



## **Norton Sound Economic Development Corporation**

*Education, Employment and Training Department  
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*Brevig Mission, Diomedes, Elim, Gambell, Golovin, Koyuk, Nome, Savoonga, Shaktoolik, Stebbins, St. Michael, Teller, Unalakleet, Wales, White Mountain*

## **Community Employment Program Guidelines**

### **Program Overview:**

The Community Employment Program (CEP) provides each Norton Sound Economic Development Corporation (NSED) 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 NSED that 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 NSED expects that sound judgment will be used in the hiring process.

The NSED 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 jobs in their respective organizations.

### **Employer Guidelines:**

NSED sponsored temporary jobs are to be administered by city governments and/or IRA or Traditional Councils in the Norton Sound Region. These jobs may be structured to address the various areas of interest of an applicant or a particular field of work. All jobs 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 jobs sponsored by NSED will be subject to the hourly pay limits established by NSED.

- NSED's direct role in this partnership is to provide the funding for the payroll for these positions. No other funding (administrative, oversight, etc.) will be provided by NSED.
- The City or IRA Council/Traditional Council will be responsible for providing all other aspects of employment (including 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 4 months in duration) positions and will provide a safe and healthy work setting with full-time supervision of the job applicant.
- Upon approval, a fifty percent upfront payment for the wages of 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 use of any upfront funds.

- Back-up documentation for reimbursement requests must be in a form satisfactory to NSEDC, which 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 \$18.00. Funding is structured to cover up to 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. At a minimum, the proposal must include the following information:

- Job title
- Job description (include duties and tasks of the position, and employee expectations)
- Anticipated duration of position (start and end dates)
- Supervision to be provided
- Rate of pay
- Reimbursement or upfront payment request (50% upfront maximum)
- Draft job posting for the employment opportunity

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

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