

SCIENCE EMPLOYMENT GRANT POLICY AND GUIDELINES

1. PURPOSE

- 1.1. In response to COVID-19, the McMaster Science Society (MSS) is dedicated to supporting the overwhelming number of students who have lost employment opportunities within their communities.
- 1.2. \$100,000 has been allocated to our Student Employment Grants (SEGs), which supports employers who aren't in a place financially to hire short-term employees.
- 1.3. In return for employing a McMaster Science student, the MSS is agreeing to reimburse up to \$1000 per student to an employer.
 - 1.3.1. Reimbursements will be based on the agreed wage and hours worked over the period of time. These will be calculated VIA the Student Opportunity Grant Grading Rubric from the STUDENT EMPLOYMENT GRANT APPLICATION.

2. ELIGIBILITY

- 2.1 A student is ineligible to apply to an SEG if:
 - 2.1.1. The student is currently holding another position during the same four-month academic term of the opportunity,
 - 2.1.2. The opportunity is an unpaid internship, volunteering, or unpaid co-op position,
- 2.2. Current employment entails paid work; thus discluding unpaid internships, volunteering or unpaid co-op.
- 2.3. An employer is ineligible to have a student apply for an SEG if:
 - 2.3.1. The prospective student employee is a family member.
 - 2.3.2. The employer who has already hired three McMaster students that are receiving the grant.

2.4. Employers must declare any other wage subsidy.

2.4.1. The maximum amount of grants to be allotted to each employer is three.

3. SUBMISSION

3.1. Submitted grants must be for one opportunity only.

3.1.1. The opportunity for which funding is being awarded must begin between each term

3.1.1.1. Terms are defined as September 1-December 31st, January 1st-April 30th, and May 1st- August 31st.

3.2. It is the student's responsibility to properly fill in the STUDENT EMPLOYMENT GRANT APPLICATION and hand it in to the MSS VP Finance via email at vpfinance@mcmastersciencesociety.com

3.2.1. When completing the application form, documentation supporting each component of your funding request must be attached.

3.3. Once the employment opportunity is obtained it is the responsibility of the student to document work hours and contact the MSS VP Finance to have them signed off.

3.4. The student should provide quality work and uphold any commitments to the employer to the best of their abilities.

4. EMPLOYER RESPONSIBILITY

4.1. Provide a safe work environment as well as sufficient learning opportunities for student employees.

4.2. Sign off on student employee's completed hours.

5. MSS INVOLVEMENT

5.1. The MSS VP Finance will review the grant application with an additional 2 members of the MSS for a total of 3 reviewers per application.

5.1.1. All decisions regarding the allocation of funds are based on the quality of the application and the cost of the opportunity; these decisions are final.

- 5.2. The MSS is responsible for verifying the hours that an employee has worked via the Science Employment Grant - Documented Hours sheet.
- 5.3. The MSS will reimburse the appropriate costs to the employer after the agreed upon hours of work are completed by the employee and signed for.
- 5.4. The MSS will issue a check within two weeks of approved hours being submitted.

Date last reviewed: April 15th, 2022