

**Subsidized Placement Agreement****Participant Name:** (hereinafter referred to as the "Employee"):**Business Name:** (hereinafter referred to as the "Employer"):**Contact Name:****Telephone #:****Email:****Section 1: TERMS AND AGREEMENT OF SUBSIDIZED TRAINING PROGRAM**

Job Title:	This training is in effect: FROM: _____ / _____ / _____ DD MM YR		TO: _____ / _____ / _____ DD MM YR
Hourly Rate paid by Employer:	Hourly Rate to be Reimbursed:		Maximum Total Reimbursement:
Days of Work:	Hours of Work:	Total Hours per Week:	Total Number of Weeks Subsidized:
Employer Pay Schedule:	Employer Reimbursement Schedule: <input type="checkbox"/> weekly <input type="checkbox"/> bi-weekly <input type="checkbox"/> monthly <input type="checkbox"/> Monthly <input type="checkbox"/> upon verification		Employer will pay Vacation: <input type="checkbox"/> Each pay period <input type="checkbox"/> Accumulative

Section 2: RESPONSIBILITIES**2.1 The Employee will:**

- a) perform the employment duties described in the Job Description (see attached Job Description);
- b) contact Code Youth regarding any employment related problems or concerns that arise during the term of this Agreement;
- c) provide evaluation information to Code Youth regarding employment provided by the Employer pursuant to this Agreement;
- d) provide the Employer with written notice of intention to terminate this Agreement, stating the effective date of termination, and the reason(s) for it;
- e) consent to having access to the information contained in this Agreement for Code Youth to administer this contract

2.2 The Employer will:

- a) provide the Employee with a written job description describing the job duties and responsibilities;
- b) provide the Employee with the same employment terms, conditions and benefits provided to the Employer's other Employees at the Employee's job level;
- c) make all legally required Employer and Employee contributions and deductions in respect of the Employee including but not limited to CPP, EI, and Federal Income Tax;
- d) pay the Employee directly in the amount described in Section 1;
- e) ensure the Employee received adequate supervision, regular and continuing instruction, and sufficient opportunity to learn the job duties, including Orientation, Training in Workplace Health and Safety and A.O.D.A.;
- f) comply with all applicable employment related provincial and federal employment statutes in respect to the Employee;
- g) maintain adequate Employee coverage under the Workplace Safety and insurance Act or alternative workplace safety insurance;
- h) maintain \$2 Million third party liability coverage;
- i) keep accurate attendance records of the Employee, including days/ hours worked and Personal Leave Days;
- j) submit, invoices and/or other documents relating to the request for reimbursement, as described in Section 1, including copies of timesheets and proof of payment of all Mandatory Employer Related Costs, signed by the Employer and the Employee to Code Youth;
- k) inform Code Youth immediately if the Employee is to be dismissed, or has quit, before the end of this Agreement;
- l) provide evaluation information to the Employee and regarding the Employee's progress in relation to the job description;
- m) ensure that no regular full-time to part-time Employees are displaced in any way by the employment of the Employee;
- n) not be receiving government funding from any other sources for the Employee;
- o) not employ participants who are members of the immediate family of the Employer, specifically father, mother, step-father, step-mother, foster parent, brother, sister, spouse or common law partner, child, step-child, ward, father-in-law, mother-in-law or any relative permanently residing with the Employer or with any officer or director of the company;



- p) inform Code Youth immediately of any accident or injury to the Employee while performing in the job, and submit all documentation required by the Workplace Safety and Insurance Act (WSIB) or alternative workplace safety insurance company;
- q) the Employer will allow representatives of Canada to have a right of access to the Employer's business premises or site of the Employer where the work experience is taking place to monitor the work experience;
- r) the Employer is responsible for any additional cost associated with this Employee;
- s) the Employer must repay any overpayment and additional expenses associated with this employment.

2.3 Code Youth will:

- a) provide support to the Employee and the Employer by monitoring the placement against the Job description (this will include on-site visits);
- b) ensure that the terms and conditions of the Agreement and the Job description are met;
- c) if necessary, negotiate any changes to this Agreement and the Job Description with the Employee and the Employer;
- d) terminate this Agreement if any or all parties are not fulfilling the terms and conditions of the Agreement and/or the Job Description;
- e) notify the Employer, in writing, of reasons for the early termination of this Agreement;
- f) Reimburse the Employer upon submission of accurate and complete time sheets in accordance with the Schedule referred to in Section 1.

Section 3: PENALTIES

If either the Employer or the Employee fail to comply with the terms and conditions of the Agreement and the Job Description, Code Youth may immediately terminate its subsidy to the Employer, and the Employer and/or Employee may be restricted from future participation.

Section 4: AMENDMENTS

Any amendments to the Agreement and the Job Description must be in writing and signed by all three parties to the Agreement. If the Government terminates its commitment agreement with prior to the expiry of the funding period, Code Youth will also end this contract with no less than 30 days' notice.

Section 5: WORK PLACE INSURANCE COVERAGE- CLAIMS

The Employer has elected to file claims as follows: (check one)

<input type="checkbox"/> The Employer has WSIB coverage and claims will be covered by the Employer. Premium to be paid for the entire duration of the agreement.	<input type="checkbox"/> The Employer will provide the accident coverage for the Employee during this employment through their own WSIB or alternative workplace safety insurance coverage. Premium to be paid for the entire duration of the agreement.	<input type="checkbox"/> The Employer has alternative workplace safety insurance coverage and the claims will be covered by the Employer. Premium to be paid for the entire duration of the agreement.
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Section 6: WARRANTY

I warrant that all information described above is, to the best of my knowledge, correct and hereby consent to and authorize the release and disclosure of that information to representatives of Code Youth, for the purpose of administering the Wage Subsidy. The Parties warrant that they have read, understood and agree to comply with the Agreement and Training Plan.

Employer's Signature	Employee's Signature	Code Youth Representative
Print Name	Print Name	Print Name
Date _____/_____/_____ DD MM YYYY	Date _____/_____/_____ DD MM YYYY	Date _____/_____/_____ DD MM YYYY