

2023 BBEDC Seasonal Employee Request Application

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 Seasonal Employee Request 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 and you may be asked to prioritize positions based on funding available.***

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 Department
Rachel Tilden, Director**

**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.** The completed Seasonal Employee Request form, this must also include a **separate** detailed job description with the duration (start & ending dates) of employment.
- B.** Complete the Employment Budget Worksheet for the requested position, including the entry level wages to be paid to the employee and the associated employer paid taxes.
- C.** The entity requesting the employee must identify an immediate supervisor and contact information. The supervisor listed 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.** Employers are required to follow all labor laws set by the Alaska Department of Labor.
 - i.** Additional information on Labor Laws can be found on their website at <https://www.labor.state.ak.us/lss/whhome.htm>
- F.** Employees must fulfill the BBEDC residency and program requirements.
- G.** Employer must submit high resolution pictures of the Seasonal Employee performing job duties to BBEDC with final report.

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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: _____

Alternate Supervisor Contact: _____

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. Brief description of the employee's basic job duties?

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, work schedule, hours of regular pay, hours of overtime pay, and any other costs associated with the position.

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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BBEDC Budget Worksheet

| Wages Per Hour | Hours Per Week | Number of Weeks | Total Hourly & OT Wages | Gross Total Wages |
|----------------------------------|----------------|-----------------|-------------------------|-------------------|
| | | | | |
| O/T Per Hour* | | | | |
| | | | | |
| Workman's Comp. Rate | | | | |
| Fica Rate | | | | |
| Fica-Med Rate | | | | |
| AK ESC | | | | |
| | | | | |
| Total Requested | | | | |
| | | | | |
| Does your company pay into FUTA? | | YES / NO | | |

| | |
|------------|--|
| Start Date | |
| End Date | |

Alaska Department of Labor Statutes and Regulations*

Please review and list any exemption for this position regarding overtime that is listed in the *Employment Practices and Working Conditions*? **This would also include any employee with an agreed upon flexible work schedule.** (Article 3. Alaska Wage and Hour Act Sec. 23.10.060. Payment for overtime)

- _____
- _____
- _____

Name of Entity: _____
 Position Title: _____