



## **Norton Sound Economic Development Corporation**

*Education, Employment and Training Department*

*2701 Gambell Street, Suite 400 Anchorage, AK 99503*

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*Brevig Mission, Diomede, Elim, Gambell, Golovin, Koyuk, Nome, St. Michael, Savoonga, Shaktoolik, Stebbins, Teller, Unalakleet, Wales, White Mountain*

## **Community Employment Program Guidelines & Application**

### **Program Overview:**

The Community Employment Program (CEP) provides each Norton Sound Economic Development Corporation (NSEDCC) member community funding for temporary, non-exempt, entry-level employment. The goal of the program is to provide an avenue for residents to gain the valuable skills and experience needed for future regular employment. It is the preference of NSEDCC that current post-secondary students are employed in these positions during their summer recess as a means to further their work experience and provide additional funds for education expenses. It is understood, however, that there are many factors associated with the hiring for such a position (including the potential for not having such a candidate available for employment), and NSEDCC expects that sound judgment will be used in the hiring process.

The NSEDCC Community Employment Program will be coordinated by its Education, Employment & Training (EET) Department. Cooperative employers will be responsible for the advertising, hiring, supervising, and health and safety of approved positions in their respective organizations.

### **Employer Guidelines:**

NSEDCC-sponsored temporary positions are to be administered by city governments and/or IRA or Traditional Councils in the Norton Sound region. These positions may be structured to address the various areas of interest of an applicant or a particular field of work. All positions must be assigned a supervisor and provide both challenging and meaningful work experience, allowing residents to develop specific career-related skills and a strong work ethic. All positions sponsored by NSEDCC will be subject to the hourly pay limits established by NSEDCC.

- NSEDCC's direct role in this partnership is to provide the funding for the payroll for these positions. No other funding for administrative or oversight purposes will be provided by NSEDCC. Funding for this program is granted on a yearly basis and must be utilized within the calendar year in which it is awarded.
- The City or IRA Council/Traditional Council will be responsible for providing all other aspects of employment (including supervision, working quarters, any necessary office supplies or equipment, etc.), and will be solely responsible for oversight and management associated with the position.
- Approved cooperative employment opportunities will be non-exempt, temporary (maximum 6 months in duration) positions and will provide a safe and healthy work setting with full-time supervision of the job recipient.
- An application must be submitted and approved by NSEDCC prior to the start of employment. NSEDCC will not reimburse for wages earned prior to approval or wages earned after December 31<sup>st</sup> of the program year.
- Upon approval, a fifty percent upfront payment for the wages and employment taxes for the approved position can be provided to the employing organization. Any further reimbursements for additional CEP funding will not be released until appropriate documentation is provided showing the full and appropriate use of any upfront funds.
- If the employing organization fails to fully utilize the fifty percent provided upfront or provide proper

documentation demonstrating that the funding was utilized as approved by NSEDC, a reimbursement must be made to NSEDC for any unused funding or unapproved expenditures. If the organization fails to reimburse NSEDC for any unused funds within the calendar year in which the funding was allocated, the organization will be suspended from this program until reimbursement is received.

- Back-up documentation for reimbursement requests must be in a form satisfactory to NSEDC, and NSEDC reserves the right to require additional information.
- Appropriate documentation may include copies of paychecks, accounting summaries, or other forms showing both wages and payroll tax expenses.
- NSEDC will provide an agreement for the program which must be signed by both organizations to be eligible for any upfront or reimbursable funds.

### **Employee Compensation:**

The maximum hourly rate for an employee working under the program will be \$25.00. Funding is structured to cover up to 640 hours (40 hours per week x 4 weeks per month x 4 months= 640 hours) of employee time at the maximum rate, with an additional 11% to cover employment taxes.

### **To Participate:**

If an eligible entity wishes to participate, a completed NSEDC Community Employment Program Application must be submitted to NSEDC for review and approval. At a minimum, the proposal must include the following information:

- Job title
- Current job description (include duties and tasks of the position, and employee expectations)
- Anticipated duration of position (start and end dates) *\*Employment cannot exceed 6 months*
- Supervision to be provided
- Rate of pay
- Funding method: Reimbursement or upfront payment request (50% (\$8,880) upfront maximum)
- Draft job posting for the employment opportunity
- Applications must be approved by NSEDC prior to offering employment

**Deadline:** NSEDC encourages eligible entities in a member community to work together on how the CEP funding will be utilized. Some communities split the funding yearly between two entities, while some have had eligible entities take turns utilizing the funds on alternating years.

NSEDC will accept CEP applications from January 1 to September 30 for current year funding. In the event that two eligible entities successfully apply before March 1, the funding may be split between the two. For example, each entity will have a total of \$8,880 available, and the 50% upfront funding will be \$4,440. The program allocation for a community may only be split two ways, and only the first two entities to apply before March 1 will be considered. After March 1, the entire allocation will be available on a first come, first served basis; however, two eligible entities may still split the allocation if they wish.

Completed applications and/or questions regarding the Community Employment Program can be directed to:

Dylan Johnson  
Education, Employment & Training Director  
Email: [djohnson@nsedc.com](mailto:djohnson@nsedc.com)  
Phone: (800) 650-2248 or (907) 274-2248  
Fax: (907) 274-2249



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## Community Employment Program Application

### Community Information

Member Community \_\_\_\_\_

Community Organization \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

Fax \_\_\_\_\_

### Job Information

Employee Name (if known) \_\_\_\_\_

Supervisor \_\_\_\_\_

Job Description (provide separate attachment if needed)

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**\*\*Length of employment cannot exceed 6 months\*\***

**Anticipated Start Date** \_\_\_\_\_

**Anticipated End Date** \_\_\_\_\_

**Rate of Pay (\$25.00 per hour maximum)** \_\_\_\_\_

**Upfront Payment Requested (50%)** \_\_\_\_\_

**Reimbursement Method** \_\_\_\_\_

**Submitted by** \_\_\_\_\_

**Signature** \_\_\_\_\_

**Title/Organization** \_\_\_\_\_

*\* As a friendly reminder, applications must be submitted and approved prior to offering employment. \**

Completed applications and/or questions regarding the Community Employment Program can be directed by email, fax or mail to:

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