

2019 BBEDC Seasonal Employment Opportunities Program

Employee Request Information

Program Overview

BBEDC has developed the Seasonal Employment Opportunities Program in an effort to provide residents of the 17 BBEDC communities with temporary employment opportunities from 4-16 weeks in their community. Residents hired under this program will be employees of the hiring firm.

The Application to Request a Seasonal Employee must be completed and submitted by each company seeking to hire seasonal employees under the program. Each request will be evaluated by BBEDC staff to determine if the position(s) meets the guidelines established for this program.

An organization may request more than one seasonal employee. However, a separate request is required for each position. ***Filling out a request form does not guarantee that BBEDC will fund a seasonal employee.***

The organization requesting the position is the employer, not BBEDC, and all employer personnel policies will apply. The employer will supervise the employee and ensure that all labor laws are being followed, including payment of all wages, taxes, insurance and all other costs of employment. The wage offered to employees should be consistent with entry-level positions generally offered by the employer, and must be posted in advance but, at the discretion of the employer, wages may be supplemented during the employment if warranted.

BBEDC will reimburse the employer for all direct costs of such employment (except for supplemental payments) upon receipt of an invoice at the completion of employment. All invoices must be received no later than 30 days after the employment ends. The employees must be referred to BBEDC for an exit interview and the employer must submit a written report reviewing the employee's performance upon completion of employment. The employer should also prepare the employee to summarize the employment experience during the BBEDC exit interview. Failure of an employer to submit a written report upon completion of the employment may result in a denial of placement of future employees.

**For assistance in completing the application, please contact:
Education, Employment & Training Director Pearl Strub
or Education, Employment & Training Coordinator
Laticia Swift.**

***Bristol Bay Economic Development Corporation
(907) 842-4370 or (800) 478-4370 or (907) 842-4336 Fax***

PO Box 1464 ♦ Dillingham, AK 99576 ♦ Phone: (907) 842-4370 or (800) 478-4370
Fax: (907) 842-4336 or (888) 325-4336 ♦ Website: www.bbedc.com

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Program Requirements

- A. A complete Application to Request a Seasonal Employee that must include a detailed job description and the duration (start & ending dates) of employment.
- B. A detailed budget for the requested position must be submitted, including the entry level wage to be paid the employee and the associated employer paid taxes.
- C. The entity requesting the employee must identify an immediate supervisor and contact information. The supervisor must be someone working with the employee on a daily basis.
- D. BBEDC will produce a Memorandum of Agreement that the employer must sign before the employment begins.
- E. BBEDC will assist the employer in recruiting an employee after a request for applications has been submitted. BBEDC will advertise positions in the community they are to take place, and others if applicable.
- F. Employees must fulfill the BBEDC residency requirements.
- G. Employer submits high resolution pictures of the Seasonal Employee performing job duties to BBEDC with final report.

Note: Job applicants in default in any BBEDC programs are no longer eligible to participate in additional BBEDC programs or services until fully compliant.

2019 BBEDC Application to Request a Seasonal Employee

Date of Application: _____

Name of Community: _____

Name of Entity: _____

Address: _____

Phone: Fax Number: _____

E-mail contact: _____

Seasonal Employee Position Title: _____

Employee Supervisor: _____

Supervisor Phone Number: _____

Supervisor Email: _____

General Liability Coverage: _____

(Coverage Amount and Name of Insurer)

Workman's Comp Insurer: _____

How did you learn about this program?

Liaison Website BBEDC Program Other Describe Other
Staff Directory

Application Questions

1. Tell us about the proposed position and why you feel a seasonal employee is needed.

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2. Have you had a seasonal employee in this position in the past? If so, please explain how the position was funded. Is the funding still available? If not explain why.

3. What will be the employee's basic duties? Please attach a full job description.

4. What can your organization contribute to this position (i.e. wages, room, board, specialized training etc.)?

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5. Is there a possibility for a full time or part time regular position with your organization after the seasonal position has ended? If so, please explain.

6. Provide a detailed timeline & projected cost of the position requested. This should include length of employment, wages, hours of regular pay, hours of overtime pay, and any other costs associated with the position. **(Complete Employment Budget Worksheet for the budget.)**

7. Do you plan to rehire the prior year's BBEDC Seasonal Employee for this position? If so, why and what is the resident's name?

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