

Ministry of Education

Barrie Regional Office

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Ministère de l'Éducation

Bureau régional de Barrie

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MEMORANDUM TO: Directors of Education
Secretary - Treasurers and Supervisory Officers of
School Authorities

FROM: Joan Fullerton

DATE: February 4, 2011

SUBJECT: **Summer Experience Program 2011**

I am pleased to inform you that the Ministry of Education (EDU) has been allocated positions for the 2011 Summer Experience Program (SEP) by the Ministry of Government Services' Youth and New Professionals Secretariat to support youth work opportunities in school boards. As in previous years, administration and funding of this program is provided by Employment Programs and Services, Ontario Shared Services.

The 2011 SEP continues to be a project-based initiative that employs youth aged 15 to 24 years (up to 29 years of age for persons with disabilities) with six to eight weeks of work experience. Jobs pay the Ontario minimum wage of \$10.25. There is no provision to provide overtime or pay in lieu. Positions are funded up to 34 days, to a maximum of **\$2,785.00 (this allows up to 4% to cover vacation/statutory holiday plus 6% employer cost)** for each approved SEP student. Boards are responsible to track their positions and submit a disbursement form at the end of summer to the Ministry of Education for reimbursement of SEP position costs.

The Barrie region has been allocated eight (8) SEP positions for the summer of 2011.

School boards are invited to participate in this program by submitting the attached Project Application Form for each opportunity to employ a youth over the summer. The positions offered by a school board should provide the opportunity for youth to develop skills that are career-related and transferable to the general labour market.

Completed board applications are due no later than **February 28, 2011** and should be sent to the Barrie Regional Office to the attention of Mary Lynne Atkinson, Policy Analyst, at MaryLynne.Atkinson@ontario.ca or Mary Fairhead, Policy Analyst, at Mary.Fairhead@ontario.ca. Please use a separate application form for each position and indicate on each form your priority ranking.

Following the review of the applications, school boards will be notified which have been approved. These positions will be posted in the school boards websites between **March 25 and April 15**. The advertisements will be very generic and need to specify funding for the position/positions been posted has been provided by the Ontario Public Service through the Summer Experience Program. It will also indicate students should contact their school boards to apply for available positions. A Tip Sheet is also attached to help school boards with job descriptions.

Please note that the Statement of Disbursement is due in the Barrie Regional Office by **September 1, 2011**.

If you have any questions, Mary Lynne Atkinson and Mary Fairhead can be reached at 705-725-7161 or 1-888-336-3392.

We are looking forward to another successful summer.



Joan Fullerton
Regional Manager

Attachments (3)