



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 Spaces programme:
 - Must be between 15-30 (inclusive) at the start of the placement;
 - Must have been a student in the previous academic year
 - Must be a student that intends to return to school in the upcoming academic year;
 - Must be a Canadian citizen, Permanent Resident, or someone who has been granted refugee status in Canada;

STAGE 2: Job Identification:

2. Send the designated Green Spaces Regional Coordinator (RC) 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), wage, organization description, qualifications, job duties, etc.
 - Clearly indicate how the proposed job contributes to or increases your organization's capacity to implement sustainability initiatives.
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

STAGE 3: Employer and Employee Declaration, and Employer Agreement

4. The Employer and Employee Declaration (EED) must be completed and submitted to your RC on the first day of work.
 - The EED confirms a participant's eligibility—this form will be sent to you by your RC through email. Please return it via email.
 - The “Employer Declaration”, “Employee Declaration”, and “Information on Employment Equity” sections must be completed.
5. The last document that must be submitted is the Employer Agreement. It must be completed before the placement begins.
 - 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)