

NAME E. MORONEY PAY STUB
PERIOD ending 13 May
HOURS WORKED 80
GROSS WAGES 400.00 ✓
VACATION PAY 16.00 ✓

C.P.P. 13.56 6.43
U.I. 9.36 9.00
TAX _____
OTHER DEDUCT. _____
NET WAGES 377.08
CHEQUE NO. #152

MONITOR
FOR CEIC

23/8/90

NAME E. MORONEY PAY STUB
PERIOD 14 May - 27 May
HOURS WORKED 80 ✓
GROSS WAGES 400.00 ✓
VACATION PAY 16.00 ✓

C.P.P. 13.56 6.43
U.I. 9.36 9.00
TAX _____
OTHER DEDUCT. _____
NET WAGES 377.08
CHEQUE NO. #154

NAME E. MORONEY PAY STUB
PERIOD 28 May - 10 June
HOURS WORKED 80 ✓
GROSS WAGES 400.00 ✓
VACATION PAY 16.00 ✓

C.P.P. 13.56 6.43
U.I. 9.36 9.00
TAX _____
OTHER DEDUCT. _____
NET WAGES 377.08
CHEQUE NO. #156

NAME E. MORONEY PAY STUB
PERIOD 11 June - 24 June
HOURS WORKED 80 ✓
GROSS WAGES 400.00 ✓
VACATION PAY 16.00 ✓

C.P.P. 13.56 6.43
U.I. 9.36 9.00
TAX _____
OTHER DEDUCT. _____
NET WAGES 377.08
CHEQUE NO. #158

		PAY STUB		
NAME	<u>E. MORONEY</u>	C.P.P.	<u>13.56</u>	<u>6.43</u>
PERIOD	<u>25 JUNE - 08 JULY</u>	U.I.	<u>9.36</u>	<u>9.00</u>
HOURS WORKED	<u>80</u> ✓	TAX		
GROSS WAGES	<u>400.00</u> ✓	OTHER DEDUCT.		
VACATION PAY	<u>16.00</u> ✓	NET WAGES	<u>377.08</u>	
		CHEQUE NO.	<u># 161</u>	

		PAY STUB		
NAME	<u>E. MORONEY</u>	C.P.P.	<u>13.56</u>	<u>6.43</u>
PERIOD	<u>09 JULY - 28 JULY</u>	U.I.	<u>9.36</u>	<u>9.00</u>
HOURS WORKED	<u>80</u> ✓	TAX		
GROSS WAGES	<u>400.00</u> ✓	OTHER DEDUCT.		
VACATION PAY	<u>16.00</u> ✓	NET WAGES	<u>377.08</u>	
		CHEQUE NO.	<u># 163</u>	

		PAY STUB		
NAME	<u>E. MORONEY</u>	C.P.P.	<u>13.56</u>	<u>6.43</u>
PERIOD	<u>23 JULY - 05 AUG.</u>	U.I.	<u>9.36</u>	<u>9.00</u>
HOURS WORKED	<u>80</u> ✓	TAX		
GROSS WAGES	<u>400.00</u> ✓	OTHER DEDUCT.		
VACATION PAY	<u>16.00</u> ✓	NET WAGES	<u>377.08</u>	
		CHEQUE NO.	<u># 165</u>	

		PAY STUB		
NAME	<u>E. MORONEY</u>	C.P.P.	<u>13.56</u>	<u>6.43</u>
PERIOD	<u>06 AUG - 19 AUG</u>	U.I.	<u>9.36</u>	<u>9.00</u>
HOURS WORKED	<u>80</u> ✓	TAX		
GROSS WAGES	<u>400.00</u> ✓	OTHER DEDUCT.		
VACATION PAY	<u>16.00</u> ✓	NET WAGES	<u>377.08</u>	
		CHEQUE NO.	<u># 168</u>	

MONITOR
FOR CEIC

23/8/90



Office of the Comptroller
General Accounting Division
University of Alberta

JOURNAL VOUCHER

CONTROL
NUMBER

HIS SPACE FOR USE BY JV CLERK ONLY

VOUCHER
J

PERIOD

(Apr='01')

TYPE
T

TRANS. DATE		
YY	MM	DD

BATCH ENTITY

PLEASE PRINT CLEARLY

ACCOUNT NAME (DO NOT KEY)
Educa. Fclns.
Operating Budget

DEBITS

ACCOUNT NUMBER			
MAJ.	INTER.	MINOR	PROJECT
30	18	500	4282

TOTAL DEBITS
(CONTROL TOTAL)

AMOUNT
57 20
57 20

REF. No.	LEDGER DESCRIPTION (40 CHAR MAX)
	To: Women Studies

REASON
Women's Research Centre

CREDITS

64	01	131	4282
----	----	-----	------

TOTAL CREDITS
(DO NOT KEY)

AMOUNT
57 20 -
57 20 -

REF. No.	LEDGER DESCRIPTION (40 CHAR MAX)
	From: Edu. Fclns.
	Operating Budget

Correction of amount Women Studies to
reimburse Edu. Fclns. for photocopy expenses.

SUBMITTING DEPARTMENT	
PREPARED BY <i>L. White</i> (Ph: 3726) DATE <i>March 18</i> 19 <i>93</i>	CHECKED BY <i>B. Markel</i> (Ph: 0159) DATE <i>March 18</i> 19 <i>93</i>
Supervisor	

OFFICE OF THE COMPTROLLER ONLY	
CHECKED BY <i>/</i> DATE	19
APPROVED BY	DATE
Accountant/Supervisor	



626526

STATUS OF ITEMS NOT SHIPPED	TO (CENTRAL STORES OR OTHER DEPT.)		DATE
	Women's Studio		June 11/98
	DELIVER TO (ROOM & BLDG)		
	Educ. Bldg. 5-109 Educ. North		
	<input type="checkbox"/> WILL PICK UP		

CHARGE
TO

JOB	W/O	FILLED BY
ACCOUNT CREDITED	4082	
MAJOR INTERMEDIATE	MINOR	MEMO
ACCOUNT NUMBER	4082	
MAJOR INTERMEDIATE	MINOR	MEMO
TRUST TITLE		





[illegible]

FOR INFORMATION CALL	TELEPHONE
DEPARTMENT	
UA PURCHASING FOR	

UA PURCHASING 808

626526

SIGNED

AUTHORIZING SIGNATURE 		TOTAL 
DELIVERED BY 	RECEIVED BY 	

4 — REQUISITIONER'S COPY RETAIN WHEN ORDERING



Office of the Comptroller
General Accounting Division
University of Alberta

INTER-DEPARTMENTAL BILLINGS INDENT TRANSMITTAL SHEET

DEPARTMENT
CONTROL
NUMBER

Department: _____ Summary for the month of: _____

THIS SPACE FOR USE BY OFFICE OF THE COMPTROLLER

VOUCHER	
I B	534

PERIOD
12
(Apr='01')

TYPE
T

TRANS. DATE		
93	03	19
YY	MM	DD

BATCH ENTITY
Educ Fdls

CONTROL
NUMBER

PLEASE PRINT CLEARLY

INSTRUCTIONS FOR THE USE OF THIS FORM
APPEAR ON REVERSE SIDE.

SUBMITTING DEPARTMENT:
INDICATE NUMBER OF
DOCUMENTS IN THIS
BATCH

ACCOUNT NAME (DO NOT KEY)
Tanzania Project
✓ Women's Research Centre

ACCOUNT NUMBER			
MAJ.	INTER.	MINOR	PROJECT
1731	911	11282	
6401	131	4282	

TOTAL DEBITS
(CONTROL TOTAL)

AMOUNT
1350
9840
11190

FOR USE OF INDENT CLERK ONLY	
CORRECT (CHECK)	INCORRECT; RETURNED TO DEPT. (CHECK)
SIGNED	
	(Indent Clerk)
DATE	

Educ. Fdls.
Operating Budget

CREDITS
301850104282

TOTAL CREDITS
(DO NOT KEY)

11190

SUBMITTING DEPARTMENT
PREPARED BY S. W. L. (Ph: 3726) DATE Mar 17 1993
CHECKED BY A. L. L. (Ph: 0759) DATE March 17 1993
Supervisor

OFFICE OF THE COMPTROLLER ONLY
CHECKED BY A. L. L. DATE Mar 19 1993
APPROVED BY _____ DATE _____ 1993
Accountant/Supervisor



626526





CHARGE
TO

JOB	W/O		FILLED BY
ACCOUNT CREDITED	11880		
MAJOR	INTERMEDIATE	MINOR	MEMO
ACCOUNT NUMBER	4222		
MAJOR	INTERMEDIATE	MINOR	MEMO
TRUST TITLE			

STATUS OF ITEMS
NOT SHIPPED

FOR INFORMATION CALL	TELEPHONE
DEPARTMENT	
UA PURCHASING 808	

UA PURCHASING 808

SIGNED 	AUTHORIZING SIGNATURE 		TOTAL 98.40
	DELIVERED BY 	RECEIVED BY 	

626526

4 — REQUISITIONER'S COPY RETAIN WHEN ORDERING

Ro/ #34

TO (CONSIGNEE OR SUPPLIER)

SHIPPING FORM

199344

Synergy Press
P.O. 2023 (Ph. 566-5750)

Charlotteham P.E.I. C1H 747

INDIVIDUAL

Attn: Cybille Frey

DESCRIPTION OF GOODS

one envelope

EXPLANATION (BRIEF DESCRIPTION OF TRANSACTION)

Mail by Priority Post Courier

ORIGINATING UNIVERSITY DEPARTMENT

Educational Foundations

INDIVIDUAL

Dr. Bechler-Smith / 3000

TELEPHONE

3706/1329

DATE

April 21/93

PIECES

one

WEIGHT

VALUE

VIA MAIL PRIORITY POST FREIGHT AIR COURIER

☐
☐
☐
☐
☒

CHARGES

☐

PREPAID*

☐

COLLECT

APPROVED BY BUYER

*PREPAID TRANSPORTATION WILL BE CHARGED TO THE ACCOUNT INDICATED BELOW UNLESS OTHERWISE NOTED ON THIS FORM.

TRANSPORTATION OF DANGEROUS GOODS - ITEMS CLASSIFIED UNDER THE T.D.G. ACT MUST BE APPROPRIATELY PACKAGED, LABELLED CORRECTLY AND FULLY DOCUMENTED ON SHIPPING FORM AS FOLLOWS: CLASS (SUB CLASS), PIN # (UN), PACKING GROUP. DISPATCH DRIVERS WILL NOT PICKUP IF S/F NOT COMPLETE.

RETURNS - COMPLETE THIS SECTION (BELOW) IF GOODS ARE BEING RETURNED FOR CREDIT OR EXCHANGE WITH EXPLANATION. PURCHASING WILL ISSUE A CHANGE ORDER DOCUMENTING THE TRANSACTION AND A COPY WILL BE SENT TO YOU.

QUANTITY	DESCRIPTION	CLASS SUB-CLASS	PIN # U.N.	PACKING GROUP	UNIT PRICE	EXTENSION
one	Envelope					

TOTAL AMOUNT OF CREDIT REQUESTED

\$ 875

REASON FOR RETURN (ATTACH SUPPLIER'S WRITTEN PERMISSION)

INVOICE NUMBER

INVOICE DATE

INVOICE AMOUNT

UNIVERSITY ORDER NUMBER

ACCOUNT NUMBER

64-01131-11250

DEPARTMENT

Edmonton Research Centre

AUTHORIZING SIGNATURE

Marjorie Smith

UA MATERIALS MANAGEMENT 901

SHIPPING ADVICE



UNIVERSITY OF ALBERTA
MATERIALS MANAGEMENT DEPARTMENT
DISPATCH DISTRIBUTION DIVISION
EDMONTON, ALBERTA, CANADA T6G 2R3
TELEPHONE (403) 432-4668 TELEX 037-2979 FAX 432-7219

TO (CONSIGNEE OR SUPPLIER)

SHIPPING FORM
199344

INDIVIDUAL

DATE

DESCRIPTION OF GOODS

PIECES

WEIGHT

EXPLANATION (BRIEF DESCRIPTION OF TRANSACTION)

VALUE

ORIGINATING UNIVERSITY DEPARTMENT

VIA MAIL PRIORITY POST FREIGHT AIR COURIER

INDIVIDUAL

TELEPHONE

☐

☐

☐

☐

☒

CHARGES

☐

PREPAID*

☐

COLLECT

APPROVED BY
BUYER

*PREPAID TRANSPORTATION WILL BE CHARGED TO THE ACCOUNT INDICATED BELOW UNLESS OTHERWISE NOTED ON THIS FORM.

TRANSPORTATION OF DANGEROUS GOODS - ITEMS CLASSIFIED UNDER THE T.D.G. ACT MUST BE APPROPRIATELY PACKAGED, LABELLED CORRECTLY AND FULLY DOCUMENTED ON SHIPPING FORM AS FOLLOWS: CLASS (SUB CLASS), PIN # (UN), PACKING GROUP. DISPATCH DRIVERS WILL **NOT** PICKUP IF S/F NOT COMPLETE.

RETURNS - COMPLETE THIS SECTION (BELOW) IF GOODS ARE BEING RETURNED FOR CREDIT OR EXCHANGE WITH EXPLANATION. PURCHASING WILL ISSUE A CHANGE ORDER DOCUMENTING THE TRANSACTION AND A COPY WILL BE SENT TO YOU.

QUANTITY	DESCRIPTION	CLASS SUB-CLASS	PIN # U.N.	PACKING GROUP	UNIT PRICE	EXTENSION
ONE	Envelope					

TOTAL AMOUNT OF CREDIT REQUESTED **\$**

REASON FOR RETURN (ATTACH SUPPLIER'S WRITTEN PERMISSION)

INVOICE NUMBER

INVOICE DATE

INVOICE AMOUNT

UNIVERSITY ORDER NUMBER

ACCOUNT NUMBER

AUTHORIZING SIGNATURE

DEPARTMENT

UA MATERIALS MANAGEMENT 901

ORIGINATOR: DETACH AND RETAIN



INTER-DEPARTMENTAL MEMO

TO: Noreen Bell
FROM: Deborah Steinhilber
DATE: Apr 15/93

A few more bills to
pass along.

Thx.
Deborah



BILL INQUIRY CALL WINNIPEG 941-7400 STATEMENT DATE: MAR 28 93

NAME	ACCOUNT NUMBER	TELEPHONE/CIRCUIT NUMBER	PAGE
STIENSTRA D	1008 833 4	774 4971	1

LONG DISTANCE

LINE	DATE	FROM PLACE OR CONNECT TIME	MINUTES	TYPE	NUMBER CALLED	PLACE CALLED	AMOUNT
1	FEB 27	5:13 PM	12	*	902 463 8065	DARTMOUTH NS	3.67
2	FEB 28	4:55 PM	22	*	616 247 6806	GRAND RPDS MI	7.72
3	FEB 28	5:38 PM	1	*	604 493 8973	PENTICTON BC	.30
4	FEB 28	8:29 PM	8	*	616 451 3640	GRAND RPDS MI	2.81
5	MAR 2	2:37 PM	15	*	612 227 0059	ST PAUL MN	7.95
6	MAR 3	9:19 AM	6	*	416 872 9675	TORONTO ON	2.76
7	MAR 3	4:46 PM	19	*	403 988 9335	EDMONTON AB	8.74
8	MAR 4	9:32 AM	2	*	403 988 9335	EDMONTON AB	.92
9	MAR 4	3:39 PM	4	*	739 2024	ERIKSDALE MB	1.50
10	MAR 4	7:23 PM	4	*	902 425 3573	HALIFAX NS	1.22
11	MAR 5	7:39 PM	7	*	902 425 3573	HALIFAX NS	2.14
12	MAR 14	9:03 PM	2	*	739 2024	ERIKSDALE MB	.53
13	MAR 14	10:26 PM	46	*	616 247 6806	GRAND RPDS MI	16.15
14	MAR 15	9:08 PM	18	*	416 774 1130	DUNNVILLE ON	5.38
15	MAR 18	9:49 AM	2	*	416 736 5156	TORONTO ON	.92
16	MAR 18	6:04 PM	34	*	902 463 8065	DARTMOUTH NS	10.39
17	MAR 18	6:38 PM	15	*	902 425 3573	HALIFAX NS	4.58
18	MAR 18	6:54 PM	23	*	613 729 2647	OTTAWAHULL ON	6.88
19	MAR 21	7:28 PM	20	*	616 245 2927	GRAND RPDS MI	7.02
20	MAR 21	9:57 PM	1	*	616 247 6806	GRAND RPDS MI	.35
21	MAR 21	10:25 PM	1	*	616 247 6806	GRAND RPDS MI	.35
22	MAR 21	10:54 PM	78	*	616 247 6806	GRAND RPDS MI	27.38
23	MAR 24	8:34 PM	10	*	902 425 3573	HALIFAX NS	3.06
24	MAR 24	10:50 PM	60	*	616 247 6806	GRAND RPDS MI	21.06

9.66
1.67-PST
11.00
11 00

Total for Deborah's
phone bills:
18.59
54.22
11 00
83.81



BILL INQUIRY CALL WINNIPEG 941-7400 STATEMENT DATE: JAN 28 93

NAME	ACCOUNT NUMBER	TELEPHONE/CIRCUIT NUMBER	PAGE
STIENSTRA D	1008 833 4	774 4971	1

LONG DISTANCE

LINE	DATE	FROM PLACE OR CONNECT TIME	MINUTES	TYPE	NUMBER CALLED	PLACE CALLED	AMOUNT
1	NOV 27	EDMONTON AB	16	3	774 4971	WINNIPEG MB	5.78
2	DEC 24	10:00 AM	1	*	807 768 8182	THUNDERBAY ON	.44
3	DEC 25	3:52 PM	12	*	604 493 8973	PENTICTON BC	3.59
4	DEC 28	11:35 AM	1	*	403 988 9335	EDMONTON AB	.46 - D
5	DEC 29	7:27 PM	38	*	902 463 8065	DARTMOUTH NS	11.61
6	JAN 2	2:58 PM	1	*	519 471 6654	LONDON ON	.30
7	JAN 3	5:10 PM	9	*	902 425 3573	HALIFAX NS	2.75
8	JAN 4	6:27 PM	5	*	416 774 1130	DUNNVILLE ON	1.50
9	JAN 6	10:16 PM	24	*	616 247 6806	GRAND RPDS MI	8.42 - C
10	JAN 9	5:06 PM	3	*	403 988 9335	EDMONTON AB	.90 - D
11	JAN 9	5:10 PM	57	*	403 988 9335	EDMONTON AB	14.95 - D
12	JAN 9	10:02 PM	19	*	616 954 4199	GRAND RPDS MI	6.67 - C
13	JAN 9	10:21 PM	1	*	616 247 6806	GRAND RPDS MI	.35 - C
14	JAN 10	7:09 PM	4	*	739 2024	ERIKSDALE MB	1.00
15	JAN 12	8:30 PM	5	*	416 774 1130	DUNNVILLE ON	1.50
16	JAN 14	9:30 PM	1	*	616 247 6806	GRAND RPDS MI	.35 - C
17	JAN 17	GRND RP MB	2	2	586 1917	WINNIPEG MB	1.46
18	JAN 17	10:39 PM	29	*	616 247 6806	GRAND RPDS MI	10.18 - C
19	JAN 24	3:21 PM	13	*	902 463 8065	DARTMOUTH NS	3.97
20	JAN 24	6:01 PM	40	*	616 451 3640	GRAND RPDS MI	14.04
21	JAN 24	10:04 PM	1	*	616 247 6806	GRAND RPDS MI	.35 - C
22	JAN 24	10:14 PM	42	*	616 681 9340	DORR MI	14.74 - C
23	JAN 25	2:41 PM	6	*	416 235 2999	TORONTO ON	2.76
24	JAN 25	6:50 PM	8	*	807 768 8182	THUNDERBAY ON	2.29

16.31
1.14 8ST
1.14 4ST
18.59

CUSTOMER COPY — KEEP THIS COPY FOR PERMANENT RECORD
— TYPE OF LONG DISTANCE — SEE BACK OF BILL.



BILL INQUIRY CALL WINNIPEG 941-7400 STATEMENT DATE: FEB 28 93

NAME	ACCOUNT NUMBER	TELEPHONE/CIRCUIT NUMBER	PAGE
STIENSTRA D	1008 833 4	774 4971	1

LONG DISTANCE

LINE	DATE	FROM PLACE OR CONNECT TIME	MINUTES	TYPE	NUMBER CALLED	PLACE CALLED	AMOUNT
1	FEB 4	8:01 PM	32	*	613 523 7520	OTTAWAHULL ON	9.57
2	FEB 4	8:34 PM	16	*	403 988 9335	EDMONTON AB	4.78 - Roy
3	FEB 7	4:13 PM	29	*	902 463 8065	DARTMOUTH NS	8.86
4	FEB 7	8:23 PM	1	*	616 247 6806	GRAND RPDS MI	.35
5	FEB 7	10:49 PM	53	*	616 247 6806	GRAND RPDS MI	18.60
6	FEB 10	9:40 AM	13	*	403 675 6313	ATHABASCA AB	5.98
7	FEB 11	9:10 AM	36	*	613 238 3511	OTTAWAHULL ON	16.56
8	FEB 11	9:59 AM	25	*	613 238 3511	OTTAWAHULL ON	11.50
9	FEB 11	2:15 PM	1	*	613 238 1544	OTTAWAHULL ON	.46
10	FEB 11	3:01 PM	3	*	613 238 1544	OTTAWAHULL ON	1.38
11	FEB 12	6:15 PM	1	*	807 768 8182	THUNDERBAY ON	.29
12	FEB 13	9:14 AM	1	*	807 768 8182	THUNDERBAY ON	.29
13	FEB 14	6:08 PM	8	*	739 2024	ERIKSDALE MB	1.93
14	FEB 17	11:17 AM	15	*	613 995 2492	OTTAWAHULL ON	6.90 - Roy
15	FEB 17	8:25 PM	12	*	739 2024	ERIKSDALE MB	2.87
16	FEB 20	3:07 PM	2	*	613 729 2647	OTTAWAHULL ON	.60
17	FEB 20	8:38 PM	1	*	616 459 6429	GRAND RPDS MI	.35

47.56
3.33 PST
3.33 4ST
54.22



to: M. Assheton-Smith
Women's Research Centre

October 20, 1988

date:

our file:

from: Anna Minarchi, Employment Services
Personnel Services and Staff Relations

your file:

subject: PRIORITY EMPLOYMENT PROGRAM (P.E.P.)

This is to advise you that your recent P.E.P. program application has not been approved for funding by Alberta Career Development and Employment.

Due to government restraints the total amount of funding for P.E.P. for the University of Alberta was drastically reduced to \$50,000 or 14 positions. We have been advised that no additional funding is available at this time.

Please advise the project supervisor(s) in your department as to the status of their P.E.P. application.

Thank you for your assistance in this matter.

Anna Minarchi



to: Departmental Personnel Contacts

date: October 7, 1988

from: Anna Minarchi, Employment Services
Personnel Services and Staff Relations

our file:

your file:

subject: P.E.P. (Priority Employment Program)

This is further to the Summary and Guidelines distributed September 23, 1988.

Due to government restraints the total amount of funding for P.E.P. for the University of Alberta has been drastically reduced to \$50,000 or 14 positions. Therefore, positions will be approved from applications received to date. Please do not submit additional applications at this time.

You will be notified if your application has been approved after October 14.

Thank you for your cooperation with this matter.

/am

Anna Minarchi
5203

Alberta

CAREER DEVELOPMENT AND EMPLOYMENT

1

LEGAL (REGISTERED) NAME OF EMPLOYER

3

STREET

CITY/TOWN/VILLAGE

POSTAL CODE

Women's Research Centre

11043-90 Avenue

University of Alberta Campus

Edmonton, Alberta

T6G 2G5

2

PRIORITY RATING

PLEASE RATE ALL APPLICATIONS IN NUMERICAL ORDER AND INDICATE THE TOTAL NUMBER OF APPLICATIONS BEING SUBMITTED

OF

120376

NOTE: READ PROGRAM GUIDELINES, APPLICATION INSTRUCTIONS, AND TERMS AND CONDITIONS, (ALL PARTS OF THIS FORM) BEFORE COMPLETING THE APPLICATION FORM.

4

WORKSITE OR STREET ADDRESS (if different from mailing address)

STREET

CITY/TOWN/VILLAGE

5

REVENUE CANADA EMPLOYER REGISTRATION NO

6

MAIN ACTIVITY OF THE ORGANIZATION

7

TOTAL NUMBER OF CURRENT EMPLOYEES WORKING 32 HOURS OR MORE PER WEEK

8

SOCIETY REGISTRATION NUMBER (IF APPLICABLE)

9

CONTACT PERSON (must be available during regular business hours at the phone No. indicated below)

10

P.E.P. EMPLOYEE SUPERVISOR

11

P.E.P. EMPLOYEE JOB TITLE

12

NO. REQUESTED ON THIS APPLICATION

13

PROPOSED START DATE

14

PROPOSED END DATE

15

HOURS PER DAY

16

DAYS PER WEEK

17

HOURS PER WEEK

18

ACTUAL RATE OF PAY PER HOUR

ONLY ONE JOB TITLE/DESCRIPTION PER APPLICATION

19

P.E.P. EMPLOYEE JOB DUTIES (ATTACH A PAGE IF NECESSARY)

Under supervision to:

1)Develop and maintain an adequate fil ing system for the Research Centre.

2)To record minutes of all meetings and distribute them and other documents as necessary.

3)To develop first-level competence with the microcomputer and mainframe computer as required by the Research Centre.

4)To act as a receptionist and co-ordinate information flow through the Centre.

20

Have you read the attached guidelines?

YES

NO

21

Are you aware that:

(a)

the employee(s) cannot be supervised by an immediate family member?

YES

NO

(b)

employment must be at least 32 hours per week?

YES

NO

(c)

the employee(s) must have been Alberta residents for the past 6 months?

YES

NO

(d)

you must comply with the Manpower Development Act and the Employment Standards Act?

YES

NO

(e)

employee(s) must be on the payroll and have appropriate deductions? (UI, CPP and income tax)

YES

NO

22

Are you aware that it is the responsibility of your organization to pay the wages prior to reimbursement and that you should be able to carry the wages for at least a 2 month period?

YES

NO

23

Has this position been vacant for at least 3 months?

YES

NO

24

Did you receive any 1988 STEP funding for this position?

YES

NO

25

Have you hired anyone for this position? (If yes, what date did they start?)

YES

NO

Submission of this application does not guarantee funding under the Priority Employment Program. Upon written approval by the Minister of Career Development and Employment, evidenced by the signature of his delegate below, the terms and conditions of this contract including those contained on the reverse side of this document and all provisions of the Priority Employment Program Guidelines, become a legally binding agreement between the Employer and the Minister of Career Development and Employment. I, the undersigned, hereby certify that I have full power and authority to enter into this Agreement, and I acknowledge having read this Agreement, its Terms and Conditions and the Priority Employment Program Guidelines.

NOTE: Application must be approved prior to hiring P.E.P. employees.

26

SIGNATURE OF EMPLOYER

PRINT NAME

POSITION

DATE

Assistance to complete these forms is available free of charge from Alberta Career Development and Employment Offices.

If you choose to use a private consultant, you must identify the consultant in the space provided.

27

CONSULTANT'S COMPANY NAME

CONSULTANT'S NAME

PHONE NO.

DATE

FOR OFFICE USE ONLY

APPROVED

NOT APPROVED

WITHDRAWN

MINISTER OF CAREER DEVELOPMENT AND EMPLOYMENT

DATE

STATUS

NUMBER OF JOBS APPROVED

EFFECTIVE DATE

END DATE

HOURS PER DAY

DAYS PER WEEK

GOVERNMENT SHARE PER HOUR IF APPROVED

TOTAL DAYS TO BE WORKED

MAXIMUM FUNDING

COMMENTS

REC'D

CODE INIT.

DATA ENT.

UPD NO.

EMPLOYER NOTIFIED

M97 (88/07)

FORWARD WHITE, CANARY AND PINK COPIES OF APPLICATION TO ALBERTA CAREER DEVELOPMENT AND EMPLOYMENT.

KEEP PROGRAM GUIDELINES AND LAST COPY (GREEN) OF APPLICATION FOR YOUR RECORDS.

130351

130351





to: Academic Staff & Administrative Assistants

date: September 26, 1988

our file:

from: Brenda Lizotte

your file:

subject: Priority Employment Program (P.E.P.)

P.E.P. guidelines for the employment period November 1, 1988 through March 31, 1989 are attached. I have requested application forms from Personnel Services. Applications will be reviewed on a "first come-first served" basis; therefore, please submit your applications to me as quickly as possible. Applications will be signed by Bob Smyth and submitted to Personnel Services in the order in which they are received.

If you have any questions, please contact me or call Anna Minarchi, Personnel Services, at 5203. Thanks.



to: Departmental Personnel Administrators date: September 23, 1988

from: Anna Minarchi, Employment Services our file:
Personnel Services and Staff Relations your file:

subject: PRIORITY EMPLOYMENT PROGRAM (P.E.P.)-ALBERTA CAREER DEVELOPMENT & EMPLOYMENT

P.E.P. is now officially underway for 1988/89, and the purpose of this memo is to provide you with information and guidelines concerning the program.

The amount of funding available this year under the P.E.P. program is again one-half the amount available from last year. The application deadline set by the Government is October 14, 1988 however because applications will be reviewed on a "first-come, first-served" basis, we suggest that your application(s) be submitted to us as soon as possible. As soon as they are received here and co-signed, they will be forwarded to the Government for review.

As well, please note the following main points:

1. Projects may run for a maximum of five months-starting November 1 through to March 31, 1989.
2. Projects must be full-time (at least 32 hours/week) and a minimum of eight (8) weeks duration. Supervision must be provided during the project period.
3. Employees must be Alberta residents for the preceding six (6) months and must not have worked full-time in the previous three (3) months for the employer. (Full-time is defined as anything in excess of 20 hours/week).
4. The employer will be reimbursed \$4.50 per hour plus an additional 10% to help defray the employer's cost of benefits (e.g. UIC, WCB, vacation pay).

The following is additional information as it pertains to P.E.P. administration on campus. Your assistance is requested in informing interested staff in your department of the program and in following the procedures outlined here.

P.E.P. Guidelines: Each department will receive a copy of these guidelines, which should be made available to all staff members in the department who need this information.

Funding Approval: Applications submitted must be for NEW projects for UNEMPLOYED Albertans; projects/employees must NOT be carried over from S.T.E.P. Priority will be given to employers who top up wages. Work must be of a project nature and is not to displace existing or potential bargaining unit work.

Application Form Procedure: Application forms are now available and may be obtained from Personnel Services at 5203. A sample application form is attached -- please complete P.E.P. applications in this manner. ALL APPLICATIONS MUST BE SIGNED FIRST BY A DEPARTMENTAL ADMINISTRATOR (space #26 on application form) AND THEN COSIGNED BY PERSONNEL SERVICES BEFORE THEY WILL BE ACCEPTED BY THE GOVERNMENT. Projects must be submitted on original application forms; photocopies will not be accepted. Application forms should be returned to Personnel Services with all four copies intact. Please retain a photocopy of each application for your files. Our address is:

Personnel Services and Staff Relations
2-40 Assiniboia Hall
CAMPUS MAIL

Approved or Rejected Application Forms: Departmental personnel administrators will be advised of approved P.E.P. applications and will be asked to notify the project supervisors and coordinate the P.E.P. appointment(s). Copies of the approved applications will be sent to departments when received. These should be retained, as they serve as the official contract with Alberta Career Development and Employment for the funding. When all funds are allocated, the rejected project applications will be returned to the departmental personnel administrator so they may, in turn, advise project supervisors.

Account Numbers: For approved projects, and at the time notification of such approval is made, an accounting form will be provided for completion by the department involved. An account number (operating or trust) must be designated, as the wages for P.E.P. employees must be paid by the University before reimbursement is made. This will ensure funds are available when needed and that reimbursements are credited to the correct account. Instructions for the completion of the accounting form will be distributed at that time, detailing the criteria for signing authorities for the designated account.

Employee Information Forms: An Employee Information form is to be submitted for each P.E.P. employee when a P.E.P. project is approved. A sample form is attached. Please return the top three copies (white, yellow, blue) to Personnel Services when appointing a P.E.P. employee.

Claim Forms: Claim forms will be sent to departments with approved P.E.P. projects, as soon as they have been received by Personnel Services, along with all specific information regarding their completion and the distribution of P.E.P. employee paycheques.

Your cooperation with P.E.P. administration is appreciated. If you have any questions, please call Anna Minarchi at 5203.

AM/sd
Attachments

NOTE: READ PROGRAM GUIDELINES, APPLICATION INSTRUCTIONS, AND
TERMS AND CONDITIONS, (ALL PARTS OF THIS FORM) BEFORE
COMPLETING THE APPLICATION FORM.

APPLICATION NUMBER

120201

2 PRIORITY RATING

PLEASE RATE ALL APPLICATIONS IN
NUMERICAL ORDER AND INDICATE
THE TOTAL NUMBER OF APPLICATIONS
BEING SUBMITTED

XX OF XX

1 LEGAL (REGISTERED) NAME OF EMPLOYER
University of Alberta - Department
of
Payroll Division/Office of the Comptroller
Room 105, Administration Building, U of A
Edmonton, Alberta T6G 2M7

2 STREET
CITY/TOWN
VILLAGE
POSTAL CODE

SAMPLE ONLY

3 WORKSITE OR STREET ADDRESS (if different from mailing address)
STREET: XX CITY/TOWN/VILLAGE: XX 5 REVENUE CANADA EMPLOYER REGISTRATION NO: LTP216576

6 MAIN ACTIVITY OF THE ORGANIZATION: XX 7 TOTAL NUMBER OF CURRENT EMPLOYEES WORKING 32 HOURS OR MORE PER WEEK: n/a 8 SOCIETY REGISTRATION NUMBER (if applicable): n/a

9 CONTACT PERSON (must be available during regular business hours at the phone No. indicated below)
NAME: (Departmental Personnel Administrator) XX JOB TITLE: XX PHONE NO: XX

10 P.E.P. EMPLOYEE SUPERVISOR
NAME: XX JOB TITLE: XX PHONE NO: XX

11 P.E.P. EMPLOYEE JOB TITLE: XX

12 NO REQUESTED ON THIS APPLICATION	13 PROPOSED START DATE	14 PROPOSED END DATE	15 HOURS PER DAY	16 DAYS PER WEEK	17 HOURS PER WEEK	18 ACTUAL RATE OF PAY PER HOUR
XX	XX XX XX	XX XX XX	XX	XX	XX	XX

ONLY ONE JOB TITLE/DESCRIPTION PER APPLICATION

19 P.E.P. EMPLOYEE JOB DUTIES (ATTACH A PAGE IF NECESSARY)
XX

	YES	NO
20 Have you read the attached guidelines?	XX	
21 Are you aware that:		
(a) the employee(s) cannot be supervised by an immediate family member?	XX	
(b) employment must be at least 32 hours per week?	XX	
(c) the employee(s) must have been Alberta residents for the past 6 months?	XX	
(d) you must comply with the Manpower Development Act and the Employment Standards Act?	XX	
(e) employee(s) must be on the payroll and have appropriate deductions? (UI, CPP and income tax)	XX	
22 Are you aware that it is the responsibility of your organization to pay the wages prior to reimbursement and that you should be able to carry the wages for at least a 2 month period?	XX	
23 Has this position been vacant for at least 3 months?	XX	
24 Did you receive any 1988 STEP funding for this position?	XX	
25 Have you hired anyone for this position? (If yes, what date did they start?)	XX	

Submission of this application does not guarantee funding under the Priority Employment Program. Upon written approval by the Minister of Career Development and employment, evidenced by the signature of his delegate below, the terms and conditions of this contract including those contained on the reverse side of this document and all provisions of the Priority Employment Program Guidelines, become a legally binding agreement between the Employer and the Minister of Career Development and employment. I, the undersigned, hereby certify that I have full power and authority to enter into this Agreement, and I acknowledge having read this Agreement, its Terms and Conditions and the Priority Employment Program Guidelines.

NOTE: Application must be approved prior to hiring P.E.P. employees.

14 SIGNATURE OF EMPLOYER: XX PRINT NAME: XX POSITION: XX DATE: XX

Assistance to complete these forms is available free of charge from Alberta Career Development and Employment Offices.

If you choose to use a private consultant, you must identify the consultant in the space provided.

CONSULTANT'S COMPANY NAME: CONSULTANT'S NAME: PHONE NO: DATE:

FOR OFFICE USE ONLY

☐ APPROVED ☐ NOT APPROVED ☐ WITHDRAWN

MINISTER OF CAREER DEVELOPMENT AND EMPLOYMENT: DATE:

STATUS	NUMBER OF JOBS APPROVED	EFFECTIVE DATE	END DATE	HOURS PER DAY	DAYS PER WEEK	GOVERNMENT SHARE PER HOUR IF APPROVED	TOTAL DAYS TO BE WORKED	MAXIMUM FUNDING
		YEAR MONTH DAY	YEAR MONTH DAY			\$4.50		

REMARKS:

EC'D: CODE UNIT: DATA ENT: UPO NO: EMPLOYER NOTIFIED:

GUIDELINES 1988/1989 PRIORITY EMPLOYMENT PROGRAM COMMUNITY EMPLOYMENT ELEMENT

The purpose of this program is to provide municipal governments and non-profit organizations with a financial incentive to create additional employment for unemployed Albertans during the period November 1, 1988 to March 31, 1989.

A. Eligible Employers:

1. Eligible employers are:
 - (a) municipal governments,
 - (b) Indian bands and Métis settlements,
 - (c) incorporated non-profit organizations, and
 - (d) publicly funded organizations including school boards, hospitals and post-secondary institutions.
2. Only employers approved for participation by Alberta Career Development and Employment are eligible for participation under this element.
3. Federal and provincial government departments, crown corporations, commissions, government boards and agencies are not eligible.
4. Employers must demonstrate competent management, sound financial and administrative control and be able to provide the necessary training and supervision for employees.

B. Position Eligibility

1. Only new positions will be funded under this program. New positions are defined as those which are in addition to the regular staff of the employer and which are filled AFTER NOTIFICATION OF APPROVAL FROM ALBERTA CAREER DEVELOPMENT AND EMPLOYMENT. Retention support will not be considered.
2. Positions must provide continuous full-time employment of a minimum of 32 hours per week for at least 8 weeks. A maximum of 40 hours per week will be funded.
3. Job sharing is not permitted.
4. The maximum length of time for which funding is available for a position is four months. There will be no extensions.
5. Positions or similar positions funded within the last six months are NOT eligible for funding.
6. Eligible employers must have offices in Alberta and the employees must be working in Alberta.
7. Positions which are to be funded must not result in the dismissal, lay-off or reduction in regularly scheduled hours or period of work of any existing employees of the employer.
8. Employers cannot be receiving or expecting to receive other government funding for the employees and/or positions subsidized under this program.
9. Project activity must not take place in nor contribute to the enhancement or maintenance of personal property or residences owned, in whole or in part, by members of the organization or management personnel of the board or council.
10. Personal domestic work and personal child care activities are not eligible for funding.
11. Employers are encouraged to offer positions which provide meaningful work experience and career development opportunities for the employee.

C. Employee Eligibility

1. "Employees" means individuals employed under this program.
2. Employees must be at least 16 years of age prior to being hired under this program.
3. Employees must have been residents of Alberta for the past six months and must be legally entitled to work in Canada.
4. Employees must be unemployed or, if employed, working an average of 20 hours or less per week prior to being hired under this program.
5. Existing part-time employees may be eligible for funding for full-time employment provided that they are working an average of 20 hours or less per week. The employer must not increase the hours of a part-time employee before the application has been approved by the Alberta Career Development and Employment.
6. Employees cannot have been employed full-time by the employer in the past three months.
7. Employees must not be working more than 20 hours per week for another employer while being funded under this program.
8. Employees cannot be a member of the board or council of the organization.
9. Employees cannot be supervised by an immediate family member. "Immediate family" is defined as father, mother, son, daughter, husband, wife, brother or sister.

D. Funding Available

1. Alberta Career Development and Employment will fund employers \$4.50 per hour for an APPROVED position. Employers are encouraged to pay more than \$4.50 per hour however they are responsible for any additional amount.
2. Employers will be reimbursed an additional 10% of the funded wage rate to help defray employer costs towards vacation pay and employer contributions to the Canada Pension Plan and Unemployment Insurance.
3. Employers must pay the full wages of the employees and then claim for reimbursement on a monthly basis.
4. Employers are responsible for any financial arrangements necessary to cover employees' wages prior to reimbursement.
5. Employers are subject to a maximum funding allocation as determined by Alberta Career Development and Employment.

E. Preparation and Submission of Applications

1. An original application form must be fully completed and signed by a person who has legal and financial signing authority for the employer. A consultant must not sign for the employer. Photocopied applications forms will NOT be accepted.
2. The employer must identify who will act as a contact person. This individual must have knowledge of and responsibility for applications submitted by the employer and be available during business hours.
3. Where applicable, the employer should contact local union officials to ensure that an application will not violate union prerogatives.
4. Instructions for completing the application form are found on the reverse of this page. Employers requiring additional assistance should contact in office of Alberta Career Development and Employment.

5. Applicants who submit more than one application must prioritize their application: numerically in order of importance. After obtaining Departmental authorization, forward application(s) to:

PERSONNEL SERVICES AND STAFF RELATIONS
2-40 Assiniboia Hall
Edmonton, Alberta T6G 2E7

6. FUNDING IS LIMITED. APPLICATIONS WILL BE REVIEWED ON A FIRST-COME FIRST-SERVE BASIS.

F. Assessment and Approval

1. Applications must be approved by Alberta Career Development and Employment prior to commencing new employees.
2. Alberta Career Development and Employment may contact the employers to obtain additional information during the assessment of the applications. Applications may be revised.
3. Applications will be approved, amended or rejected based on the following:
 - (a) compliance with the program's guidelines and the terms and conditions,
 - (b) availability of program funding,
 - (c) involvement of the employer in other government employment and training programs, and
 - (d) the employers' priority.
4. Final authority for approval is vested in the Minister of Career Development and Employment or the Minister's delegate.
5. The employer will receive written notification of approval or rejection of an application.
6. Appeals must be submitted in writing to Alberta Career Development and Employment.
7. Amendments to the approved application must be requested in writing and must be approved by Alberta Career Development and Employment prior to implementation of change.
8. Employers cannot receive funding while directly involved in a labour dispute.
9. Employers who have an outstanding accounts receivable with Alberta Career Development and Employment are not eligible for funding until the amount has been repaid.

NOTE: EMPLOYERS MUST NOT HIRE UNTIL NOTIFICATION OF APPROVAL IS RECEIVED.

G. Conditions of Employment

1. Employers are responsible for:
 - (a) recruiting project employees and ensuring that they meet the eligibility requirements,
 - (b) completing employee commencement documentation, preparing and issuing records of employment (required for UI benefits) and T4 slips,
 - (c) ensuring employees appear on the payroll, issuing paycheques, making proper payroll deductions, maintaining attendance records and submitting remittances to the Receiver General,
 - (d) administering and providing direct supervision of their employees and ensuring safe working conditions,
 - (e) maintaining adequate liability insurance, and
 - (f) informing employees of their participation in the program.
2. Daily records of hours worked must be kept.
3. Employees cannot be contracted to another employer.
4. Employers must comply with the program guidelines, the Employment Standards Act, Manpower Development Act, Occupational Health and Safety Act, Workers' Compensation Act, and all other legislation, regulations and by-laws that are applicable.

PLEASE READ REVERSE SIDE

- 5 During the contract period Alberta Career Development and Employment will provide Workers Compensation coverage for employees funded under this program.
- 6 Employers may dismiss or suspend project employees if they are unable to satisfactorily perform their duties.
- 7 If a position becomes vacant it can be refilled with an individual who meets the eligibility requirements. If it is not filled within one month from the approved start date or from the date the position becomes vacant, the position is subject to cancellation.

based on an average of five working days in a calendar week. The maximum number of hours eligible for funding in a calendar week cannot exceed an average of 40.

- 8 If an overpayment occurs, the amount of overpayment shall be repaid to the Provincial Treasurer as soon as the overpayment becomes known.
- 9 Claim forms must be submitted on a monthly basis by the 15th of the following month.
- 10 The final claim form must be submitted within 60 calendar days of the completion of the contract.

H. Reimbursement for Wages Paid

- 1 Employers must pay employees funded under this program at least \$4.50 per hour.
- 2 Only hours actually worked by the employee will be reimbursed.
- 3 Claim forms must be completed by employers and must accurately reflect the hours worked by the employee.
- 4 The employer cannot claim for the employee's vacation leave, sick leave or the time a position is vacant. Only hours actually worked by the employee will be reimbursed except statutory holidays where applicable.
- 5 The maximum number of hours eligible for funding in a month will vary based on the number of approved working days in the month. The number of approved working days in a month is

I. Review and Audit

- 1 Payroll records must be accessible in Alberta. Employers must allow staff from Alberta Career Development and Employment and the Auditor General to interview employees and to inspect time sheets, commencement documentation and payroll records. Failure to do so will result in cancellation of the project.
- 2 Employers found to be in violation of the guidelines or the terms and conditions of the contract will be subject to cancellation and repayment of funds. Any payment made to the employer by Alberta Career Development and Employment shall be returned to the Provincial Treasurer upon written notice to the employer and such amount shall be considered a debt due to the Province of Alberta.

P.E.P. COMMUNITY EMPLOYMENT ELEMENT APPLICATION INSTRUCTIONS

NOTE: These instructions will ensure the accurate completion of application forms for the 1988/89 P.E.P. Community Employment Element. Any areas not outlined in these instructions should be left blank. Failure to carefully read these instructions may result in an incomplete or incorrect application. Project approval may be delayed or denied. Any questions should be directed to Career Development and Employment BEFORE the application is completed.

1. **LEGAL (Registered) NAME OF THE EMPLOYER** — the exact name under which your organization is registered — **UNIVERSITY OF ALBERTA — DEPARTMENT OF** _____
2. **PRIORITY RATING** — if your organization is submitting more than one application, each one should be prioritized numerically in order of importance and indicate the total number of applications being submitted.
3. **MAILING ADDRESS** — **Payroll Division/Office of the Comptroller**
Room 105, Administration Building, Edmonton, Alberta, T6G 2M7
4. **WORKSITE OR STREET ADDRESS** — the location where the P.E.P. employee would actually be working (if different from the mailing address).
5. **REVENUE CANADA EMPLOYER REGISTRATION NUMBER** — the account number under which you send C.P.P., U.I. and income tax deductions to Revenue Canada — **LTP216576**
6. **MAIN ACTIVITY OF ORGANIZATION** — the purpose or type of work done by your organization.
7. **TOTAL NUMBER OF CURRENT EMPLOYEES** — **N/A**
8. **SOCIETY REGISTRATION NUMBER** **N/A**
9. **CONTACT PERSON** — **Departmental Personnel Administrator**
10. **P.E.P. EMPLOYEE SUPERVISOR** — the name of the person who will directly supervise the P.E.P. employee.
11. **P.E.P. EMPLOYEE JOB TITLE** — e.g. Labourer, Research Assistant, etc.
12. **NUMBER APPLYING FOR** — the number of P.E.P. employees that would be hired to do the job on this application. **NOTE:** a separate application should be submitted for each P.E.P. job unless the employees have the same job title, work the same time period and are paid the same wage rate.
13. **PROPOSED START DATE** — the date that the P.E.P. employee would commence employment.
14. **PROPOSED END DATE** — the date that the P.E.P. employee would end employment.
15. **HOURS PER DAY** — the number of hours the P.E.P. employee would work each day.
16. **DAYS PER WEEK** — the number of days per week the P.E.P. employee would work.
17. **HOURS PER WEEK** — the number of hours the P.E.P. employee would work each week. A minimum of 32 hours per week is required. **NOTE:** Days per week (space 16) x hours per day (space 15) should equal hours per week (space 17).
18. **ACTUAL RATE OF PAY PER HOUR** — the gross hourly wage the P.E.P. employee will be paid (this is the total of the subsidized amount and any supplement amounts contributed by the employer).
19. **P.E.P. EMPLOYEE JOB DUTIES** (attach a page if necessary) — list the day to day tasks and responsibilities of the P.E.P. employee.
20. 25. Check the appropriate answer.
26. **SIGNATURE OF EMPLOYER** — the application must be signed by a person with signing authority for the employer. **NOTE:** This signature also indicates a commitment to the terms and conditions listed on the back of the application form.
27. **CONSULTANT'S COMPANY NAME** — **N/A**



MEMORIAL UNIVERSITY OF NEWFOUNDLAND
St. John's, Newfoundland, Canada A1C 5S7

FAX: 709-737-4569

Date: Oct 5 1988

To: Aureene Costuros

Company: Women's Research Centre

Department: 11043-90 Ave Uot A Campus

No. of Pages (Including Cover Page): 1 FAX:

From: Marilyn Assheton-Smith c/o Marilyn Porter

Department: Sociology Dept Account #: 105346

REMARKS:

Aureene

LTP 216576

1. Fill in Revenue Canada Employer registration number - you may need to call the Comptroller's office for it, or ask Susan (it will be the UoA number).
2. I think we are fully eligible - no one has been hired for this position which starts Oct 24, 1988

mg

For Marilyn Alexander Smith
c/o Marilyn Smith
Dept. of Sociology
Memorial University

TERMS AND CONDITIONS

1. The Employer acknowledges that the employee(s) will be hired in accordance with the Priority Employment Program Guidelines, which form an integral part of this contract.
2. The Minister of Career Development and Employment or the Employer may terminate this contract at any time.
3. This contract does not result in the employment of any person as an employee or agent of the Province of Alberta.
4. The Employer may not amend or assign this contract without the prior written consent of the Minister of Career Development and Employment.
5. Where any payment under this contract exceeds the amount that the Employer is properly entitled to, the excess shall be returned to the Provincial Treasurer upon written notice to the Employer, and such amount shall be considered a debt due to the Province of Alberta.
6. The Employer acknowledges that the Employer is not receiving any other financial support from any federal, provincial or municipal department, board, or agency for the positions sponsored under the Priority Employment Program.
7. The person signing this application on behalf of the Employer acknowledges that he/she has lawful authority to bind the Employer in respect of all conditions contained in this contract.
8. The person signing this application on behalf of an Employer who is not a legally incorporated body or registered partnership shall be personally liable for any and all obligations assumed by the Employer under this contract.
9. The information in this application is accurate to the best knowledge of the Employer and the person signing this application.
10. The Employer will indemnify and hold harmless the Minister from any and all claims, actions, damages or liability arising out of the acts or omissions of the Employer, the Employer's agents or employees.
11. The Employer shall be responsible for maintaining adequate liability insurance.
12. The Employer shall provide all necessary safety equipment to ensure the health and safety of all employees, as required by the Occupational Health and Safety Act.