



United Nations Association in Canada
Association canadienne pour les Nations Unies



Checklist for Securing Placements and Finalizing Partnerships

STAGE 1: Eligibility

1. The following is a list of the eligibility criteria for a youth to participate in the Green Corps programme:
 - Must be between 15-30 (inclusive) at the start of the placement;
 - Must be a student that is returning to school after completing their placement;
 - Must be a Canadian citizen, Permanent Resident, or someone who has been granted refugee status in Canada;
 - Not in receipt of Employment Insurance (EI) benefits;
 - Must not have participated in any government-funded youth program within 1 year;

STAGE 2: Job Identification:

2. Send the designated Green Corps Regional Coordinator a job description that includes the following:
 - Placement length, start date, end date, # of hours per week (MUST BE BETWEEN 30 to 37.5 hours/week), screening criteria, job duties, company details, etc.
 - Clearly indicate how the proposed job contributes to the decarbonisation of the economy, or increases your organization's capacity to implement sustainability initiatives.
 - The position must primarily be in parks or other natural settings outdoors (some office work is allowed)
3. Once the job description has been approved, we will move to candidate selection.

STAGE 2: Candidate Selection

- If you already have an eligible candidate in mind, please let the RC know;
- If you do not have a candidate in mind, the RC will pre-screen through Green Spaces' pool of candidates, and send you their top choice candidates for you to select from
- **IMPORTANT:** Please note that the participant cannot be hired on as a contractor/subcontractor for the placement. They **must** be an official employee of the organization, and on the organization's payroll

4. Once a candidate has been selected, have them complete the Personal Information Form (PIF).

The PIF confirms a participant's eligibility -- it must be submitted to the RC approximately two weeks *BEFORE* the participant's first work day. The participant *cannot* start their placement until confirmation has been given by the RC that the participant is eligible. Note: *The Contribution Recipient on the PIF is UNA-Canada. Only Part B, Employment Equity, and "Participant Consent to Release Information" sections need to be completed.*

STAGE 3: Keela and Employer Agreement

5. After eligibility has been confirmed, Your designated RC will send you an invitation to Keela – our project management software, which will track the placement through its entirety. Once you have registered, please complete the online employer registration form.
6. The last document that must be completed before the participant can begin is the Employer Agreement – this will be uploaded into Keela, and you will be notified for when it has to be complete.
 - On page 4 of the Employer Agreement, there is a table that must be filled in with the breakdown of remuneration
 - UNA-Canada covers 50% up to a maximum of \$8.55 CAD per hour (based on a total wage of \$17.11 CAD per hour) and 50% of Mandatory Employment Related Costs (MERCs), including CPP, EI, and vacation pay, based on a maximum rate of 11.232%.

STAGE 4: During and after the placement

7. At the 1st month mark of the placement, you will be notified to complete a first month report, to assess the participant's performance and the programme thus far. This report must be shared with the participant and mutually agreed upon before being submitted.
8. At the end of the placement, you will have to complete the final report and the programme evaluation. The final report, which evaluates the participant, must also be shared with them and agreed upon before submitting. The programme evaluation allows UNA-Canada to identify how the programme has been for employer partners, and how we can improve on it moving forward.
9. In order to receive your reimbursement, you must complete a claim forms and provide supporting documentation to be reviewed.
 - Supporting documents include:
 - Paystubs (indicating hours worked, rate, pay period, etc.);
 - Proof of payment (i.e. cancelled cheques, direct deposit info), and
 - Proof that MERCs were paid out to Service Canada (remittance reports from CRA website, or if you use a third-party payroll service, confirmation documents from them indicating proof that MERCs were paid out)