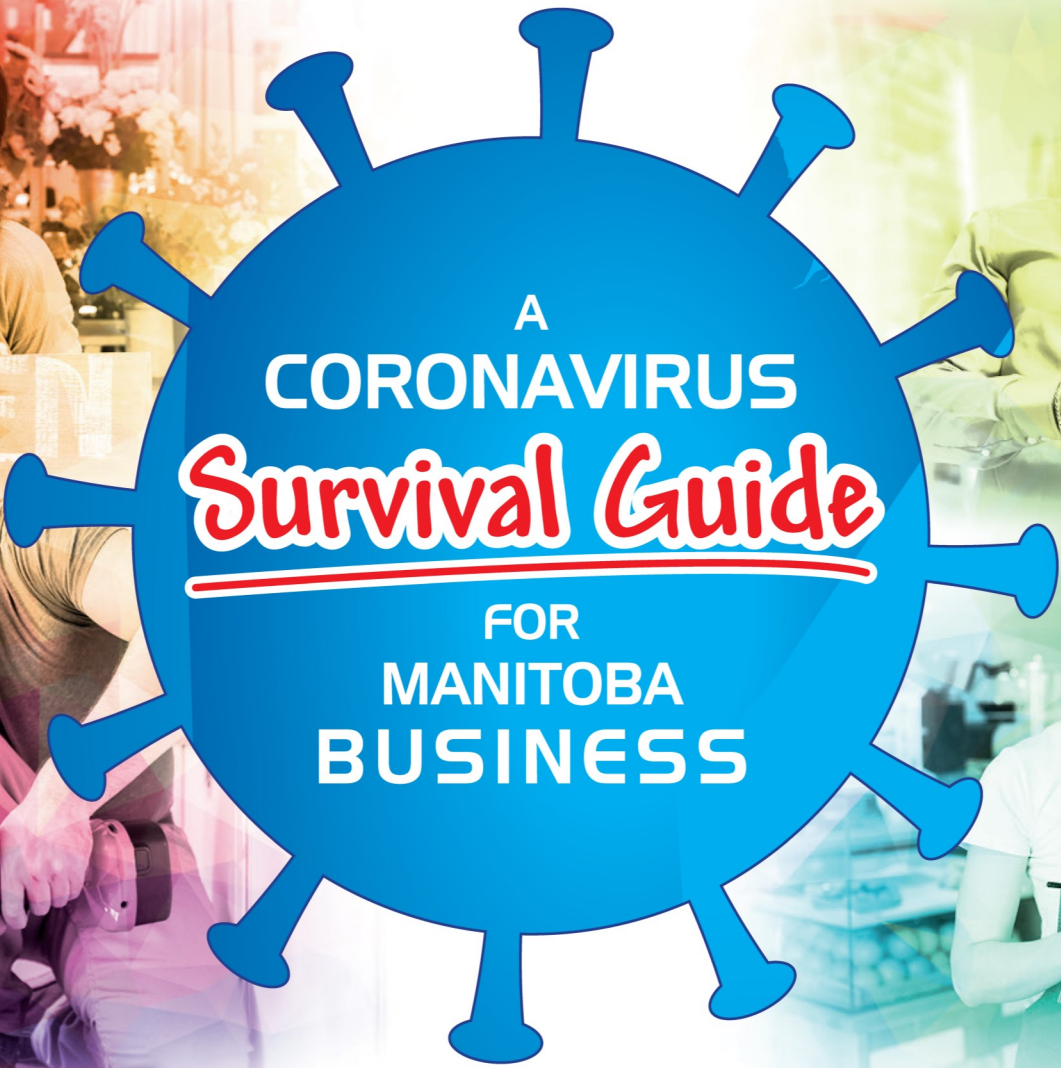


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## HEALTHY HIRE MANITOBA PROGRAM REFERENCE GUIDE

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# HEALTHY HIRE MANITOBA PROGRAM

## REFERENCE GUIDE



**T**he Manitoba government is now accepting applications for the Healthy Hire Manitoba Program, a wage support program designed to help private-sector employers reopen and encourage employees to get fully vaccinated and return to work.

Under the Healthy Hire Manitoba Program, local employers can apply for up to \$50,000 in provincial support to help cover the wages of new employees who can attest\* they have been vaccinated, intend to be vaccinated or are unable to be vaccinated.

Eligible employers will receive a grant equivalent to 50 per cent of wages for a maximum of 10 employees, with a maximum of \$5,000 per employee. The wage support covers full pay periods for employees hired on or after June 10, 2021 with the last pay period ending October 15, 2021.

The Healthy Hire Manitoba Program is available for newly-hired employees who started working no earlier than June 10, 2021 or a rehired employee who worked for that employer in a previous year or who was laid off as a result of the public health restrictions.

**NOTE:** The Healthy Hire Manitoba Program will be amalgamated with the previously announced Manitoba Youth Jobs Program for a total of \$45 million available to support employers as they bring employees of all ages safely into the workplace. New applications will no longer be accepted under the previous Manitoba Youth Jobs Program and employers that have already applied will be notified regarding next steps.

**\*IMPORTANT NOTE: ATTESTATION UNDER THIS PROGRAM CANNOT BE USED AS A CONDITION OF EMPLOYMENT.**

The program complements other federal and provincial government programs available to Manitoba employers in 2021, including the Canada Emergency Wage Subsidy, Canada Emergency Hiring Program, Canada Summer Jobs and the Manitoba Green Team program. Employers that are participating in a different government program may receive funding to hire additional employees. Employees who had their wages subsidized by another program with a hire date prior to June 10, 2021 before their participation in the Healthy Hire Manitoba Program are not eligible.

### ELIGIBLE EMPLOYERS:

To qualify under the program, an employer must meet all of the following requirements:

- Employers must be an active and permanent Manitoba-based business or organization physically operating in the Province of Manitoba as a sole proprietorship, partnership, corporation, co-operative, non-share corporation, not-for-profit organization or registered charity.
- Possess an active and valid Canadian Revenue Agency (CRA) issued Business Number/Charity Registration Number.
- Be in good standing with the Manitoba Companies Office at the time their application is assessed (not required for sole proprietors, registered charities)
- Have a valid bank account with a Canadian financial institution. When applying to the program, employers must submit a void cheque/direct deposit form from their financial institution. The bank account holder name must be associated with the Business Number you submit.
- Have an active email address and maintain communication with the program.
- Must declare they have supported public health protocols in the workplace, including providing new hires with public health vaccine information.

Employers that do not meet all of the eligibility requirements at the time of their application will not be accepted into the program. Rejected applicants can re-submit a new application for re-assessment until the application deadline.

# HEALTHY HIRE MANITOBA PROGRAM

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### INELIGIBLE EMPLOYERS:

- Federal or provincial government departments, crown corporations and special operating agencies.
- An incorporated municipality or band council.  
<https://www.gov.mb.ca/mr/contactus/pubs/mod.pdf>  
<https://www.gov.mb.ca/inr/publications/pubs/indigenous-organizations-in-manitoba.pdf>
- Political parties.  
[https://www.electionsmanitoba.ca/en/Political\\_Participation/Registered\\_Political\\_Parties](https://www.electionsmanitoba.ca/en/Political_Participation/Registered_Political_Parties)  
<https://www.elections.ca/content.aspx?section=pol&dir=par&document=index&lang=e>
- A Manitoba government reporting entity that is controlled by the Manitoba government.  
<https://www.gov.mb.ca/government/finances/financialstatements.html>
- Employers that have an unpaid fine for violating a COVID-19 regulation.
- Employers that have an outstanding Manitoba Business Start Loan Guarantee, a loan under the Manitoba Industrial Opportunities Program.
- Employers that are in arrears for taxes owing to Manitoba on March 20, 2020 (i.e., before the original state of emergency due to COVID-19), and have not since rectified this amount in arrears. This does not include businesses that have deferred taxes as a result of COVID-19 relief programs to defer tax remittances.
- Employers without a bank account associated with the Business Number submitted.

### ELIGIBLE EMPLOYEES:

To be eligible under the program, the employee must:

- Be a current Manitoba resident eligible to work in Manitoba.
- Be directly employed by the applicant employer in 'insurable employment' for the purposes of establishing entitlement to Employment Insurance (EI) benefits.  
For more information about 'insurable employment', visit: <https://www.canada.ca/en/revenue-agency/services/tax/canada-pension-plan-cpp-employment-insurance-ei-rulings/cpp-ei-explained/canada-pension-plan-employment-insurance-explained-8.html>
- Be a **new hire**, having started working for the employer **no earlier than June 10, 2021**. The employee is allowed to be a re-hire from a previous year or if the employee was laid off as a result of the restrictions.
- Temporary foreign workers legally entitled to work in Canada are eligible under the program. Employers are required to retain copies of work permits for these workers and provide to government officials when requested.

Employers are responsible for ensuring employees meet the eligibility requirements.

### INELIGIBLE EMPLOYEES:

The following employees are not eligible under the program:

- An immediate family member or an individual who lives with someone who has a direct financial interest in the business (owner, major shareholder), board member, director, executive member of the applicant organization or any person who is involved in the hiring or responsible for the supervision of the employee.  
*Immediate family definition: This is a person's smallest family unit, consisting of their closest relatives, such as parents, spouse, siblings and children. This includes biological, adopted and relatives through marriage.*
- Employees hired that result in the lay-off, reduction of hours or dismissal of any current employees.
- Self-employed individuals, independent contractors or sub-contractors. Workers must be employees of the applicant employer to be eligible.

# HEALTHY HIRE MANITOBA PROGRAM

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### INELIGIBLE EMPLOYEES CONT:

- Individuals with a financial interest in the applicant business/organization. Owners are **not** eligible to receive reimbursement for wages paid to themselves.
- Individuals not legally entitled to work in Canada.
- Individuals that do not attest that they have been vaccinated, intend to be vaccinated or are unable to be vaccinated.

### FINANCIAL SUPPORT:

Eligible employers will receive a grant equivalent to 50 per cent of wages for a maximum of 10 employees, with a maximum of \$5,000 per employee.

The wage support covers full pay periods for employees hired on or after June 10, 2021 with the last pay period ending Oct. 15, 2021

### ELIGIBLE WAGES:

Eligible wages used to calculate the grant include all regular, overtime and statutory holiday wages, including for hourly and salaried employees.

Payments not related to hourly/salaried wages are **not** eligible including, but not limited to:

- Bonuses
- Incentives/commissions
- Remote pay
- Meal allowances
- Travel allowance and lodging

Commissioned sales persons with a minimum wage guarantee are eligible under the program; however, the program will only subsidize their hourly wage. Employers will be required to submit documents supporting hours worked and hourly wages for these employees.

The program does **not** reimburse any Mandatory Employer Related Costs (MERCs) employers are required by law to pay including:

- Employment Insurance premiums and Canadian Pension Plan contributions
- Vacation Pay
- Workers' Compensation premiums or equivalent liability insurance (if applicable)
- Health and Post-Secondary Education Tax levy (HE Levy)

### PROGRAM REQUIREMENTS:

To receive a grant under the program, employers must demonstrate they have complied with the following program requirements when they submit their final claim under the program. Employers that are unable to provide proof they have complied with program requirements will not receive a grant, and will be required to pay back to Manitoba any advance payments issued to their business.

Employers must:

- Obtain and provide the following documentation to Manitoba government officials demonstrating the employee meets eligibility requirements:
- Declaration that they have received attestation from all employees applied for under the program. Employees will attest that they have been, intend to be or are unable to be vaccinated.
- Declaration that they have supported public health protocols in the workplace, including providing new hires with public health vaccine information.

# HEALTHY HIRE MANITOBA PROGRAM

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### PROGRAM REQUIREMENTS CON'T:

- Evidence the employee is a Manitoba resident through government issued ID or other form of age validation. This information may be recorded on a Record of Employment (ROE) or on a pay stub issued by the employer.
- Be a new hire as of June 10, 2021. This information may be demonstrated through year-to-date amounts on their first pay stub, a signed letter of offer or another form of communication with the employee at the time of hire.
- Employed in 'insurable employment'. This may be demonstrated through EI deductions recorded on pay stubs or a Record of Employment.
- Have a valid Social Insurance Number. Employers are required to obtain Social Insurance Numbers of employees.
- Have a valid work permit (if applicable). Employers are required to retain a copy of the employees' work permit.
- Comply with Manitoba employment standards including:
  - Pay all employees at least Manitoba's current minimum wage plus 4% vacation pay, and for overtime worked and statutory holidays. Wages must also be paid directly to the employee. For more information:
    - Minimum Wage:  
[https://www.gov.mb.ca/labour/standards/doc\\_minimum-wage\\_factsheet.html](https://www.gov.mb.ca/labour/standards/doc_minimum-wage_factsheet.html)
    - Vacation Pay:  
[https://www.gov.mb.ca/labour/standards/category\\_holidays\\_factsheet.html](https://www.gov.mb.ca/labour/standards/category_holidays_factsheet.html)
    - Overtime Pay:  
[https://www.gov.mb.ca/labour/standards/category\\_hours\\_factsheet.html](https://www.gov.mb.ca/labour/standards/category_hours_factsheet.html)
    - Statutory Holiday Pay:  
[https://www.gov.mb.ca/labour/standards/doc\\_gen-holidays-after-april-30-07\\_factsheet.html](https://www.gov.mb.ca/labour/standards/doc_gen-holidays-after-april-30-07_factsheet.html)
- Remit all applicable payroll deductions to the Canada Revenue Agency <https://www.canada.ca/en/revenue-agency/services/tax/businesses/topics/payroll/calculating-deductions.html>
- Issue pay stubs showing hours worked, gross pay by sub-category, vacation pay, deductions and net pay to all eligible employees participating in the program
- Obtain proof of payment for all wages paid to the employee. This may include bank statements and copies of cheques.
- Comply with all public health orders related to COVID-19 and pay COVID-19 related fines (if applicable).

Manitoba will not be responsible for any injury, harm, or damage or loss of property to the employer or employee participating in the Manitoba Youth Jobs Program. All parties are responsible for working in accordance with applicable laws of Manitoba. Manitoba reserves the right to suspend, hold back or end its commitment to provide funding under this program if the employer:

- Owes money to Manitoba.
- Becomes, or is about to become, bankrupt or insolvent, go into receivership or take the benefit of any statute relating to bankrupt or insolvent debtors.
- Has an order or a resolution is passed for the dissolution or winding-up of the business, or for any other reasons the business is likely to lose corporate status.

# HEALTHY HIRE MANITOBA PROGRAM

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### PROGRAM REQUIREMENTS CONT:

- Stops operating or are about to stop operating.
- Any statement made by the applicant or by someone else on their behalf, including any statement in their program application or claim, is false or misleading.
- It is reasonable for Manitoba to believe that the business did not comply with, or the business is about to fail to comply with any term or obligation of this program.

In the unlikely event that Manitoba pays more than the employer is entitled to receive under the program, the extra amount will be considered to be an overpayment. Any overpayment must be repaid by the business to Manitoba as soon as Manitoba asks the employer to pay it.

### ADVANCE PAYMENT PROCESS:

Eligible employers can request to receive advance payments equal to \$750 per eligible employee hired under the program. Employers will be able to request up to 10 advance payments to a maximum advance payment of \$7,500.

Employers will submit their advance payment requests through the online eform that will be made available once they have been accepted into the program.

Advance payment requests must be made by **August 15th, 2021** to be eligible. Late advance payment requests will not be accepted.

Advance payments will be made through Electronic Funds Transfer.

#### IMPORTANT:

- Employers are responsible for ensuring the employees they are receiving advance payments for are eligible under the program. Employers may be required to return advance payments issued to ineligible employees.
- All employers that receive an advance payment are required to submit a final claim. Employers that do not submit a final claim will be required to return the full advance payment.

### FINAL PAYMENT PROCESS:

Eligible employers are required to submit a final claim for all eligible employees.

Final claims will be accepted starting on August 16, 2021 and may be submitted until October 30, 2021.

Final claims will not be accepted after the deadline.

Eligible employers will receive email directions on how to submit their final claim for all eligible employees under the program. The final claim will be made using an online final claim form. Employers must include all employees they are claiming under the program in one final claim submission.

Final payments will be made through Electronic Funds Transfer.

#### IMPORTANT:

- Employers are responsible for ensuring their final claim submission is complete and does not contain any errors.
- Employers will not be permitted to amend their final claim submission, including adding or exchanging employees.

# MANITOBA YOUTH JOBS PROGRAM

## REFERENCE GUIDE



### SUPPORTING DOCUMENT REFERENCE TABLES:

#### EMPLOYEE ELIGIBILITY REFERENCE TABLE:

The table below outlines that various documents employers can use to demonstrate their compliance with program eligibility requirements.

DOCUMENT TYPE:	ELIGIBILITY CRITERIA				
	MANITOBA RESIDENCY	ELIGIBLE START DATE	INSURABLE EMPLOYMENT/ EMPLOYMENT STANDARDS COMPLIANCE	ELIGIBLE TO WORK IN CANADA	VACCINATION
RECORD OF EMPLOYMENT (ROE)	X	X			
THIRD PARTY PAY STUB	X	X - First paystub with Year to Date Amounts	X		
INTERNAL PAY STUB	X	X - First paystub with Year to Date Amounts	X		
LETTER/EMAIL WITH START DATE		X			
DRIVERS LICENSE	X				
WORK PERMIT				X	
ATTESTATION - TEMPLATE PROVIDED					X

#### EMPLOYER PROOF OF PAYMENT REQUIREMENTS:

First and last paystub from the program employment period. Both paystubs must include YTD amounts for hour and wages.

If YTD amounts are **not** included, a template outlining hours and wages certified by a certified financial officer or equivalent will be accepted. Template to be provided.

#### PROGRAM PERIOD:

The grant is calculated based on full pay periods that entirely fall between June 10, 2021 and October 15, 2021.

Partial pay periods are not eligible.

Pay period definition: This is the period of time the employee performed work. Pay periods can be weekly, biweekly, semi-monthly or monthly. Paystubs should clearly outline the start and end of the pay period.

#### KEY DATES:

The earliest an employee can be hired to qualify under the program	June 10, 2021
Application Opens	July 13, 2021
Deadline to claim an advance payment	August 15, 2021
Final claim application opens	August 16, 2021
<b>APPLICATION DEADLINE</b>	<b>September 30, 2021</b>
The latest a pay period must end to qualify	October 15, 2021
<b>DEADLINE TO SUBMIT FINAL CLAIM</b>	<b>October 30, 2021</b>

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### APPLICATION PROCESS:

Online application opens July 13, 2021.  
Employers have until September 30, 2021 to apply.

### REVIEW PROCESS:

- Employer completes online application which is vetted to determine if the employer is eligible for the program:
  - Employers that submit information that cannot be verified will be notified by email that their application is rejected.
  - These employers will have an opportunity to re-submit an application before the application deadline of September 30, 2021.
- Eligible employers will be notified by email within two weeks of submission.
- Eligible employers will receive additional details via email on how to submit an advance payment request and the final claim.

**Late applications will not be accepted.**

**Employers are responsible for submitting an accurate application by the deadline.**

**Online Application Form:** [forms.gov.mb.ca/healthy-hire-manitoba/](https://forms.gov.mb.ca/healthy-hire-manitoba/)

### CRITICAL ADDITIONAL MANITOBA YOUTH JOBS PROGRAM INFORMATION:

For a list of **Frequently Asked Questions** on the Healthy Hire Manitoba Program [please click here](#).

The information on this reference guide and on the Manitoba Business Matters website is based on rapidly-developing relief programs and legislative changes and is produced by Manitoba Business Matters as an information service to Manitoba businesses.

It is not intended to substitute professional advice.

These summaries will be updated as support programs and legislation continues to evolve.

For the most comprehensive and current information, please review the Province of Manitoba resources for businesses impacted by COVID-19 by [clicking here](#).



### STAY INFORMED!

As updates related to this program and more is released we will be sending out bulletins and helpful guidance for your business.

[Click here](#) to subscribe to our newsletters to get reliable, up to the minute information right to your inbox.