



### **What value will EMC's WILWorks provide manufacturers?**

WILWorks will provide value to manufacturing employers by providing wage subsidies to employers that offer quality student work placements of 50% (up to \$5,000) per new placement, and 70% (up to \$7,000) for students from underrepresented groups, i.e. students who identify as one of the following:

- ✓ Women studying in STEM (science, technology, engineering, mathematics),
- ✓ First-year students,
- ✓ Recent immigrants (within last 5 years),
- ✓ Indigenous people, and
- ✓ Persons with disabilities.

EMC will create partnerships with colleges, universities, polytechnics and CEGEPs to help develop a pipeline of future employment-ready graduates, while supporting students through internships, co-op placements, or applied research projects.

***Update!*** As part of the **Government of Canada's COVID-19 Economic Response Plan**, the following temporary measures have been put in place until March 31, 2021.

- ✓ Employers are now eligible to receive an increased wage subsidy of **75% of the cost of wages (up to \$7,500) per placement**, instead of the existing wage subsidies stated above. This subsidy can be applied to students' wages on or after May 25, 2020, and will be calculated as follows: monthly salary \* length of internship \* (up to 0.75).
- ✓ All post-secondary student work placements are now eligible.
- ✓ Flexibility with start and end dates, as well as the duration of the placement(s).
- ✓ Working remotely in a safe environment, from the student's home or other self-isolated area is now allowed.
- ✓ Post-secondary education institutions are now eligible to serve as an employer and apply for the wage subsidy.

### **What is the process for a manufacturing or related sector firm to access the WILWorks wage subsidy?**

EMC's web-based WILWorks platform to facilitate placement processes is currently being developed and is expected to be operational in November, so for now, employers will need to connect with EMC to complete an application and obtain approval for eligible student work placements. For further assistance, please contact **Wendy Gray**, Sr. Project Coordinator [wgray@emccanada.org](mailto:wgray@emccanada.org) and/or **Susan McLachlan**, Project Coordinator [smclachlan@emccanada.org](mailto:smclachlan@emccanada.org).

- ✓ EMC will be able to support full-time or part-time paid placements as short as 6 weeks, to a maximum of 16 weeks. It is up to the employer and student to determine the duration. The subsidy will be pro-rated accordingly. A student can also be hired for more than four months, that is, until the subsidy cap has been reached.
- ✓ Work placements should be relevant to the manufacturing and related sectors, and the student must be registered in a post-secondary program (see more details below regarding student eligibility).
- ✓ WILWorks subsidies cannot be combined with any other federal government funding to support the same position. Placements can be partially government-funded, but only funds from non-



governmental sources can be subsidized under this program (i.e. a position paid with 60% provincial grant funding is only eligible for a 40% subsidy of the non-governmental funds from the employer). An employer must disclose if and by how much government sources are partially funding the placement.

- ✓ Since this is a wage-subsidy program, WILWorks students will need to be part of your firm's payroll system so that they can receive their payments.
- ✓ Employers can apply for back-to-back placements for the same student.
- ✓ Employers agree to participate in meetings with EMC at its request for monitoring the progress of the placement.
- ✓ The final subsidy amount will be determined at the end of the placement pending receipt of the employer's and student's Exit Surveys and the student's final pay stub as calculated by EMC.

**Who chooses the student to work at my firm?** The recruitment, interviewing, and selection of the student to fill eligible WILWorks positions are to be done by approved employers and must meet the minimum eligibility requirements (see below) for WIL students.

Eligibility requirements for students to participate in the WILWorks program?

- ✓ Registered full-time or part-time in a publicly funded Canadian post-secondary institution in **any program**, e.g. Arts, Business, STEM (Science, Technology Engineering, Math), Humanities, Social Sciences, etc. Students do not have to be enrolled in their school's co-op programs to participate, as per the pre-COVID criteria, and there is no age restriction.
- ✓ Canadian citizens, permanent residents or persons to whom refugee protection has been conferred under the Immigration and Refugee Protection Act.
- ✓ Legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations.

Further:

- ✓ There are no age limits for students.
- ✓ Although it is not an eligible requirement, students deemed to be part of an underrepresented group are encouraged to apply.

Please note that the Student Work Placement Program, and hence WILWorks, encourages employers to consider hiring students from **underrepresented groups**, that is, students who identify as one of the following:

- ✓ Women studying in STEM (science, technology, engineering, mathematics),
- ✓ First-year students,
- ✓ Recent immigrants (within last 5 years),
- ✓ Indigenous people, and
- ✓ Persons with disabilities.

**Where do I go to find a qualified student(s)?**

You are encouraged to use your usual recruitment channels to hire talent for your firm. EMC also encourages firms to reach out to your region's post-secondary institutions and contact their Co-



op/Career Services department. Many academic institutions have dedicated job board portals and career events to facilitate the recruitment process. The WILWorks portal currently being developed will also assist in facilitating potential matches between employers and students. Please note only students enrolled in publicly funded post-secondary institutions are eligible. Contact **Wendy Gray**, Sr. Project Coordinator [wgray@emccanada.org](mailto:wgray@emccanada.org) and/or **Susan McLachlan**, Project Coordinator [smclachlan@emccanada.org](mailto:smclachlan@emccanada.org) if further assistance is required.

### **Placement Terms**

Placement employment agreements are between the student and the employer. EMC is not a party to these agreements and assumes no financial or legal responsibility with regard to events or actions by either party that affect the employment situation for any student (e.g. layoffs, intellectual property issues, confidentiality agreements, strikes, etc.). The employer is legally required to provide Workplace Safety and Insurance Board (WSIB) or alternate workplace insurance coverage for the student employee.

### **Release of Funds**

The subsidy will be forwarded to the employer within 45 days due net of receipt of an invoice to be issued by the employer on the placement's conclusion. All such invoices must be submitted with a copy of the final pay stub for the student showing the total salary payments made to the student during the placement. All payments are subject to EMC's receipt of the above documentation and the employer and student Exit Surveys, and the continuation of funding from ESDC.

**How much should I pay a student?** While an employer determines a student's salary, EMC asks that it is fair and reasonable based on industry standards. The salary offered may not be less than the minimum wage.

**What documentation do I need to provide at the end of a student's work placement?** The final subsidy amount will be determined at the end of the placement pending receipt of the employer's and the student's Exit Survey and student's final pay stub as calculated by EMC.

**If I hire a student as an independent contractor, will I be eligible to apply to the WILWorks program?** No, the student must be hired as an employee of the firm and have equal rights and obligations as other employees.

**Can an employer receive the WILWorks wage subsidy for a student who has already started the position?** No, the application must be approved and an agreement signed with EMC before the student begins employment. Subsidies cannot be applied retroactively.

**Can employers receive funding for more than one student per term?** Yes, employers can receive funding for more than one student per term. However, EMC retains the right to limit the number of subsidies provided to an employer.

**Can an employer hire a student for a period that is less or more than four months?** Yes, an employer can hire a student for a period that is less than four months; in that case, the subsidy will be pro-rated. As mentioned elsewhere in the FAQs, EMC will support full-time or part-time paid placements as short



as 6 weeks, to a maximum of 16 weeks. Employers can also hire a student for more than four months, that is, until the subsidy cap has been reached. It is up to the employer and student to determine the duration within these boundaries.

**Can an employer hire a student in anticipation of the WIL funding approval?** Approval of a subsidy application is not guaranteed. Therefore, it is at an employer's own risk to hire a student before receiving EMC approval.

**If I receive subsidy funding for students hired this year, will I be eligible to receive subsidy funding for hiring the same number of students the following year?** As a part of the response measures introduced by the Government of Canada, in order to mitigate some of the challenges employers are faced with when hiring students during the COVID-19 pandemic, the Net New rule has been lifted entirely. This measure will be in effect until March 31, 2021, or until further notice.

**Can I hire a student who has previously worked with my firm?** Yes, you can hire a student who has previously worked with your firm if all other eligibility requirements are met.

**My company does not work in the manufacturing sector, can I still apply?** You may still apply and be approved for a subsidy if you operate in a manufacturing-related sub-sector. EMC will either process your application or refer your application to another Government of Canada approved Delivery Provider. If you have questions about the eligibility criteria, contact **Wendy Gray**, Sr. Project Coordinator [wgray@emccanada.org](mailto:wgray@emccanada.org) and/or **Susan McLachlan**, Project Coordinator [smclachlan@emccanada.org](mailto:smclachlan@emccanada.org).

**Are not-for-profit organizations eligible to participate in the program as employers?** Yes, not-for-profit and charitable organizations that support Canada's manufacturing and related sectors are eligible to participate in the WILWorks program, as long as they can provide a business registration number or charitable registration number.

**Can I receive a subsidy if I hire an immediate family member?** No, you would not be eligible to apply and, therefore, cannot receive a subsidy if you hire an immediate family member.