

GREEN JOBS IN GREEN SPACES

SFI NETWORK GUIDANCE DOCUMENT

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Shaping the future of our forests, and the wildlife, communities, and livelihoods that depend on them, begins with engaging youth. It is critical that we engage with youth today, so that we can inspire them to become lifelong forest supporters and conservation leaders. Providing them with first-hand employment experiences in green jobs will increase their continued connection to nature.

The Government of Canada's Green Jobs in Green Spaces Youth Employment Strategy offers a 50% wage-match to support green job placements for youth. Project Learning Tree Canada (PLT Canada), in coordination with the Sustainable Forestry Initiative (SFI) Program Participants and partners, aims to fill over 1,000 green jobs in 2018 and 2019 to get Canada's youth working in the woods.

These jobs will inspire leadership in forest management stewardship, build diversity in partnerships with Indigenous and conservation groups, and foster a passion for science-based research and education.

Through this process, a 50% wage-match will be given to qualified job providers that will offer work experience opportunities to youth in the green jobs sector, mainly in natural settings across Canada. Projects can also, where necessary, offer other activities that help youth gain skills and work experience to prepare them for, and successfully transition them into the labour market.

A handwritten signature in black ink that reads "K. Abusow".

Kathy Abusow,
President and CEO
Project Learning Tree Canada

SECTION 1: FUNDING DESCRIPTION AND ELIGIBILITY CRITERIA



WAGE MATCHING

PLT Canada can fund up to a maximum of 50% of a youth's wages (including MERCs) up to a maximum of \$5,712 per youth. Funding provided by PLT Canada towards the youth's wages must be matched equally by the contribution recipient and/or its partner(s). The remaining 50% of the youth's wages (paid by the employer) cannot be from another federal source.

Funding will be provided up to 37.5 hours per week for a maximum of 16 weeks per job. Funding will be provided to the employer after the completion of the Green Job. For your information, T4032 Payroll Deductions Table can be found on the [CRA website](#).

JOB ELIGIBILITY

- The job must be a Green Job. A Green Job is a position which is primarily outdoors, with a resource management, conservation, and/or environmental education component (see Appendix 1 for a list of examples);
- The duration of the work experiences must be from a minimum of 8 weeks to a maximum of 16 weeks;
- Work experience must take place in Canada;
- Work experiences must be offered between April 1, 2019 and December 31, 2019 .

YOUTH ELIGIBILITY

Employees are to be recruited by job providers. To participate in the Green Jobs Program, employees must be:

- between the ages of 15 and 30 (inclusive) at the time of intake/selection;
- Canadian citizens, permanent residents, or persons who have been granted refugee status in Canada;
- legally entitled to work according to the relevant provincial/territorial legislation and regulations.

SECTION 2: WEBSITE INSTRUCTIONS FOR EMPLOYERS



INITIAL FUNDING APPLICATION

1. Register and create an account for your organization at <https://pltcanada.org/index.php/en/jobs/register/>
2. Allow 24 hours for organization profile to be verified and approved by PLT Canada.
3. Log in to your account and click “Create a new job + Apply for funding”.
4. Complete your job information. Allow 24 - 48 hours for your job(s) to be approved for funding.

FILLING YOUR POSITIONS AND CONFIRMING YOUR FUNDING

5. Click “Job Postings” on the left side menu to review the status of your funding application(s). Your submitted jobs will be listed under the “Pending Approval” tab. Once your position(s) have been approved, review your contract by clicking “View Contract”.
6. Click “Accept Contract” to accept the funding contract.
7. Fill your job via one of the following ways:
 - a. Fill your job with the 4-digit unique Job Seeker Number of your employee’s account (Can only be done if your employee has already created a Job Seeker account at <https://pltcanada.org/index.php/en/jobs/register/>). Your jobs will now be listed under the “Filled” tab. Skip to Step 10 below.
 - b. Click either “Publish Public” or “Publish Private”
 - i. Publish Public (Recommended if you have not yet found a youth for your Green Job): This posts your job position to our public-facing job board where youth may apply to your job with their Job Seeker account on the PLT Canada website.
 - ii. Publish Private (Recommended if you have already hired a youth for your Green Job): Your employee(s) will need to create a Job Seeker account and apply to your position(s). Please provide your employee(s) with the following steps:

STEPS FOR YOUTHS

- Create a job seeker account at <http://pltcanada.org/index.php/en/jobs/register/> by entering your email address and a password you would like to use, check “Job Seeker”, and click “Register”. Complete your profile. You must upload a resume or create one using the resume builder in order to apply for your position.
- Click “Apply for a Green Job”.
- Enter the unique 5-digit Job ID number provided by your employer and click apply.
- Confirm that the Job Posting you have searched is indeed your position.
- Apply to this position.

8. Once your employee has applied to your Green Job they will be listed under “Applicant History” on the left side menu. Click the “Review Applicants” drop-down menu on the right of each position.
9. Fill the job by entering your employee’s unique 4-digit Job Seeker ID Number listed directly below their name into the grey text box and click “Fill Job”. Your position should now show up under the “Filled” tab on your “Job Postings” page.
10. Your funding is secured ONLY once the following 2 items are complete:
 - i. Your jobs are listed under the “Filled” tab on the “Job Postings” page on your Employer Account, and;
 - ii. You have submitted a completed copy of the ESDC Employer and Employee Declaration Form to PLT Canada for each of your filled positions. Completed forms can be scanned and emailed to: greenjobs@pltcanada.org or mailed to:

Project Learning Tree Canada
1306 Wellington Street West
Suite 400
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Any questions can be sent to greenjobs@pltcanada.org or at 613-745-3706.

The “Post work forms” dropdown menu will only need to be completed once your employee has finished their work term (see below).

AFTER THE GREEN JOB HAS ENDED

1. Once the employee has completed their placement, you will be required to log in to your employer account and confirm the wages that were paid to each of your employees. Click “Job Postings” on the left side menu and then click the red “Post work forms” drop-down menu.
2. Confirm the hourly wage, number of hours per week, and total weeks worked for each of your employees.
3. You will also need to upload the first and last pay stub of each employee. Pay stubs must include a breakdown of vacation pay and MERCS.
4. The values you provide in step 2 will be multiplied together to produce an eligible cost total. An invoice will be generated online for PLT Canada to reimburse you. PLT Canada will reimburse you with 50% of your total eligible costs (up to a maximum of \$5,712 per employee).

SECTION 3: ADDITIONAL INFORMATION AND REPORTING



IMPORTANT

If you are accepted as an employer, you will be entering into a contract with PLT Canada. This contract will include reporting requirements as well as obtaining consent from participants to collect, use and disclose their participation.

We will review and approve funding applications for Green Jobs as we receive them until all funds have been allocated. PLT Canada wishes to make every effort to streamline the application process. Please refer to Appendix 1 for a list of approved Green Jobs to see the types of jobs that will be approved. Application approvals are at the discretion of PLT Canada and SFI Inc.

You will be notified of the status of your funding application. If you are approved, a contract outlining terms and conditions (aligned with eligibility and requirements outlined below) will be drafted by PLT Canada and provided to successful applicants.

REPORTING

Employers must provide PLT Canada with completed Employer-Employee Declaration Forms for each employee within the first 15 days of employment. A link to the declaration forms can be found in Schedule C of your contract. Confirmation of employee paid wages will be required at the completion of the employment in order to receive the full funding amount.

Confirmation will include supplying PLT Canada with the first and last paystub of each employee whose position was funded. PLT Canada may request additional documentation to support wage claims made by the employer.

APPENDIX 1: GREEN JOBS INFORMATION



Green Jobs listed below have been pre-approved by Economic and Social Development Canada (ESDC) for PLT Canada to administer. However, your job being offered may still be eligible.

Please contact Zac, Green Jobs Manager at greenjobs@pltcanada.org with your job description.

PRE-APPROVED GREEN JOBS:

Guidance from Employment and Social Development Canada (ESDC)

Ecosystem and Wildlife Management

- Biodiversity specialist
- Conservation biologist
- Invasive species management
- Land reclamation technician
- Native plant specialist
- Nursery/orchard technician
- Remediation technician
- Wildlife biologist/technician

Silviculture, Forest Conservation and Research

- Forest fire researcher
- Forest fuels worker
- Forest health technician
- Forest insects technician
- Forestry planner
- Forestry researcher
- Forest reclamation technologist
- Silviculture technician/supervisor
- Tree care specialist
- Urban forester

Indigenous Forest Based Programs

- Archaeologist/heritage specialist
- Indigenous knowledge coordinator
- Special sites coordinator
- Traditional plant use technician

Recreation and Interpretation

- Community engagement specialist
- Forests interpreter
- Knowledge exchange specialist
- GIS technician
- Outdoors educator/facilitator
- Park interpreter
- Parks guide
- Recreation technician/specialist
- (e.g., facilities development & maintenance)
- Stewardship youth ranger
- Trails developers
- (e.g., biking/hiking/skiing trails)
- Visual landscape technician

Conservation and Research

- Agrology technologist
- Environmental monitoring technician
- Soils surveyor
- Aquatic environmental technician
- Fisheries biologist/technician
- Hydrologists
- Watershed management technician

Financial assistance may be provided to cover all or a portion of the costs associated for youth participating in the activities.

Costs may include:

- Up to 50% of income support to participants (wages) based on the prevailing provincial/territorial minimum wage rate per occupation and mandatory employment related costs (MERCs) for participants;
- Additional support to cover all or part of the incremental costs for individuals to participate, such as dependent care or transportation; and,
- Other support to cover the cost of items associated with the youth's participation, including disability supports (this will be assessed on a case-by-case basis).

A rationale for these additional expenses, including a description of the supports needed and the reasoning behind them must be documented and submitted to PLT Canada.

TAXATION SLIPS

Given that wages paid to participants are done through the host employer, T4 slips are the responsibility of the employer and should include all allowances issued to them. T4A would include the additional support that is provided such as travel costs, or dependent care. To ensure compliance with tax law, ESDC recommends that applicants verify this information with the Canada Revenue Agency (CRA).

OTHER

If an employer provides employment that is less than the minimum duration approved (e.g. eight weeks are approved, but the employer provides only four), the job will be deemed ineligible and costs will not be reimbursed. However, if the employee chooses to end the employment after the minimum duration approved, the costs related to the number of weeks worked would be eligible for reimbursement.

Normally, the weeks of employment will be consecutive, but exceptions will be treated on a case-by-case basis. For example, the employment period may allow for circumstances when the employee is unable to work (e.g. due to weather or other acceptable circumstances), or when the employee has requested time off. However, only the number of hours and weeks worked within the contract will be reimbursed.

All employees are eligible to work part-time.

Most importantly, the employer must offer a work environment where the employee's safety can be assured.