



Back to Work

Youth Incentive Guidelines

“Our most urgent priorities are to get unemployed Islanders working, keep people in work and create new employment opportunities and jobs through sustainable economic growth”

Strategic Plan 2012

Introduction

The Youth Incentive is designed to encourage and support employers to recruit young jobseekers into sustainable permanent jobs through the payment of a financial incentive of up to £6500.

Key aims of the Youth Incentive are:

- To encourage employers to recruit locally qualified job seekers aged 16-24 into full time sustainable permanent employment.
- To reduce the number of young people who are long term unemployed for a period of 6 months or more.

Value of Youth Incentive

Employers may claim up to £6500 for permanent contracts of 35 hours per week. This value is based on the cost to an employer of 35 hours per week at minimum wage (£6.63) plus the employer Social Security contributions (6.5%).

Qualifying employers

The Youth Incentive is open to any employer operating in Jersey and who are registered under the Control of Housing and Work Law. This includes commercial businesses, States-owned utility companies, charities, foundations, not-for-profit organisations and the States of Jersey.

There is no limit to the number of young people an employer can recruit supported by the Youth Incentive.

Qualifying candidates

Employers will source candidates through the Back to Work Employer Engagement team based at the Social Security Department, which can be contacted on 447411 or at backtowork@gov.je.

Candidates will be:

- Aged 16-24.
- Locally qualified for work (i.e. Entitled or Entitled for work).
- Registered with Social Security as Actively Seeking Work (ASW) for least 6 months or active clients of the Jersey Employment Trust.

Excluded candidates

- Any person who is not classified as either Entitled or Entitled to Work.
- Any individual who has not been registered as actively seeking work for 6 months or more.
- Any person aged 25 years or over.
- Non-EU nationals whose visa does not allow them recourse to public funds.
- Any candidate deemed unsuitable for the Youth Incentive by Back to Work.

Qualifying contracts of work

- Permanent contracts of at least 35 hours paid employment per week .
- Permanent contracts of fewer than 35 hours will be considered on a case by case basis only where this is appropriate for the individual jobseeker concerned (e.g. parent with young children). In this case incentive funding will be paid on a pro rata basis using hours worked.
- Permanent contracts paid at the Trainee wage will be supported by a reduced Youth Incentive in line with the Trainee wage.
- Employers may fund pay rates higher than minimum wage and/or more than 35 hours per week.

Excluded contracts of work

- Fixed term contracts.
- Zero hour contracts.
- Temporary contracts.
- Any job paid with an offset for accommodation and/or food.
- Sub-contracted work from a self-employed contractor.
- Any role which is already subject to grant aid or subsidy from another States of Jersey department or associated body.

How the Youth Incentive works

1. Employer contacts Back to Work with a vacancy (call 447411 or backtowork@gov.je).
2. Back to Work team provide details of qualifying candidates who are best matched to the vacancy.
3. Employer shortlists, interviews and then selects candidate(s) who they wish to recruit and issues permanent contract.
4. Employer submits to Back to Work application form (which includes hours, rate and first date of pay) and copy of signed and dated employment contract.
5. Back to Work team confirm allocation of the incentive to the employer.
6. Back to Work maintains contact (at least once a month) with both the employer and employee to support candidates as required during the first 6 months
7. Employer submits payslip(s) monthly in arrears for each month of the incentive period.
8. Payment made directly to employer by Back to Work within two working weeks.

Claiming payments

Once a Youth Incentive has been approved, Employers should claim monthly in arrears, once a month during the incentive period.

- The employer needs to submit payslips that confirm the individual recruited has been paid in accordance with their contract after each month of employment. Payments will be made, once a month and within 2 working weeks by BACS directly to the company or organisation's bank account
- All claims have to be submitted to Back to Work within one month of the supported employee completing the incentive period.
- It is the responsibility of the employer to ensure that employees recruited with the support of the Youth Incentive are aware that personal information (employment contracts and payslips) will be provided to Social Security as evidence for a claim. Employers should note that if they don't obtain an employee's consent it is a breach of data protection rules.

Employee sickness absence or unpaid leave

The employer will recruit candidates in accordance with their normal contract and terms and conditions. Should the employer not pay the employee for a period, e.g. unpaid leave or sickness absence, then the employer will not be able to claim a payment for this.

Additional types of pay

Additional payments such as overtime, bonuses, commission, pension, healthcare, benefits in kind (e.g. car, uniforms etc.) do not affect the amount of the Youth Incentive payable to the employer. These additional payments can therefore still be paid to the employee.

Support for employers

It is intended that employees hired under the Youth Incentive will be successfully retained in their permanent post.

However, should issues arise, support will be available to employers through the Back to Work team to help the employee overcome any issues and sustain employment. Employers should contact the Back to Work team as soon as an issue arises.

In circumstances where employment cannot be sustained then the employer will still be able to claim a payment under the Youth Incentive on a pro rata basis (dependent upon amount paid to employee) and subject to Back to Work being satisfied that the employer has done all they can to ensure sustainability of employment.

Legal position of employer

The person in respect of whom the incentive is payable will be an employee of the employer making the application to receive the incentive. The employer will recruit candidates in accordance with their normal contract and terms and conditions. Standard probation and notice periods will apply and the employee will have statutory rights and responsibilities under the Employment (Jersey) Law 2003.

Legal Position of Youth Incentive

This is a non-statutory scheme. As such the terms of the Youth Incentive can be amended or withdrawn without notice at the discretion of the Minister for Social Security.

It is very much hoped that employers will use the Youth Incentive as intended. In particular, it is expected that employers will act in good faith and not release existing locally qualified staff with the intention of replacing them with new employees under the Youth Incentive.

The Minister therefore reserves the right to:

- Restrict or refuse specific employers from access to this or future incentive programmes.
- Withhold or cancel interim or final payments to specific employers.
- Request additional evidence from the employer.
- Request evidence from the employee.
- Recover Incentive payments incorrectly claimed.
- Use Social Security contributions data and benefit data to verify claims made under the scheme.

Additionally, circumstances may arise where an employer claiming a payment under the Youth Incentive is being pursued for monies owed to the Department. Should this situation arise the Minister reserves the right to offset incentive payments against any monies owed to the department.

As a non-statutory scheme the decision of the Minister of Social Security is final.

Provision and Publication of financial accounts

A number of requirements exist for any grant scheme operated by the States of Jersey to ensure that any funds granted are spent in the manner intended. These are detailed below for information.

The Comptroller and Auditor General may audit the employer where the grant received is greater than £5,000. Employers may also be subject to audit where the grant is less than £5,000 if the total amount represents at least 50% of the total income received that year.

Grant receiving organisations must provide accounts in accordance with the table below for each year in which a grant is made by the States of Jersey, except when there are grounds for exemption.

An organisation is able to submit a request for exemption from provision and/or publication of accounts where doing so would disadvantage the organisation's commercial interests, or breach confidentiality agreements, Codes of Practice (e.g. Access to Information held by the States, June 2004) or legislation (e.g. Data Protection Legislation).

Amount of Grant	Financial Accounts	Publication of accounts
Greater than £75,000 (a)	Audited, signed accounts must be provided within 6 months of the organisation's year end.	The signed Accounts will be published by the Treasury in a report to the States (b).

(a) This applies to a single grant of more than £75,000 or multiple grants – from one or more department(s) – for the same purpose that when aggregated exceed £75,000.

(b) In publishing a report to the States, the accounts will be publicly available.