

Regional Municipality of Ottawa-Carleton
400 - 880 Wellington Street
Ottawa, Ontario
K1R 6K7
Social Services Department
Employment Programs Division
Tel. (613) 230-1405
Fax. (613) 230-3970



Municipalité régionale d'Ottawa-Carleton
400 - 880, rue Wellington
Ottawa (Ontario)
K1R 6K7
Services sociaux
Division des programmes à l'emploi
Tél. (613) 230-1405
Télécopieur (613) 230-3970

WORK PLACEMENT AGREEMENT

General Information

Name of Participant: _____ Telephone #: _____

Address: _____

Company Name: _____

Location: _____

Supervisor's Name: _____ Telephone #: _____

Start / End Dates of Placement: _____

Work Schedule & Hours: _____

Placement Coordinator: _____ Telephone #: _____

Brief Description of Duties in Placement:

The Participant Agrees to the Following:

- Perform his / her duties and follow the instructions of the employer.
- Be in attendance for the hours agreed upon each day.
- Call the employer if you are late or unable attend for any reason.
- Contact the Placement Coordinator regarding any problems or concerns that may arise during the placement.
- Adhere to specific policies of the employer.

The Employer Agrees to the Following:

- Provide a 3 month unpaid work placement.
- Provide the participant with effective and direct employment experience and training while under his / her supervision.
- Contact the Placement Coordinator regarding any problems or concerns that may arise during the placement.
- Ensure that no regular full-time employees are displaced in any way by the introduction of the participant on the work placement.
- Complete the evaluation at the end of the placement.
- Provide a letter of recommendation if applicable.

The Placement Coordinator Agrees to:

- Initially bring participant to introduce him / her to the employer.
- Assist participants in obtaining required work related necessities (e.g. transportation)
- Provide job coaching when necessary.
- Intervene in requests for assistance in resolving problems that may arise on the job.
- Provide monthly follow-up either by a site visit or telephone contact.
- Review placement and ensure evaluation is completed at the end of the placement.

All personal information collected is strictly confidential and shall be used only as it relates to your volunteer work placement.

I have read and understood the above and agree to follow the conditions outlined therein.

Signature of Participant

Signature of Employer

**Signature of Placement
Coordinator**

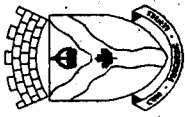
Date

**Regional Municipality
of Ottawa-Carleton
Job Development Services**

Employment Programs Division
400 - 880 Wellington Street

Ottawa, Ontario K1R 6K7

"Your partners in employment"



**We are a team of
experienced
employment
specialists offering
YOU two services.**

**We can save you
Time and Money!!!**

**Call us!
230-2871**

Service #1

**Are you planning to hire
an employee?**

**Our team of Job
Developers will give you
quality and speedy
services at no cost by:**

- Advertising your position(s)
- Organizing large hiring
- Collecting resumés related to your needs and forwarding them to your attention
- Screening potential candidates
- Providing follow-up to ensure your satisfaction

**Call us!
230-2871**

Service #2

**Ready to invest in your
business and
Community?**

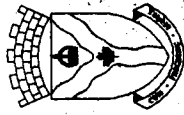
**Why not look into an
unpaid placement?**

- Carefully screened candidates will offer their services for three months in exchange for work experience and learning opportunities
- We will support employers and employees in this work experience

**Call us!
230-2871**

**Municipalité régionale
d'Ottawa-Carleton
Services de promotion
de l'emploi**

Division des programmes d'emploi
880, rue Wellington, bureau 400
Ottawa (Ontario) K1R 6K7
«*Vos partenaires en matière d'emploi*»



**Nous sommes une équipe de
spécialistes en matière
d'emploi et nous
VOUS OFFRONS
deux services.**

**Nous pouvons vous faire
épargner
temps et argent!!!**

**Appelez-nous!
230-2871**

**Service n°1
Envisagez-vous d'embaucher
un(e) employé(e)?**

**Notre équipe de spécialistes
en matière d'emploi vous
offrira gratuitement des
services rapides et de**

qualité en :

- faisant la publicité de votre ou de vos postes;
- organisant un recrutement à grande échelle;
- rassemblant des CV qui répondent à vos besoins et en vous les faisant parvenir;
- effectuant une première sélection des candidat(e)s;
- assurant un suivi pour garantir votre satisfaction.

**Appelez-nous!
230-2871**

**Service n° 2
Vous êtes prêt(e) à
investir dans votre
entreprise et votre
collectivité?**

**Pourquoi pas un stage
non rémunéré?**

- Des candidat(e)s trié(e)s sur le volet vous offriront leurs services pendant trois mois en échange de l'expérience et des possibilités d'apprentissage.
- Nous soutiendrons les employé(e)s et les employeur(e)s dans ce projet.

**Appelez-nous!
230-2871**

OTTAWA CITIZEN

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Tuesday, August 27, 1996

WORKFARE

Ontario's TEST steals jobs from students

By Joanna Claeys
For Southam Newspapers

Workfare is a new concept, designed to get people, if they are able, working for their money. I never thought it would affect me, a university student, until much later in life. Apparently, I was wrong.

As a student, I was faced with the difficult task of finding a summer job to earn money for school in the fall. I finished school in April, sent out about 100 résumés, but heard from no one.

When I returned to the fast-food restaurant where I worked for the minimum wage last summer, I was rehired, much to my relief.

Unfortunately, I was soon disillusioned. Instead of the nearly 60 hours a week I was scheduled for last summer, I was down for only two shifts of four hours each. Eight hours a week is simply not going to earn me enough money to return to university in the fall, especially in the face of tuition increases.

Bewildered, I began asking questions of my co-workers. The answers were shocking: five are on welfare and taking part in a program called Temporary Employment Skills Training (TEST).

Ordinarily, I wouldn't be concerned, but these five people are getting five shifts a week because the employers are being paid to hire them.

I began doing some research into the program. Funded by both the municipal and provincial governments, it requires participants (who are on welfare) to work for up to six months, where they receive training.

Candidates are selected according to interests, attitude and job readiness. They are subject to the same standards and regulations as all employees: they must be dependable, responsible and dress appropriately. The first half of the placement is unpaid — participants stay on assistance, and are paid \$10 a day to supplement their incomes. In essence, the employer is getting free labor. Employers must agree to pay wages for the second half of the placement.

Employers are obliged to provide training and the project is monitored by the government to identify any problems. Participants must complete the placement, but if there are justifiable reasons, both the employer and the participant may withdraw from the contract.

I realize people are entitled to earn a paycheque instead of taking government money, and I applaud them for trying to better themselves. However, I object to a program that takes jobs from students. Participants in this program are provided with jobs routinely filled by college, university and high-school students, thus reducing the number of jobs available to us.

If this is an indication of what the future and workfare holds, the public should be concerned. Soon, it will not only be students' jobs being filled by people in such programs, but jobs that might go to those who need substantial hours in order to support a family.

Workfare, according to Ontario Premier Mike Harris, will create jobs and help the economy. From what I have seen so far, it will result in a great deal of harm.

Any program that takes employment opportunities away from students attempting to better themselves through higher education is not good for the economy. Perhaps the public needs to seriously consider the dark side of what the workfare program may bring.

Joanna Claeys is a Chatham resident who will attend the University of Windsor this fall.