken off the employee's cheque from the Government.** EI is a mandatory deduction for all employees while CPP is only deducted from the cheques of those employees over 18 years of age.
- Cheques will be **made payable to the employee** and be mailed directly to their attention, at the address listed on the Monthly Timesheet.
- The final deadline for submitting Monthly Timesheets to be processed is **September 15, 2017.**
- **In cases where the Monthly Timesheet will not be processed due to a breach of Program Guidelines, the employer is responsible for paying any additional wages owed to the employee up to 100% of the employee's wages.**
- The Government of Alberta will submit an electronic Record of Employment to Employment Insurance (EI) and issue a T4 slip to the employee for income tax purposes. The T4 includes the employee's total gross wage (the government share and the employer share). Therefore, **the EMPLOYER SHOULD NOT issue a separate T4 SLIP TO THE EMPLOYEE.**

Deduction of Income Tax

- **It is assumed that Summer Farm Employment Program employees will earn less than the federal/provincial Basic Personal Amount in the year 2017.** This means that **NO INCOME TAX WILL BE DEDUCTED** from the employee's cheques.

Employee Social Insurance Numbers

- **All employees** on the Summer Farm Employment Program **require a Social Insurance Number (SIN).**
- If an employee does not have a SIN at the time of application, they need to apply for one **immediately.**
- SIN's can be applied for:
 - In person with a Birth Certificate at a local Service Canada office. SIN's can be issued in about 2 weeks.
 - By calling the SIN Information Line at 1 800-206-7218.
 - Online at www.canada.ca – in the search box type – social insurance number application

Options Number 1 and Number 2 require mailing proof of citizenship (birth certificate) and will take 4 to 6 weeks to receive a SIN.

- There is no fee to obtain a Social Insurance Number.
- **ALL EMPLOYEES MUST HAVE A SIN by July 31, 2017 IN ORDER TO RECEIVE A PAYMENT UNDER THE PROGRAM.**

Please ensure you also read 2017 Guidelines - Eligibility and Responsibilities on the back of the Application Form.