

2024 BBEDC Seasonal Employment 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 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
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

2024 BBEDC Seasonal Employee Request

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 advertise approved positions in the community where they are to take place, and others if applicable. BBEDC will assist the employer with the recruitment and the interview process for an employee after the Seasonal Employee Request application has been submitted and approved.
- E. Employers are required to follow all labor laws set by the Alaska Department of Labor in order to be reimbursed.
 - i. Additional information on Labor Laws can be found on their website at <https://www.labor.state.ak.us/lss/whhome.htm>
- F. To consider an applicant they must first fulfill the BBEDC residency/program requirements and submit a complete application. Applicants must not be currently employed by an organization for their applications to be considered.

2024 BBEDC Seasonal Employee Request

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.

2024 BBEDC Seasonal Employee Request

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?

2024 BBEDC Seasonal Employee Request

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: _____