



Alberta Jobs Now Program

Application guidelines

Third intake

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Alberta Jobs Now Program Application Guidelines | Alberta Labour and Immigration

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About the Alberta Jobs Now Program

It is important that all applicants review this document carefully, as it forms part of the grant agreement, which all employers must agree to and sign to be eligible for funding.

As Alberta emerges from the challenges of the pandemic and rebounds from economic downturn, the Alberta Jobs Now program provides private businesses and non-profit organizations with job supports to get thousands of Albertans back to work. Employers can apply for Jobs Now funding to offset the cost of hiring and training Albertans in new or vacant positions.

Alberta Jobs Now supports our province's recovery, helping businesses re-open or grow their workforce, and giving Albertans an opportunity to gain the skills they need in today's job market. Alberta Jobs Now is a key component of Alberta's Recovery Plan to create jobs and diversify the economy by strengthening the workforce.

Eligible Alberta employers can apply for the new grant to help subsidize wages, fund training, or a combination of both to hire a new employee. Eligible employers can apply for the Alberta Jobs Now Program to receive funding: 50% will be provided three months after the new hire has started working and the remaining 50% will be received after confirmation that the new hire has completed 52 weeks of employment. New businesses and organizations incorporated within six months prior to application will receive 25% of funding at three months and 75% at 52 weeks. All employers have the option to request one payment at 52 weeks to reduce administrative burden.

Eligible employers will be approved once program eligibility criteria are met and the employer receives an approval letter by email.

Eligible employers can apply to the Alberta Jobs Now Program during specified application intake periods through an online portal. Please refer to alberta.ca/jobsnow for application intake period dates. An intake may close early or be extended based on available funding allocation.

The Alberta Jobs Now application process contains the following steps:



1. Complete Grant Application and Obtain Eligibility Approval

Employer submits online employer application and grant agreement, which can also include new hire information, if known.

The online application will include:

- A completed application form.
- A declaration and grant agreement, signed digitally by the employer. The employer submits one grant agreement and the terms and conditions will apply to all of their approved Alberta Jobs Now Program new hires.
- The application is assessed by the Government of Alberta to determine if the employer is eligible for the Alberta Jobs Now Program.

Eligibility Approval:

- Once the application is assessed, employers will be notified of their approval status via email. The grant agreement is signed by the Government of Alberta when the application is approved.

2. Add New Hires

After the approval, the employer can start hiring the new employees (if they have not already done so).

- It is recommended that employers wait for application approval before hiring new employees. Employers who choose to hire new employees prior to receiving approval run the risk of bearing the cost if the program declines their application.

New hire information - employers return to the employer application in the online portal and submit new hire information and related documentation for each Albertan they have hired or plan to hire.

- For the application intake starting June 3, 2022, new hires must be hired on or after December 17, 2021.
- The offer letter date or start date for new hires can be no longer than 90 calendar days after the application approval and new hire information should be submitted within 30 calendar days after the new hire's start.

The new hire information is assessed by the Government of Alberta to determine if the new hire is eligible for the Alberta Jobs Now Program. REMEMBER to keep a copy of all employee paystubs, as they will need to be submitted for grant payments.

3. Add Payroll Information (First Payment)

First Payment - after new hires have worked for three months, employers return to the employer application in the online portal and submit paystubs for each new hire. Businesses and Organizations who chose to receive one payment will provide all paystubs at grant completion – step 4 below.

4. Grant Completion

After 52 weeks, the completion form and remaining paystubs are submitted for the final payment.

See the *Application and Assessment Process* section below for further information on the program stages.

Employer Eligibility

Alberta Jobs Now Program is open to non-profit organizations and charities and small, medium and large businesses across all industries in the private sector.

Private businesses include sole-proprietors, general and limited partnerships, franchises and corporations. Below is more information on employer eligibility.

Eligible employers

Employers must:

- Be incorporated (for businesses and some non-profit organizations), have a registered Trade Name (for sole proprietors) or be registered under an act of the legislature of a province or the Parliament of Canada.
 - Federally incorporated or extra-provincial employers must extra-provincially register to obtain an Alberta Corporate Access Number (ACAN) and Certificate of Registration. This can be completed through Alberta Corporate Registries at: alberta.ca/incorporate-buisness-organization.aspx
- Be located and operational in Alberta.
- Be hiring for new or vacant positions for at least 52 weeks.
- Provide safe working conditions, be in good standing and comply with the *Employment Standards Code*, *Occupational Health and Safety Act*, *Workers' Compensation Act* and all other applicable legislation and regulations.
 - Good standing is defined as: Workers' Compensation premiums are paid; no outstanding Occupational Health and Safety (OHS) convictions; and/or any Employment Standards orders are resolved.
- Have met or currently meet all obligations to the province under previous grant agreements.
- Provide Workers' Compensation Board (WCB-Alberta) workers coverage documentation when requested by the Alberta Jobs Now Program.
 - Sole proprietors with coverage under the Workers' Compensation Act must submit a Workers' Compensation Board (WCB-Alberta) clearance letter.

- Sole proprietors in a WCB-Alberta exempt industry under the Workers' Compensation Act must submit the following:
 - A WCB-Alberta exempt industry letter; and
 - A copy of their federal payroll deductions or GST Registration.

Numbered companies with no operating name will be required to provide additional documentation. Alberta Jobs Now Program staff will contact the employer applicant during the assessment and request the required documentation.

Ineligible employers

- Federal, provincial or municipal governments
- Public sector (public post-secondary institutions, schools (including private), school boards, hospitals, health authorities, etc.)
- Political parties
- Provincial or federal Crown agencies, boards and commissions or corporations
- Businesses and organizations that are not in operation for the 52-week duration of the grant
- First Nations; however, businesses owned by First Nations are eligible

New Hire Eligibility

Eligible new hires

Under the Alberta Jobs Now Program, eligible businesses will be able to hire new employees who meet the following criteria.

New hires must be:

- A new hire of the employer.
- For the application intake starting June 3, 2022, new hires must be hired on or after December 17, 2021.
- The offer letter date or start date for new hires can be no longer than 90 calendar days after the application approval and new hire information should be submitted within 30 calendar days after the new hire's start.
 - A previous employee of the employer can be considered a new hire, provided they have not been working for the employer applicant, part or full-time for the past 90 days.
- Resident of and will be working in Alberta during the grant period.
- A Canadian citizen, a permanent resident or protected person under Canada's *Immigration and Refugee Protection Act*, who is legally entitled to work in Canada.

Hiring persons with disabilities

Under the Alberta Jobs Now Program, persons with a disability are defined as: persons who have a physical, mental, sensory, intellectual, or learning impairment, which, in interaction with various barriers, may hinder their labour market participation.

Employers can visit the Government of Canada's Job Bank, [Recruit persons with disabilities](#) page to post job ads for free on Job Bank and market them to interested persons with disabilities.

Ineligible new hires

- Previous employees who were purposely terminated or laid off by the employer to receive the Alberta Jobs Now Program grant.
- Company owners or directors/board members of the employer applicant or self-employed individuals cannot apply for the grant to fund themselves.
- Immediate family members of the company owner or director/board member or self-employed individual:
 - Immediate family members includes but is not limited to; spouse, common-law partner, adult interdependent partner, child (biological, step, adopted), parent, sibling.
- Current and previous employees who have worked for the employer, in a part-time or full-time capacity, in the past 90 days.
- Any person who was a previous participant in the Alberta Jobs Now Program for the same employer.

- Any person who is not a resident of or will not be working in Alberta during the grant period.
- Contractors.
- Temporary Foreign Workers, or anyone temporarily working in Canada.
- Any person returning from any type of statutory leave from the employer applicant (parental leave, medical leave, etc).

Replacing a new hire

The intent of the Alberta Jobs Now Program is that an employer will hire each new worker for a minimum of 52 weeks, for which the employer can receive a wage and/or training subsidy.

Employers can replace original hires twice within the 52-week duration of the grant.

To replace a new hire, the employer must:

- Contact the Alberta Jobs Now Program at jnp@gov.ab.ca and identify which new hire will be replaced and their last day of employment.
 - The employer is responsible for immediately reporting to the Alberta Jobs Now Program any change to the status of the employment of the new hire(s), which includes, but is not limited to, resignation, layoff or termination.
 - If your application for a new hire is declined and you intend to replace them, please contact the program within 30 days of receiving the decision email.
- Submit the replaced new hire's paystubs via email.
- The current new hire's status will be changed to "New-Hire Replaced" in the portal.
- The employer will enter the information for the replacement new hire on the Alberta Jobs Now Program Portal, including the job offer letter, and will be notified by email when the replacement new hire is assessed.
 - Once replacements are hired, employers should submit the New Hire information to the Alberta Jobs Now Program within 30 days.

Remember:

1. *Each new hire replacement must meet the same eligibility criteria and be employed in the same position as the person they are replacing. If not, the replacement hire will not be approved.*
2. *Employers will have 90 days to make an offer or have the original new hire start in the approved position. Employers have an additional 30 days to hire for any replacement new hires. If hiring of original and replacement new hires takes more than 120 days, the position will not be eligible for a full grant payment based on 52 weeks of employment.*

Alberta Jobs Now Program Position Criteria

- New or vacant permanent position in Alberta (defined as a minimum of an average of 15 hours per week). Contract or fixed term positions are ineligible.
- The duration of the grant for each new hire is for 52 weeks of employment. New hires should remain employed for at the least the full duration of the grant but are expected to be employed longer. An employer is eligible for up to two replacements for a position during the 52 weeks (see above).
- An employer can receive funding for each position one time only.
- An employer can receive funding for each new hire one time only.
- A new hire cannot be moved into an unrelated position for the duration of the grant.
- The new position cannot eliminate, reduce or otherwise impact the security of work hours of any existing employee of the employer applicant as a result of this program.
- An employer cannot assign, subcontract or transfer the position to another employer during the grant.
- Job title changes at the new hire stage may be considered on a case-by-case basis.
- **An employer cannot receive Alberta Jobs Now Program funding for any new hire who is also receiving a wage subsidy from other government sources for the same position at the same time (for example: Canada Emergency Wage Subsidy, Canada Recovery Hiring Program, Child Care Wage Top-up, etc).**

Alberta Jobs Now Program Training Criteria

Eligible training

- Relevant to the current operational needs of the business/organization and result in skills development directly connected to the available job.
- Courses offered by a third party trainer that is separate from the employer (tuition fees, fees charged by training provider, mandatory student fees, textbooks, software, required materials and examination fees) or training offered in-house where third party training is not available.
- Delivered online, onsite or in a classroom, and may be undertaken on either a part-time or full-time basis.
- Start and be completed within the duration of the grant.
- Take place in Alberta except under exceptional circumstances.

Ineligible training

- Ineligible training includes, but is not limited to:
 - apprenticeship training
 - self-study for an exam
 - training for personal interest
- **Employers cannot use the Alberta Jobs Now Program grant to fund the same training for the same individual that has been funded or will be funded under a different training program (e.g., Canada-Alberta Job Grant).**

Application and Payment Overview

As part of the program, eligible employers will be required to confirm employment and provide documentation at various stages throughout the 52 weeks of the grant program.

Funding may be provided to approved employers in two payments. Approved employers will receive 50% of their grant funding three months after the new hire has started working, and the remaining 50% after confirming the new hire has completed 52 weeks of employment. New businesses and organizations incorporated within the six months prior to application will receive 25% of grant funding at three months and 75% at 52 weeks. The employer also has the option to request a single payment at the end of 52 weeks of employment to reduce administrative burden.

In some cases the Alberta Jobs Now program reserves the right to provide 25% for the first grant payment and 75% for the final grant payment to any employer receiving their grant on a two-payment schedule.

There may be circumstances where the grant amount paid is less than the amount approved on the employer's application, for example if the new hire is paid a salary less than what was estimated in the employer's application.

To receive grant funding, employers are required to submit the forms described below:

- Alberta Jobs Now Program Application Form and Grant Agreement
 - New Hire Information - employers return to their employer application in the online portal and submit new hire information and related documentation for each Albertan they have hired or plan to hire.
 - First Payment - after three months of employment, employers submit paystubs for each new hire.
- Alberta Jobs Now Program Completion Form
 - Employers submit remaining paystubs for each new hire.

Paystubs will be required as verification of employment and salary amounts. The employer is required to submit paystubs at three months and 52 weeks, to accommodate the two-payment schedule. If only one payment is preferred, the

employer is only required to submit all the final paystubs after 52 weeks. Depending on the salary information submitted by the employer, the grant funding approved for the new hire may differ from the grant funding identified in the employer application. The three-month grant payment will be based off of the salary and anticipated average hours per week identified in the new hire offer letter.

The remaining grant funding is provided after confirming the new hire has completed 52 weeks of employment. After 52 weeks of employment, the grant payment for the second installment is based on the salary recorded in the paystubs of the new hire.

The grant funds payable are based on the new hire's actual salary earned, up to the maximum salary specified in the employer's offer letter or the salary approved in the employer application, **whichever is lower**.

Employers can apply for the Alberta Jobs Now Program online through alberta.ca/jobsnow. The online portal makes applying for the Alberta Jobs Now Program easy and efficient. Digital signatures will be accepted, eliminating the need to mail in forms.

Submitted applications must be filled out completely and digitally signed by the employer. Incomplete applications will result in a delay in processing.

Alberta Jobs Now Program staff will send out a request for information when an application is incomplete. Employer Organizations have up to 30 days to respond to the request and provide the information, or the application may be closed.

The following considerations will be applied when assessing applications:

- 1) An eligible application does not guarantee funding.
- 2) Applications will be assessed on a first-come, first-served basis.

All decisions regarding the eligibility of the employers, new hires and grant payments will be made at the sole discretion of the Minister of Labour and Immigration. The Minister reserves the right to contact employers, new hires, training providers or any other person in order to substantiate training activities, financial records or other related matters.

Where an employer disagrees with a decline decision, the employer may request a reconsideration of the decision by contacting the Alberta Jobs Now Program at jnp@gov.ab.ca. The employer must email a request for reconsideration within 30 days of receiving their decline decision. The Director of Employment Programs, Labour and Immigration will review the request and a final decision will be provided to the employer by email.

Alberta Jobs Now Program Grant Funding

Eligible employers applying for the grant may receive funding equal to 25% of the new hire's annual salary, up to a maximum of \$25,000 per new hire, whichever is less. If a new hire has a disability or has been unemployed for at least 27 consecutive weeks prior to being hired, the employer is eligible for a grant up to 37.5% of the new hire's annual salary, or up to a maximum of \$37,500, whichever is less. An employer can apply for a grant for up to 10 new hires for intake three. On a case-by-case basis, the Alberta Jobs Now Program may consider an employer exemption for up to a maximum of 20 new hires where the employer applicant can demonstrate substantial need. Please contact jnp@gov.ab.ca for more information while the intake is still open. Requests for additional new hires cannot be accommodated after the intake is closed.

To determine if the estimated salary provided in the application is reasonable, program staff will compare it to the estimated salary listed for that position on the [ALIS](#) website and the [Government of Canada's Job Bank – Compare wages website](#).

The duration of the grant for each new hire includes 90 days of hiring time and the first 52 weeks of employment. New hires are expected to remain employed with the employer after the grant is complete.

The grant funding can only be applied towards salary or to support training required for the new hire. The employer cannot use the funding for any other purpose.

Salary includes wages, vacation pay and general holiday pay, but does not include:

- (i) overtime pay and termination pay

- (ii) a payment made as a gift or bonus that is dependent on the discretion of an employer and that is not related to hours of work, production or efficiency
- (iii) expenses or an allowance provided instead of expenses, or
- (iv) tips, commission or other gratuities.

Employers will not receive a three-month payment unless the new hire and replacement new hire(s) have worked a minimum of 12 full weeks. Employers will not be paid the second full payment of the grant for new hires that do not complete the first 52 weeks of employment. A lower amount may be paid if the new hires worked at least 26 weeks.

Employers can choose to take one payment of up to 100% at the end of the grant duration to reduce administrative burden. If they choose this option, paystubs are NOT required to be submitted when new hires are at three months of employment, but are required at 52 weeks.

All new hires must be paid at least minimum wage and work at least an average of 15 hours per week.

Grant payments will be made through direct deposit. To receive direct deposit, the employer must complete the Direct Deposit Information section of the application submitted via the Alberta Jobs Now Program Portal and upload one of the following:

- a void cheque
- direct deposit form from the bank
- letter from the bank
- a completed Application for EFT (CAD) Direct Deposit form (available at alberta.ca/jobsnow).

The letter from the bank, cheque/EFT Direct Deposit form must include the employer business or organizations' legal name.

How to Apply

All applications must be submitted through the online application portal. Application forms will be available when application intake opens. Applicants can access the online application portal through the program webpage at www.alberta.ca/jobsnow.

1. Create a My Alberta Digital ID (MADI) user account

In order to access the online application portal, applicants must have a MADI user account with a secure login name and password. To set up a MADI account, visit <https://account.alberta.ca/>

Employers who already have a MADI account do not need to create a new one and can log in with their existing credentials.

The MADI account holder needs to be an individual who has authorization to apply for the grant.

For this program, applicants are only required to register for a basic MADI account using a valid email (applicants are not required to register for a Verified Account, and do not need to verify their account with a valid driver's licence or identification card).

Once the account has been created, applicants can use their credentials to log in to the online application portal to find live application forms available for submission.

2. Fill out and submit an application through the online application portal

Applications must be submitted through the online application portal before application intakes close.

- The first intake closed July 23, 2021.
- The second intake closed December 17, 2021.
- The third intake opens June 3, 2022. Applications will be accepted on first-come, first-served basis until funding is allocated for this intake.

The online application will include:

- A completed application form with information to establish employer eligibility.
- A grant agreement to comply with the program's terms and conditions, including audit and compliance controls.

When you have hired, you must add:

- Information about new hires
- **An offer letter or a letter confirming employment for each new hire**
 - Letters should be on business/organization letterhead, and include:
 - employer location info
 - position title of new hire
 - annual salary/wage
 - please indicate if salary includes vacation pay
 - start date
 - new hire name
 - employer signature
 - new hire signature
 - if the position is temporary or permanent
 - if the position is full or part-time and the average hours of work per week

The recommended option is to wait for application approval before the employer hires any new employee, and those employers who choose to hire new employees prior to receiving approval risk bearing the cost of hiring if the program declines the application.

Application and Assessment Process

Employer application and grant agreement

This application determines employer eligibility

- The employer will complete the employer application, the declaration and the grant agreement (described below) online through the Alberta Jobs Now Program Portal to request a grant for up to 10 new hires.
 - On a case-by-case basis, the Alberta Jobs Now Program may consider an employer exemption for up to a maximum of 20 new hires where the employer applicant can demonstrate substantial need. To apply for an exemption for up to 20 new hires:
 - Submit your regular Alberta Jobs Now Program application for the 10 permitted new hires.
 - Contact jnp@gov.ab.ca to receive the Request for Over 10 New Hires Form. Details on why your organization needs additional new hires will be required.
 - Fill out the form and submit it to jnp@gov.ab.ca before the intake period closes.
 - The program will assess your request and notify you via email of the decision.
 - If your request is successful, you will be asked to submit an additional application for the additional new hires.
- The application can include the new hires' information if the employer has hired the new hire at the time of application.
- If including the new hire's information, go to the Alberta Jobs Now Program Website and download the *New Hire Information Form*. The new hire can fill this form out and sign it, giving the employer permission to share their information with the Alberta Jobs Now Program. This document is for employer reference and does not have to be submitted to the program.
- The employer will upload direct deposit information including a copy of the business or organization's void cheque for verification (see above for additional options).
- The application is assessed to determine if the employer is eligible for the Alberta Jobs Now Program.
- Once the application is assessed, employers will be notified of their Alberta Jobs Now Program approval status via email. This is the employer's approval to participate in the program. New hires go through a separate approval process once new hire information is submitted.

Grant Agreement

- This is a legally binding agreement, which outlines the obligations of the Government of Alberta and the employer, and must be digitally signed by an authorized signing official for the employer.
 - An individual who is a new hire under the Alberta Jobs Now Program cannot sign the grant agreement or be the employer contact on the grant application.

- The agreement is not in force until it has been approved and signed by the Minister or the Minister's delegate, which will not occur unless/until the application has been approved.
- The employer submits one grant agreement and the terms and conditions will apply to all of their approved Alberta Jobs Now Program new hires.

New hires

This step confirms new hire eligibility.

- Once an employer has received approval on the application, they return to the employer application in the online portal and submit new hire information for each Albertan hired or planned to be hired.
 - For the application intake starting June 3, 2022, new hires must be hired on or after December 17, 2021.
 - The offer letter or start date for new hires can be no longer than 90 calendar days after the application approval and new hire information should be submitted within 30 calendar days after the new hire's start.
- *The recommended option is to wait for application approval before the employer hires any new employee, and those employers who choose to hire new employees prior to receiving approval risk bearing the cost of hiring if the program declines the application.*
- The employer can go to the Alberta Jobs Now Program website and download the New Hire Information Form. The new hire can fill this form out and sign it, giving the employer permission to share their information with the Alberta Jobs Now Program. This form is for employer reference and does not have to be submitted to the program.
- The new hire candidate will be assessed to confirm eligibility, and the employer is notified of their approval via email.
- If the new hire is found ineligible, employers have the option of submitting a different new hire for the position
- **Paystubs will be required as verification of employment and salary amounts.** Please be sure to keep copies of **all** paystubs. The employer is required to submit them at three months and 52 weeks (if the employer prefers one payment at the end of the grant, they only need to submit paystubs at that time.)

The employer must submit one of the following documents when submitting new hire information:

- Offer of employment; or
- Letter of employment

First payment

This step provides eligible employers with 50% of the total grant payment once the new hires have worked for at least three months. The first payment for eligible businesses and organizations incorporated within the six months prior to application will be 25% of the total grant funding.

- After new hires have worked for three months, employers return to the employer application in the online portal and upload paystubs for each new hire.
- The paystubs will verify the new hire is employed with the applicant and will confirm how many hours they are working and their salary.
- Once all the new hires' pay information has been submitted, the payment will be calculated and issued. The three-month grant payment will be based off of the salary identified in the new hire's offer letter. The grant payment for the second installment, after 52 weeks of employment, is based on the salary recorded in the paystubs of the new hire.
- Please note, the grant funds payable are based on the new hire's actual salary earned, up to the maximum salary specified in the employer's offer letter or the salary approved in the employer application, **whichever is lower**.
- If, at any time, the new hire is found ineligible, grant funding will not be provided, and the employer will be responsible for all costs incurred for the time the new hire has been employed.
- Information on the paystubs must include:
 - employer's name (must match employer applicant);
 - name of the new hire;
 - pay period covered by each statement;
 - total number of regular and overtime hours worked;
 - salary or wage rate;
 - earnings paid, showing each component of the earnings separately (e.g. salary/wages, overtime, holiday pay); and,
 - amount of deductions from earnings and the reason for each deduction,
 - year-to-date amounts.

- **Please do not include documentation with Social Insurance Numbers. Alberta Jobs Now Program does not require this information. If necessary, please redact the Social Insurance Numbers on any submitted documentation.**

Employer Completion Form and Final Payment

All employers should submit one Alberta Jobs Now Program Employer Completion Form once new hires have completed their first 52 weeks of employment.

Approval of the completion form initiates the final payment.

- Employers will fill out a brief survey on the completion form about the Alberta Jobs Now Program.
- The completion form will also ask for details of new hire's employment or any training taken by the new hires during the first 52 weeks of employment.
- The completion form will also allow employer organizations to update their banking information when required.
- The Employer Completion Form must be accompanied with remaining corresponding new hire paystubs.
- Information on the paystubs must include:
 - employer's name (must match employer applicant);
 - name of the new hire;
 - pay period covered by each statement;
 - total number of regular and overtime hours worked;
 - salary or wage rate;
 - earnings paid, showing each component of the earnings separately (e.g. regular salary/wages, overtime, holiday pay); and
 - amount of deductions from earnings and the reason for each deduction
 - year-to-date amounts.
- There may be circumstances where the grant amount paid is less than the amount approved on the employer application; for example, if the new hire is paid a salary less than what was previously indicated.
- The grant funds payable are based on the new hire's actual salary earned, up to the maximum salary specified in the employer's offer letter or the salary approved in the employer application, **whichever is lower**.
- The Employer Completion Form should be received *no later than 30 days* after the last new hire completes their first 52 weeks of employment.
- **Please do not include documentation with Social Insurance Numbers. Alberta Jobs Now Program does not require this information. If necessary, please redact the Social Insurance Numbers on any submitted documentation.**

After You Apply

Processing of applications

The program will collect applications during intake periods. Please review alberta.ca/jobsnow for application intake period dates.

Once submitted, the application will appear on the home page of the online application portal in "Submitted" status.

The applications will be reviewed for employer eligibility. Employers will be notified via email when they have been approved and can begin/continue their hiring.

If anything is missing from the application, a program advisor will contact the employer via email. Employers should frequently check their email and respond to questions as quickly as possible to avoid further processing delays.

Please check the main/summary page of the portal often for further updates on the status of your application(s).

Legal considerations and requirements

WCB Coverage

For the sole purpose of receiving workers' compensation benefits under the *Workers' Compensation Act* participants in the Alberta Jobs Now Program are deemed to be workers of the Government of Alberta. Employers must continue to carry WCB coverage for employees as required by law. If a participant is injured in an accident, he or she is entitled to claim Workers' Compensation Benefits and has resigned their right to take legal action against the Government of Alberta, or against any other employer or worker covered by the *Workers' Compensation Act*.

Audit and Non-Compliance with Terms and Conditions

All applications and corresponding grants are subject to a potential audit by the Government of Alberta, or their authorized representatives, upon reasonable notice to the recipient. If the Minister or Minister's delegate is of the opinion that any false or misleading information has been provided or any relevant or significant fact was concealed in the applications, the Minister or Minister's delegate may decline the employer's application or terminate the grant, and may require the employer to repay any grant funds received. The employer may also be banned from applying for future grants.

The Government of Alberta may terminate the grant in certain circumstances. This may occur if the employee or employer contravenes the program guidelines, the Terms and Conditions of the grant or does not meet the eligibility requirements as determined by the Minister or Minister's delegate.

Information Collection and Program Evaluation

The Government of Alberta requires the collection of certain information from employers and employees. By participating in this program, employers and employees agree to provide relevant personal information on the application to allow for data and information collection through reporting measures such as surveys, interviews, phone calls, etc. Employers must comply with relevant privacy legislation and also inform trainees of the disclosure of their personal information.

If requested, employers must allow Government of Alberta program staff access to all documents and information relating to the Alberta Jobs Now Program grant. Program staff may also interview employees on the job site, by phone or in writing, at any time during the grant.

Freedom of Information and Protection of Privacy Statement

The personal information collected through the Alberta Jobs Now Program is collected for the purpose of administering the Alberta Jobs Now Program by Alberta Labour and Immigration. The personal information collection is authorized by section 33(c) of the *Freedom of Information and Protection of Privacy Act*. If you have any questions about the collection of personal information, you may contact the Programs Manager at 1-833-838-9500.

Federal reporting requirements

The Alberta Jobs Now Program is partly funded by the Government of Canada. As part of the Workforce Development Agreement, the Government of Canada requires the Government of Alberta to collect certain information from program participants. **Employers must comply with relevant privacy legislation and also inform new hires of the disclosure of their personal information.**

Provincial reporting requirements

The Government of Alberta is committed to maintaining an accountable, open and transparent environment to the public. In accordance with this commitment, information on awarded grants may be publicly disclosed online.



Contact Information

For more information, please contact the Alberta Jobs Now Program team:

Email: jnp@gov.ab.ca
Toll Free: 1-833-838-9500
Website: alberta.ca/jobsnow



Appendix: Glossary to Assist with the Alberta Jobs Now Program Forms

Adult Interdependent Partner: A person who has lived with another person in a relationship of interdependence. There are two ways such a relationship can exist. If there is a formal and valid Adult Interdependent Partner agreement with the other person or if the people are not related by blood or adoption and have lived with each other for a continuous period of not less than three years, or have a relationship of some permanence if there is a child of the relationship by birth or adoption.

Agreement: the grant agreement entered into between the Minister of Labour and Immigration and the Employer.

Application: the application completed by the Recipient, which is used to determine eligibility for the Alberta Jobs Now Program. The Application forms part of the Agreement.

Company Owners (For private businesses)/Board Members (For Non-Profit Organizations): company owners or Board Members, including shareholders of a corporation, are not eligible as new hires under the Alberta Jobs Now Program. For the purposes of the Alberta Jobs Now Program, company owners/board members are individuals that have an ownership stake in the applicant company. Examples include: directors, board members for non-profit organizations voting shareholders and anyone listed on the Alberta Corporate Registry.

Employer: an eligible employer who qualifies for Alberta Jobs Now Program funding, including individual employers and organizations acting on behalf of employers in the private and not-for-profit sectors.

Entry-level training: basic training required for a new hire to obtain an entry-level position with the employer.

Essential skills: skills needed for work, learning and life: reading, writing, document use, numeracy, oral communication, thinking, digital technology, working with others, continuous learning.

Gender: male, female or other (for those who do not associate with male or female or do not report).

Good Standing: Workers' Compensation premiums are paid; no outstanding Occupational Health and Safety (OHS) convictions; any Employment Standards orders are resolved.

Grant: the funds provided by the Minister of Labour and Immigration to the Recipient under the Alberta Jobs Now Program.

Grant Recipient or Recipient: the legal entity that will enter into the Agreement with the Minister.

Grant Regulation: the [*Employment and Immigration Grant Regulation*](#) under the *Government Organization Act*.

High school: describes the education level of an individual who has a high school diploma or equivalent (e.g. General Equivalency Diploma) but who does not have any post-secondary education.

Immediate family: immediate family members include, but are not limited to: spouse, common-law partner, adult interdependent partner, child (biological, step, adopted), parent, and/or sibling.

Immigrant: an individual who self-identifies as having immigrated to Canada (Permanent Resident, Landed Immigrant and Protected Person under the *Immigration and Refugee Protection Act*) and has been residing in Canada for more than five years.

Indigenous: an individual who self-identifies as a member of one of the following: First Nations (Status, Non-Status and Treaty), Inuit or Métis.

Industry or occupation credential or certificate: includes short duration courses (10 hours or less) such as CPR, First Aid, WHMIS, Safety, H2S, work related computer skills (such as Computer Assisted Drafting and Design, Accounting spreadsheets), as well as longer duration courses (greater than 10 hours) such as professional, recognized skill standard, license or occupational proficiency.

Less than high school: describes the education level of an individual who has not achieved a high school diploma or equivalent, and who has not participated in any post-secondary courses, diplomas or certificates.

Management and business skills: includes strategic planning, leading and motivating, allocating and controlling resources, evaluating, coordinating and organizing, recruiting and hiring, supervising.

New Hire: new hire means an individual meeting all eligibility criteria as outlined in the Guidelines, who has not been employed by the Recipient for at least 90 days prior to being hired for the purposes of the Alberta Jobs Now Program, who has been approved by the Minister for the purposes of the Alberta Jobs Now Program Grant, and who is hired on an ongoing basis.

No credential/certification: a trainee who completed the training but did not receive formal documentation (i.e. did not earn a record of completion, credential or certificate).

Person with a disability: Persons who have a physical, mental, sensory, intellectual, or learning impairment, which, in interaction with various barriers, may hinder their labour market participation.

Proprietary (firm issued) credential or certificate: designation from a third-party training curriculum that is specific to a company and/or workplace.

Recent immigrant: an individual who self-identifies as a recent immigrant (Permanent Resident, Landed Immigrant and Protected Person under the *Immigration and Refugee Protection Act*) and has been residing in Canada for five years or less.

Salary: includes wages, vacation pay and general holiday pay, but does not include (i) overtime pay and termination pay, (ii) a payment made as a gift or bonus that is dependent on the discretion of an employer and that is not related to hours of work, production or efficiency, (iii) expenses or an allowance provided instead of expenses, or (iv) tips, commission or other gratuities.

Self-employed: an individual who operates their own business and generates revenue through selling products or services instead of working for an employer that pays a salary or a wage. A self-employed individual earns income through conducting profitable operations from a trade or business they operate directly. Self-employed individuals are not eligible to apply to the Alberta Jobs Now Program.

Soft skills: includes job readiness skills, personal management skills (e.g. personal goal setting, time management, etc.), working as a team, etc.

Sole Proprietor: sole proprietorship exists when an individual is the sole owner of a business and assumes all debts and obligations incurred by the enterprise. A sole proprietorship is an unincorporated business and has unlimited liability. Sole Proprietors may be eligible for the Alberta Jobs Now Program, please see details in the Eligible Employers section of the Guide.

Some post-secondary: describes the education level of an individual who has attended post-secondary education, vocational or technical training but did not achieve a certificate, diploma or degree. (This category includes apprentices who have not achieved journeyman status.)

Specialized or technical skills: skills required to operate a particular machine or use a particular technology.

Trades certificate or diploma: describes the education level of an individual who has achieved journeyman status in one or more trades.

Training costs: the costs directly incurred by the employer to train the new hire.

Training subsidy: partial payment of training costs for the new hire as subsidized by the grant.

Unemployed individual: someone who is not currently working. Employees on a statutory leave are not considered to be unemployed for the purposes of this grant.

University degree: describes the education level of an individual who has achieved one or more of the following: bachelor's, master's or post-graduate degree.

Upskilling or upgrading: training required to advance, progress or move to a different and/or better job.