

Government of Newfoundland and Labrador

Employment Enhancement

Program Guidelines



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Please read this entire Program Guidelines document. The information contained in this document will become part of the agreement with the Province of Newfoundland and Labrador for the delivery of its Labour Market Programs.

1.0 Introduction

The Employment Enhancement program is designed to support employers in the forestry, aquaculture, agriculture, and fishing sectors who are engaged in value-added secondary processing. The program provides funding to create sustainable, long-term or seasonal employment and a training allowance to help new employees. Its' goal is to support employer and employee connections that promote sustainable long-term or seasonal employment.

This program provides a 75 per cent subsidy to a maximum of \$15 per hour towards the hourly wage, in combination with a flexible duration of 10-28 weeks. An employer may also access a \$3,000 training allowance that will be based on the actual expenditures incurred by the employer to provide training for the new employee, either prior to hiring or during the subsidy period. The hours shall range from a minimum of 30 hours per week to a maximum of 40 hours per week.

Those eligible for the program include persons who are unemployed or under-employed who may also be EI-Eligible or Non EI-Eligible. Under-employed is defined as working less than 25 hours per week, or in the case of a recent graduate, not working in a capacity related to their training.

2.0 Eligibility

2.1 Eligible Employers

Private or not-for-profit sector employers, in the forestry, aquaculture, agriculture, and fishing sectors engaged in value-added secondary processing, that are incorporated or sole proprietorships, and registered to conduct business in the province of NL are eligible to apply. Employers are expected to pay the local prevailing wage rate.

The training allowance, up to a maximum of \$3,000, is based on actual expenditures incurred by the employer to provide training for the new employee, either prior to hiring or during the subsidy period.

Please refer to Section [3.0 Conflict of Interest](#).

2.2 Ineligible Employers

All public entities, including agencies, boards and commissions, are not eligible for the Employment Enhancement subsidy.

2.2 Eligible Participants

Participants shall be:

1. A resident of the province;
2. A Canadian citizen or permanent resident entitled to work in Canada;

3. Unemployed or underemployed (underemployed being someone who has been employed on average less than 20 hours per week or in a field not related to their training); and
4. The participant shall not be receiving a Federal or Provincial Government pension, receiving Workplace NL benefits, or in receipt of another benefit prescribed by the Minister.

Note:

An individual who is working in Canada on a temporary work permit is not eligible for hire under Employment Enhancement program. Once these individuals are granted permanent resident status while still in Canada, and can provide the department with their new non-900 series SIN, they may be considered eligible for funding.

2.4 Eligible Positions

Employment Enhancement provides employers with temporary wage subsidies as an incentive to hire eligible participants whom they would not normally hire in the absence of such financial assistance. Subsidies provide support to offset the costs needed to orient and supervise participants until they become fully productive in their jobs.

There is an expectation that the subsidy will lead to permanent employment with the employer. However, the Employment Enhancement program may be applied to a short-term position if:

1. It is providing valuable work experience;
2. It is a position that the employer is planning to fill (with or without the subsidy); and
3. It will significantly improve the participant's chances of obtaining subsequent employment with another employer.

The position shall:

1. Be incremental, that is, not currently existing within the business. Consideration will be given to positions where an incumbent has voluntarily vacated a position within an organization, leaving the position unfilled. This **does not include maternity leave replacements**, unless otherwise approved by the department; and
2. Comply with all provincial and territorial employment standards legislation.

2.5 Ineligible Positions

Employment Enhancement must not be used for the following purposes:

1. To help an employer resolve cash flow problems by subsidizing a position they could not otherwise afford;
2. Work-term placements for post-secondary students; and

Note:

A position filled prior to an application being submitted is not eligible for subsidy, unless otherwise approved by the department.

Employment Enhancement positions **shall not** be:

1. Part of the regular staff, including seasonal staff of the employer, owner, operator

- or created by the displacement of an existing employee, including individuals on lay-off, maternity leave or awaiting notice of recall;
2. Filled by promoting or reassigning an existing employee, unless employee's previous position is backfilled;
 3. Vacant as a result of a labour stoppage or labour-management dispute;
 4. The result of a reduction in regularly scheduled hours or period of work;
 5. Performing personal services;
 6. Paid solely by commission or output. While the Employment Enhancement program does not support employment based on 100 per cent commission, employment which includes some earnings based on commission may be supported under the Employment Enhancement program. Provided the individual is paid a set wage negotiated based upon the market wage rate (over and above any commission-based earnings that may be provided). Any earnings based solely on commission are not considered eligible for reimbursement under Employment Enhancement program; or
 7. Subsidized by another Government wage subsidy program or core funding from Government.

2.6 Eligible Funding

Each application should identify only one participant. Consideration may be given to more than one application per employer in exceptional circumstances and based on available budget. No change of employee is permitted under the Employment Enhancement program. Should the subsidized employee terminate, for any reason, a new application is required to request subsidy of a new individual.

Funding will be provided as follows:

1. A 75 per cent wage subsidy up to \$15 per hour toward the hourly wage shall be provided for a duration of 10 to 28 weeks, plus a training allowance for up to \$3,000 per employee hired.
2. The hours shall be a maximum of 40 hours per week and a minimum of 30 hours per week, as outlined in the official agreement between the employer and the Province. Individuals with a disability, who may be negatively impacted by maintaining the minimum of 30 hours per week, will be considered for eligibility under this program with the provision of a flexible work arrangement.

3.0 Conflict of Interest

The department has the following conflict of interest policy designed to enhance public confidence in the integrity and fairness of the administration of employment service offerings.

This policy ensures that all eligible individuals for employment or participation on a project are treated fairly and are given equal opportunities to apply for and obtain employment as permitted by law.

Should an immediate family member of a board member of a project applicant want to be considered as a participant of a project, in consultation with IPGS, the board member

shall remove themselves from all project administration processes and remove themselves the participant selection process.

1. No federal or provincial governments, government crown corporations or agencies, boards and commissions are eligible for a subsidy;
2. No member of the House of Commons or Member of the House of Assembly of Newfoundland and Labrador will be admitted to any share or part of an agreement or to any benefit arising therefrom;
3. No public employee of the province of Newfoundland and Labrador shall be admitted to any part or share of the payments made pursuant to an agreement or to any benefits arising therefrom except in accordance with the [Conflict of Interest Act, 1995](#);
4. No current or former public office holder or public servant who is not in compliance with the [Values and Ethics Code for the Public Service](#) or the [Conflict of Interest and Post-employment Code for Public Office Holders](#) shall derive a direct benefit from an agreement; and
5. No cost incurred in relation to wages paid to a third-party (e.g., participant, administrative staff, research subject or any other party) who is an immediate family member of the employer who is eligible for reimbursement under an agreement.

The only exception of this policy is when the department is satisfied that the position could not be filled by another individual due to exceptional circumstances (e.g., position required specific expertise or qualifications).

An immediate family is defined as father, mother, stepfather, stepmother, foster parent, brother sister, spouse or common-law partner, child (including child of common-law partner), stepchild, ward, father-in-law, mother-in-law, or other individual residing in the employer's household.

4.0 Labour Market Programs Support System (LaMPSS)

The Employment Enhancement program is administered by the Department of Immigration, Population Growth and Skills (IPGS) using the Labour Market Programs Support System (LaMPSS) application. LaMPSS is the common system for administering Labour Market Programs in Newfoundland and Labrador. LaMPSS is focused on providing consistency in processes and improving services to labour market program agreement holders.

The functionality of LaMPSS provides employers with self-serve capability, enabling the employer to apply for funding online for labour market programs and submitting required financial and activity reports online.

All employers are required to be set-up as a government vendor so payment can be issued. Vendor set-up and LaMPSS registration are initiated once you register here: <https://www.gov.nl.ca/ipgs/employer-registration/>.

After registering, a LaMPSS password and user ID, if you do not have one already, will be emailed to you at the address provided on your application (Employer Registration form). Please ensure you check your email, including your junk mail, regularly. You can then log into the [LaMPSS](#) system and complete your online application.

If you have forgotten your user ID, password or require assistance with using LaMPSS, please contact our Support Team by email at extorghelp@gov.nl.ca or call 1-844-252-6777 during government business hours.

Visit the following website for more information on LaMPSS, including system requirements: <https://www.gov.nl.ca/ipgs/lampss-public/#login>.

5.0 Applying for Program Funding

5.1 Applying Online

Once you are a registered LaMPSS user you can apply for funding online using the self-serve capability. To log in and apply online go to <https://lampss-org.aes.gov.nl.ca/>.

If you have questions about different parts of the application that is not answered in this document, departmental staff are available to support and facilitate the process with you, please call 1-800-563-6600 or Email EmploymentPrograms@gov.nl.ca.

5.2 Completing an Application Form

This section provides supporting information that you will need to complete the application form outlining required content.

5.2.1 Organization Information

Enter the name and complete mailing address for your organization. If you are applying online, this information will be pre-populated.

5.2.2 Project Details

Please provide the following:

Project Title	Provide a title specific to this project. For example: "Your Organization's Name – Position Title to be funded".
Agreement Start Date	Provide the proposed start date for project.
Agreement End Date	Provide the proposed end date for project.

5.2.3 Past Agreements

Please provide information relating to past agreements with IPGS. Include previous agreement number, if available.

5.2.4 Project Description

Provide a description of the position to be subsidized, hourly salary to be paid, hours of work, long-term plans for the position and the credentials of the person being sought,

including educational background and other eligibility characteristics. Please include the details of the salary calculations and the amount of funding requested. To avail of the training allowance, please provide a description of the training, including proposed timeframe and cost (i.e. invoice) from the training provider. You may include a detailed proposal with your application. However, it is not mandatory.

5.2.5 Agreement Contact

Provide the appropriate primary contact for your organization including the title and contact information. Please note that this contact should be an individual empowered to negotiate this agreement on behalf of your organization.

5.2.6 Language Preference

Provide your language preference.

5.2.7 Project Location(s)

Please provide the address information for the location(s) where the project activities will be delivered. If you have not yet secured a location, please enter your main organization address and advise IPGS at a later date of the project address.

5.2.8 Participants

Enter the total number of Project Participants (clients) expected to be served in this project. Under this program (Employment Enhancement Program), one participant per application is the norm.

Enter the number of participants expected for each participant group. Include participants in all relevant participant groups (i.e. a participant may be part of more than one participant group).

5.2.9 Project Activities

The table below outlines the required information for each eligible activity for the Employment Enhancement Program. This is the complete set of eligible activities.

On your Application Form provide the required information for the activities that you plan to deliver as part of your project.

Work Experience	
Brief Description	Work experience leading to employment The training and how it will be delivered Describe how you plan to deliver either or both of these activities as part of your project agreement.
Expected Results	Describe the long-term expectations for the position and the experience that the subsidized individual will receive. If you are availing of the training allocation please describe the benefits of this training for the individual.

Where does this activity take place	Identify the location for this activity.
Expected number of project participants	1 per application

5.2.10 Project Budget

The following table outlines all of the eligible cost categories and items for Employment Enhancement Program along with a brief description. On your Application Form, enter the total project costs and the amount of funding requested for each category for this project.

Budget Category	Eligible Costs
Participant Program Delivery	
Participant	
Wages	75% of the total of the hourly salary to be paid to the individual during the period of subsidization to a maximum of \$15 per hour. Note, the subsidy cannot exceed \$16,800 (e.g., \$15 an hour times 40 hours a week times 28 weeks)
Training Costs	Cannot exceed \$3,000

Example 1: In this example, an employer wants to hire a new employee for 26 weeks at 35 hours per week and pay him \$15 per hour. The resulting total PROJECT COST would be \$13,650 (e.g., \$15 times 35 hours times 26 weeks). Given that the wage subsidy covers 75 per cent of the wage rate to a maximum of \$15 hour, in this case the hourly subsidy would be \$11.25 per hour. Therefore, the resulting REQUESTED AMOUNT would be \$10,237.50 (e.g., \$11.25 times 35 hours times 26 weeks). No training allowance requested.

Participant Program Delivery		
Participant Cost Item	Project Cost	Requested Amount
Training Costs	0.00	0.00
Wages	\$13,650.00	\$10,237.50
Subtotal	\$13,650.00	\$10,237.50
less: Cash Contributions	\$3,412.50	
less: In-kind Contributions	\$0	
Total	\$10,237.50	\$10,237.50
Budget Total	Project Cost	Requested Amount
Subtotal	\$13,650.00	\$10,237.50
less: Cash Contributions	\$3,412.50	
less: In-kind Contributions	\$0	
Total	\$10,237.50	\$10,237.50

Example 2: In this example, an employer wants to hire a new employee for 28 weeks at 40 hours per week and pay her \$25 per hour and has requested \$2,000 for training. The resulting total PROJECT COST would be \$30,000 (e.g., \$25 times 40 hours times 28 weeks + \$2,000 for training (tuition)). Given that the wage subsidy covers 75 per cent of the wage rate to a maximum of \$15 an hour, in this case the hourly subsidy would be \$15.00 per hour. It would appear the resulting REQUESTED AMOUNT would be \$16,800 with the \$2,000 training allowance a total of \$18,800 (e.g., \$15 times 40 hours times 28 weeks + \$2,000 for training (tuition)). However, the maximum subsidy is \$16,800 (based on \$15 per hour times 40 hours a week times 28 weeks) so the REQUESTED AMOUNT is the maximum for the wage subsidy portion is \$16,800.

Participant Program Delivery		
Participant Cost Item	Project Cost	Requested Amount
Training Costs	\$2,000.00	\$2,000.00
Wages	\$28,000.00	\$16,800.00 (Maximum Subsidy)
Subtotal	\$30,000.00	\$18,800.00
less: Cash Contributions	\$11,200.00	
less: In-kind Contributions	\$0	
Total	\$18,800.00	\$18,800.00
Budget Total		
	Project Cost	Requested Amount
Subtotal	\$30,000.00	\$18,800.00
less: Cash Contributions	\$11,200.00	
less: In-kind Contributions	\$0	
Total	\$18,800.00	\$18,800.00

5.2.11 Legal Signing Officers

Provide the names of the appropriate signing officers for this project as well as the legal signing requirements for your organization.

5.2.12 Supporting Documentation

The table below outlines documents that must be included with the project application. Please attach these documents to your application form.

Document	Content
Job Description	Attach a description for the position that a wage subsidy is being sought
Training Description	Attach a description of the training requested along with the cost

5.2.13 Submitting Your Application

Once you have completed the application including the attachment of all required

documentation, the application may be submitted to IPGS using the LaMPSS Self-Serve system. Proceed by entering the information that was provided when your organization was registered in LaMPSS – your Organizations ID, Username and Password. Click the submit box. You will be connected with the LaMPSS System and your application will be submitted.

5.0 Employment Enhancement Program Reporting Requirements

The requirements for Activity and Financial reports for your Labour Market Agreement for the Employment Enhancement Program are outlined in your agreement contract. Reports should be completed online using LaMPSS Self-serve functionality. If you require a paper form, contact your Agreement Manager.

5.1 Completing an Activity Report

This section provides supporting information that you will need to complete the Activity Report.

5.1.1 Project Activities

The table below outlines the information reporting requirements for each eligible activity for the Employment Enhancement Program.

Activity Type	Work Experience
Start Date	Enter the start date of this activity in your project.
End Date	Enter the end date of this activity in your project.
Activity Description	Enter the description of the activity in your project.
Update / Status this Period	Describe the activities that the individual has been involved with and indicate whether or not they are still employed with your organization. Also, indicate if there have been any changes in their hours of work and the number of hours worked during the reporting period.
Number of participants	1

5.1.3 Reporting Notes

Provide any additional information for this reporting period.

5.1.2 Supporting Documentation

There are no mandatory documents required; however if you have supporting documents, or if IPGS requests specific supporting documents, attach them to your Activity Report.

5.2 Completing a Financial Report

This section provides supporting information required to complete the Financial Report.

5.2.1 Project Costs

Provide the actual costs for each eligible expense for this reporting period.

5.2.3 Reporting Notes

Provide any additional information for this reporting period.

5.2.2 Supporting Documentation

Payroll documents for the subsidized employee are required for verification purposes; attach them to your Financial Report prior to submission. Paid receipts for training allowance are required prior to reimbursement.

5.3 Submitting Your Reports

Once your organization has finalized your reports, submit them using LaMPSS self-serve.

Once you have completed the Activity and Financial reports they can be submitted to IPGS using the LaMPSS Self-Serve system.

Enter the information that was provided when your organization was registered in LaMPSS – your Organizations ID, Username and Password. Click the submit box. You will be connected with the LaMPSS System and your reports will be submitted.

6.0 Employment Enhancement Program - Additional Terms and Conditions

Positions to be subsidized must not:

1. Be created by the displacement of an existing employee including individuals on lay-off awaiting notice of recall;
2. Be filled by promoting or reassigning an existing employee; unless the previous position is filled, or
3. Be vacant as a result of a labour stoppage or labour -management dispute;
4. Be the result of a reduction in regularly scheduled hours or period of work;
5. Be filled prior to approval, unless otherwise approved by the Province. Failure to comply may lead to the termination of the agreement.

No change of employee is permitted under the Employment Enhancement Program. Should the subsidized employee be terminated, for any reason, a new Employment Enhancement Program application would have to be submitted to request subsidy of a new individual.

7.0 Contact Information

For any clarification or additional information, please contact your Agreement Manager directly or call 1-800-563-6600.