

# WorkBC Wage Subsidy

EMPLOYER APPLICATION  
GUIDE

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**WorkBC** Employment  
Services

Ministry of Social Development and Poverty Reduction

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# 1 OVERVIEW

## WorkBC Wage Subsidy Program

The WorkBC Wage Subsidy program is an opportunity for employers to re-hire laid off employees, hire new employees and connect with WorkBC clients looking for work experience and job opportunities.

The WorkBC Wage Subsidy program offers an opportunity to employers by:

- Covering a portion of employee wages
- Providing disability supports to reduce work-related barriers for an employee
- Re-hiring/recalling laid off employees
- Hiring new employees

The program offers benefits to job seekers with:

- Paid work experience opportunities
- On-the-job training
- Possible long-term employment options

Local WorkBC Centres administer the program on behalf of the Ministry of Social Development and Poverty Reduction. With 102 WorkBC Centres throughout the province, you may wish to contact the one closest to you to discuss the wage subsidy program in more detail. [Find your local WorkBC Centre](#) on WorkBC.ca

## How To Use This Guide

This Guide to WorkBC Wage Subsidy will help your application be successful. Review the [Eligibility Criteria](#) to learn if your business qualifies for WorkBC Wage Subsidy. Here is some basic information to help you decide if the WorkBC Wage Subsidy is right for you:

- The job will need to be primarily based and performed in B.C.
- Most wage subsidies last for up to 24 weeks
- You can have five active wage subsidies (per CRA Business Number) at one time
- You can have a maximum of 10 subsidized employees per Ministry/WorkBC fiscal year (April – March)
- You can recall a laid off employee
- You cannot lay off or terminate an employee to access Wage Subsidy
- You cannot fill a vacant position caused by a layoff (unless that employee declines the position)

- You cannot be receiving Canada Emergency Wage Subsidy (CEWS) for the same employee, for the same time period

## 2 WAGE SUBSIDY RATES

### For WorkBC Clients

- First 8 Weeks: 50% subsidy (up to \$500 weekly)
- Second 8 Weeks: 25% subsidy (up to \$250 weekly)
- Final 8 Weeks: 15% subsidy (up to \$150 weekly)

### For Priority Clients

- First 8 Weeks: 75% subsidy (up to \$750 weekly)
- Second 8 Weeks: 50% subsidy (up to \$500 weekly)
- Final 8 Weeks: 25% subsidy (up to \$250 weekly)

### **Who are priority clients?**

Priority clients include Youth (aged 16-30) and individuals with disabilities (either Persons with Disabilities (PWD) designation through the Ministry of Social Development and Poverty Reduction or who have had a disability confirmed through a WorkBC Centre).

## 3 ELIGIBILITY CRITERIA

### Job Seeker Eligibility

All residents of B.C. who are not employed at all, this means not working full-time, part-time, temporary, etc., and are identified for this service through the WorkBC Contractor or through an employer may be eligible to participate in this service.

### Employer Eligibility

An employer must:

- Be a registered business in B.C.
- Be compliant with all applicable legislation including, but not limited to, the *Employment Standards Act*, *Workers Compensation Act*, *Income Tax Act (Canada)* and the *Employment Insurance Act (Canada)*
- Be at Arm's Length from the WorkBC Employment Services Contractor and potential employee
- Offer a full-time position of approximately 35 hours per week, unless the client has a special need for fewer hours per week and this need is documented (these clients must be Case Managed Clients who are matched through a WorkBC Centre)
- Offer Insurable Employment, as defined by the *Employment Insurance Act (Canada)*
- Offer a position where the job and work are primarily done in B.C.
- Not fill a position vacant because of layoff (other than by filling it with the laid off person, unless that person declines the position)
- Confirm that the client is not an existing employee working full-time, part-time, temporary, etc., or if the client is an existing employee, that they have been laid-off and are being recalled
- Confirm the client would not be hired in the absence of a Wage Subsidy
- Confirm that no workers will experience reduction in hours or be laid off as a result of the Wage Subsidy placement
- Offer the likelihood of long-term employment or provide needed work experience to enable client to achieve long-term employment elsewhere
- Pay reasonable, competitive wages that are reflective of the prevailing wage rate for the position

An employer must not:

- Be either the Government of BC or the Government of Canada
- Be considered “public sector”, including municipalities, schools, school boards, public universities and colleges, hospitals, health authorities or “other government entities”
- Lay off or terminate an employee for the purposes of accessing a Wage Subsidy
- Offer Employment based on 100 percent commission or piecework. Employment including some earnings based on commission or piecework may be supported, but the client must be paid a guaranteed labour market wage in addition to any commission-based earnings
- Be an active WorkBC client participating in Self-Employment Services
- Offer a position working under a WorkBC Contract
- Be the WorkBC Contractor that provides the Wage Subsidy
- Be in receipt of the Canada Emergency Wage Subsidy (CEWS), or other Wage Subsidy funding for the same client WorkBC will be subsidizing during the same period

## Questions and Answers

### **What does it mean to be “at arm’s length”?**

Arm's length means two parties (i.e. each may be an individual, a corporation, a society or another type of organization) that are free and independent of each other. There is no special relationship between them (e.g. family) and each has no authority to control the other nor does a common entity control both. If two parties are not arms-length from each other, any dealings between them may result in a perceived or actual conflict of interests and should be carefully considered.

For the purposes of arm's length, a family member includes immediate family as well as other relatives and individuals considered to be like family, whether or not related by marriage, common-law partnership, or any legal parent-child relationship.

### **Is the WorkBC Wage Subsidy Program only available for B.C. jobs?**

Yes, all individuals subsidized under a WorkBC Wage Subsidy must be in a position where the job and work are primarily done in B.C.

### **Can I receive the Canada Emergency Wage Subsidy (CEWS) and the WorkBC Wage Subsidy for the same employee?**

You cannot receive both for the same WorkBC client at the same time. You may be eligible for the WorkBC Wage Subsidy if CEWS has ended.

### **What is the maximum number of subsidies an employer is eligible for?**

An employer can have up to five active Wage Subsidy agreements per CRA Business Number at one time and a maximum of 10 subsidized clients per year.

### **Can I access WorkBC Wage Subsidy for any job seeker who is underemployed?**

Employees who are underemployed are not eligible for a Wage Subsidy. However, they are encouraged to contact their [local WorkBC Centre](#) to enquire about services and supports that might be available to help them achieve full-time employment.

### **Can employers recall employees who were laid off?**

Yes, but employers must not fill a position vacant due to a of layoff (other than with the laid off person, unless they have declined the position). An employer who lays off or terminates an employee for the purpose of accessing the subsidy is **not eligible**.

### **Can I provide a wage subsidy that is less than 35 hours per week?**

The 35 hours per week requirement is approximate. The intent of WorkBC Wage Subsidy is to support full-time placements. Job seekers who require less than a full-time Wage Subsidy must contact their WorkBC Centre (these clients must be Case Managed Clients who are matched through a WorkBC Centre).

## 4 APPLICATION

### How do I apply?

There are two ways to apply:

#### **Using one easy online application form**

- To hire someone new
- Recall an employee from layoff
- Get WorkBC to match you with a local job seeker

#### **Contacting a WorkBC Centre – there are 102 of them in B.C.**

WorkBC Centres administer the wage subsidy program, they can:

- Help you with your application
- Tell you more about the program
- Match you with a qualified job seeker

### What information do I need for the application?

You will need to supply some basic information about your business, such as contact information, address and your unique CRA Business Number.

You will have to answer questions such as:

- Do you have third party liability coverage?
- Do you have WorkSafeBC coverage?
- Do you meet the eligibility criteria?
- Are you compliant with all applicable laws?

You need about 10 minutes to complete the application. A WorkBC Centre will contact you if they need more information for your application, or if your application is approved.

If you have an identified job seeker in mind, you will need to submit their email in your application as well.

If you have a position available but have not identified an employee, you can apply to be matched to a qualified, job-ready candidate. WorkBC will inform you about the next steps in the application process once you have applied.

## **Do wage subsidy employees need to be WorkBC clients?**

Yes, employers can:

- Match existing WorkBC Case Managed Clients to opportunities
- Or, they can be identified by an employer
  - These job seekers will need to register with WorkBC Self-Serve using the [Online Employment Services](#) portal

## **How does my identified job seeker register?**

When you submit your application including an identified individuals' email, they will receive an email outlining the next steps.

## **What financial supports is an employer eligible for?**

Employers may be eligible for supports, such as:

- Some of the employee's wages (See Wage Subsidy Rates in Section 2)
- Employer portion of the Mandatory Employment Related Costs (MERCs)- EI, CPP, WorkSafeBC, Vacation Pay
- Disability supports to reduce barriers for an employee to work

# **5 CONTACT US**

At any time, you can contact a WorkBC Centre, and staff will be pleased to help you complete your application or answer your questions.

[Find your local WorkBC Centre](#) on WorkBC.ca