

## 2021 SUMMER EMPLOYMENT OPPORTUNITIES (SEO)– JOB PROPOSAL GUIDELINES

Institution: Colleges and Universities

- a) Summer Employment Opportunities Program (SEO) employee students must be eligible to work in Canada, possess a valid social insurance number and be 15 to 24 years of age on the first day of employment. Student employees with a disability may be up to 29 years of age.
- b) SEO employees must be students currently enrolled or enrolled for the fall 2021 in a secondary or postsecondary institution, or within six months of graduation.
- c) SEO positions will last for a period of 34 days, maximum. Summer students will only be able to work between April 19, 2021 (earliest start date) and September 5, 2021 (latest end date).
- d) SEO employee students must live in Ontario during their work term.
- e) Students can work either a 36.25-hour week (34 days) or a 40-hour week (30.8 days approx.). Schedules will vary depending on the nature of work. SEO employee students in office positions typically work during regular business hours whereas other types of work may require SEO students to work irregular shifts, weekends and/or statutory holidays.
- f) For the 2021 program cycle, the maximum funding amounts of \$3,723.00 will be reimbursed for SEO employee students that work the full contract length of 246.5 hours (34 days or 30.8 days, depending on the hours per week). Funding for any SEO employee students that work less than 246.50 hours will be reimbursed on a pro-rated basis.
- g) Positions will be funded at the provincial minimum wage of \$14.25 per hour plus 6% for benefits (CPP and EI). To receive the eligible funding amount, the following information must be reported to the Ministry of Colleges and Universities (MCU):
  - Institution name
  - Hired student name
  - Supervisor name
  - Position title
  - Hourly pay rate
  - Work city location
  - Region
  - Bilingual position (yes or no)
  - Total salary and benefits
  - Total hours worked
- h) SEO funding does not include provisions for paid sick time or vacation credits/pay.
- i) Institutions can use their own funding to extend the duration of positions or increase the wage, but positions will not be funded beyond the maximum amount of \$3,723.00 to a maximum 34 days or 246.50 work hours, for each approved position.

- j) The work performed by students must not substitute for the recruitment of a regular employee position or perform the work of a fixed-term or seasonal employee.
- k) Institutions should ensure that SEO employee students receive adequate orientation, training and opportunity to learn the duties of their jobs, as well as qualified supervision and assistance.
- l) Institutions are to submit financial statements immediately after the end of the student contract and no later than September 17, 2021.
- m) Institutions should advise the ministry as soon as possible if funds are no longer required.