

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. 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. **All Program communication will be with the Employer.**
- 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*, the *Occupational Health and Safety Act*, the *Workers' Compensation Act* (including provision of Workers' Compensation Board coverage for the employee), and all other applicable legislation, regulations, and by-laws associated with being an Employer in the Province of Alberta. **Please refer to the Government of Alberta website at: <https://www.alberta.ca/youth-employment-laws.aspx>.**
- Recruit their employee and verify that all eligibility requirements are met.
- Provide **daily supervision** of the employee.
- **Ensure safe working conditions** for the employee at all times.
- **Ensure appropriate safety training for the employee.**

Safety training materials are available online at <http://www1.agric.gov.ab.ca/general/progserv.nsf/all/pgmsrv35> or an employer may use their own. To request a hard copy of safety training material, contact 310-FARM(3276) or email at MaryAnn.Nelson@gov.ab.ca.

- The Employer must provide appropriate safety training to the employee **immediately upon starting employment**.
- The Employer is also **responsible for ensuring the employee is aware of safety hazards** particular to the employer's farming operation.
- 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**. Maintain a record of the number of days and hours the employee works during the summer. **Please refer to the Government of Alberta website at: <http://work.alberta.ca/employment-standards/minimum-wage.html>.**
- Complete and submit a Reimbursement Claim Form at the end of the summer, or on the employee's last day of employment.
- Send a Record of Employment to the employee and provide a T4 slip to the employee for income tax purposes.
- Retain proof of employee payment and hours worked for Program audit purposes.
- **Notify the Program Staff immediately if the student's employment is terminated for any reason.**

Employee Eligibility

- Employees must be **Alberta residents; legally entitled to work in Canada; and between 16 and 24 years of age by July 1, 2019.**
- 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 Employer's farm.
- Employees must be **unemployed**. Existing part-time employees are eligible if total hours worked over the previous three months averaged less than 20 hours 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.
- Complete an orientation on work and farm-related safety that includes, but is not limited to, safety reference materials available at <http://www1.agric.gov.ab.ca/general/progserv.nsf/all/pgmsrv35>, with their Employer within one week of beginning employment.
- **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, 2019 and August 31, 2019**, 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. 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.**
- A contract under this Program does not mean that the employee is considered to be an employee or agent of the Government of Alberta.

Responsibilities of the Government of Alberta

- **Employers of students are reimbursed half of the student's monthly wage up to a maximum \$500 per month, based on full time employment.**
- Provide program information, including required forms, and hard copies of safety training materials, if requested, to the Employer.
- If requested, Employers must allow Program staff access to all receipts, record of hour's 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.
- Program staff may interview participants on the job site, by phone, or in writing at any time during the Program.

Violated Contracts

- Program Staff 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.