

PROGRAM GUIDELINES: EMPLOYERS



PROGRAM OBJECTIVES

The Team Seafood initiative assists Nova Scotia seafood processing plants, aquaculture operations and fish harvesters in addressing labour market challenges in their communities by increasing the recruitment of students as employees. The initiative supports Nova Scotia students gain work experience and earn funds to further their education and studies.

The program also furthers the objective of the Nova Scotia Fisheries Sector Council (NSFSC) to enhance the existing workforce and attract new entrants for aquaculture, fish harvesting and fish processing careers by introducing the seafood industry as a viable and attractive long-term career option.

Team Seafood is funded by the Province of Nova Scotia (Nova Scotia Fisheries and Aquaculture) along with 25% of each bursary being provided by participating employers.

ELIGIBILITY

To qualify, employers must:

- Be a licensed Nova Scotia aquaculture operator, seafood buyer, harvester or seafood processor.
- Anticipate they can employ a student for a minimum of 250 - 500 hours between January 1 and December 31.
- Pay the student fair wages (determined in the same manner as those paid to non-applicant employees).
- Keep record of student hours during the time frame listed.
- Agree to be responsible for 25% of value of bursary.
- Award bursary and be reimbursed 75% of value by Team Seafood.
 - Students employed by their family operation are eligible to participate.

FINANCIAL ASSISTANCE FOR STUDENTS

Bursary	Required Completed Hours	Eligible Period
\$750.00	250	January 1 – December 31
\$1500.00	500	January 1 – December 31

Note: In cases where the applicant is unable to obtain the full 250 hrs or 500 hrs, the bursary will be prorated.

APPLICATION PROCESS

To apply, employers must:

- Complete the Team Seafood employer application form and submit to Team Seafood by mail or email by June 30.
- Confirm they will hire a minimum of 1 student in program period or the dedicated harvesting season. A maximum of 5 students per employer. Exceptions could be made after the June 30 deadline if all program seats are not taken.
- Confirm names of all students participating in program with Team Seafood and determine student eligibility.
- Confirm they have a minimum of 250 or 500 employment hours for each student between the months of January – December.

- Confirm they can provide inclusive and welcoming work environment for all staff, including students.
- Agree to follow process of documenting hours and distributing funds as laid out by program documents.
- Agree to pay fair wages to students (determined in the same manner as those paid to non-applicant employees).
- Allow permission to have their business logo, information, used on social media platforms and website on the NSFSC's Fishjobs.ca website to promote the Team Seafood program.

Program application intake will be between **April 1 – June 30** for the Team Seafood Program. Late applications may not be accepted.

Applications are assessed based on the information provided. If an application requires further assessment or information, Team Seafood will follow up with the applicant.

If approved, employers will receive confirmation in writing (email or letter) they may participate in the Team Seafood program.

PAYMENT OF BURSARY:

Once required hours for desired bursary are complete, the employer must notify Team Seafood by providing a Record of Employment and proof of payment from the employer outlining the hours worked within the eligible period. They will also provide proof of payment of the bursary to the student.

Team Seafood will verify the completion of the hours and reimburse the employer 75% of the bursary.

EXCEPTIONS – if a student has not completed the necessary hours in the time frame listed or has a change in their eligibility, the employer will notify Team Seafood and the bursary will be prorated.

AUTHORITY

Team Seafood shall have the authority to deny an application if there is evidence of misrepresentation of pertinent information, or if Team Seafood believes that an application does not conform to the spirit of the program.

EVALUATION AND AUDIT

Review and evaluation of bursaries may be carried out by Team Seafood or other parties chosen by the Team Seafood for the purpose of audit, analysis, evaluation, program development and determining assistance. This review and evaluation process may be conducted prior to bursary approval, during work or upon work term completion. Applicants may be asked to complete an evaluation survey statement related to their final claim.

CONFIDENTIALITY

Any information provided will remain confidential and only for the purposes of administering the Team Seafood program (as per the confidentiality and disclosure provisions to the Freedom of Information and Protection of Privacy (FOIPOP) Act).

FURTHER INFORMATION

To find out more information about Team Seafood, contact:

Brandy MacDonald, HR Project Officer,
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