

Policy No.	HRSTUDENT01
Department Ownership	Human Resources
Approved by Council	April 25, 2017
Effective Date	April 26, 2017



Micmacs of Gesgapegiag

Student Employment Program Policy and Procedures

Table of Contents

- 1. EFFECTIVE DATE..... 2
- 2. DEFINITIONS 2
- 3. SCOPE..... 3
- 4. PROGRAM ELIGIBILITY CRITERIA..... 4
 - 4.1 Criteria..... 4
 - 4.2 Priority Categories 5
- 5. RESPONSIBILITIES..... 6
- PROCEDURES 7
- 6. Application Process 7
 - 7. DEADLINES 8
- 8. LENGTH OF EMPLOYMENT AND SALARY 8
- 9. DURING EMPLOYMENT..... 8
- 10. AT THE END OF STUDENT EMPLOYMENT..... 9
- 11. INFORMATION MANAGEMENT 9
- 12. APPEAL OF DECISION 9
- Appendix A: Micmacs of Gesgapegiag’s Student Employment Program Application Form 10
- Appendix B: Micmacs of Gesgapegiag’s Student Assessment Form (under development)..... 10
- Appendix C: Micmacs of Gesgapegiag’s Employer Evaluation Form (under development)..... 10
- Appendix D: Micmacs of Gesgapegiag’s Contract with Employer (under development)..... 10

1. EFFECTIVE DATE

This policy and procedures was approved by Council on April 25, 2017 and is effective as of April 26, 2017. It will be reviewed at least every five years.

2. DEFINITIONS

Under this program policy,

“**Academic year**” as defined by education institution.

“**Canadian residency**”, for the Micmacs of Gesgapegiag Post-Secondary Education Support Program (PSESP), means the applicant has resided in Canada for 12 consecutive months prior to apply to the PSESP.

“**Certificate of Indian status**”, commonly referred to as the status card, is an identity document issued by Indian and Northern Affairs Canada (INAC) confirming the individual is registered as an Indian under the *Indian Act*.

“**Co-op program**” means a program of study where the student alternates between academic studies and paid work placements related to his/her areas of interest.

“**Council**” are individuals who have been democratically elected every four years to represent Micmacs of Gesgapegiag members and provide directions to an administration responsible for the development, implementation, monitoring and evaluation of programs and services to Micmacs of Gesgapegiag members. The Council is comprised of one Chief and eight councillors. Each councillor is assigned one of more portfolios such as Education.

“**Eligible Micmacs of Gesgapegiag student**” means a Micmacs of Gesgapegiag member who meets all the eligibility criteria of the Micmacs of Gesgapegiag Student Employment Program Policy.

“**Equivalent studies**” means any program of study at the secondary-high school level recognized by the Quebec Ministry of Education to be equivalent to Grade 9.

“**High School\Secondary Program**” includes general, technical\vocational or courses taken at an Adult Education Centre.

“**Human Resources**” is the Department within the Micmacs of Gesgapegiag Administration responsible for the development, implementation, monitoring and evaluation of the Micmacs of Gesgapegiag Human Resources Policies, Directives and Procedures.

“**Immediate family**” means the student’s: spouse or common-law partner; father and mother and the spouse or the common-law partner of the father or mother; children and the children of the student’s spouse or common-law partner; grandchildren; brothers and sisters; grandfather and grandmother; father and mother of the spouse or common-law partner and the spouse or common law partner of the father or mother; relative who resides permanently with the student or whom the student permanently resides; and, parent surrogate by tradition.

“Micmacs of Gesgapegiag” is the legal name of one of three Mi’gmaq communities on the south shore of the Gaspésie with a total population of almost 1,500 of which close to 50% live in the community. For the purpose of this policy, the term can also mean the administration arm responsible for the development, delivery and review of programs and services.

“Micmacs of Gesgapegiag member” means an individual registered as an Indian under the *Indian Act* and whose name is on the Micmacs of Gesgapegiag Band Membership List (Registry Group) maintained by INAC.

“Part-time students” are students in less than the required number of courses to be considered full-time, as defined by the school or the post-secondary education institution.

“Post-secondary education program” means a recognized program of study offered by a recognized post-secondary education institution for which completion of secondary/high school or equivalent is required for admission and the program duration is one year (2 semesters) or longer.

“Program of Study” includes all post-secondary education programs, at least one academic year in duration, leading to an ACS or a certificate, diploma or degree. Programs less than one academic year which are prerequisites to post-secondary programs of at least one academic year are included.

“Students” are Micmacs of Gesgapegiag members enrolled either at the high school\secondary (regular, technical\vocational or adult education) or post-secondary level at the time of application and who will return to school after being employed by the Micmacs of Gesgapegiag.

“Work Experience” means paid work placements for students under Co-operative (co-op) education, paid employment during the summer or paid part-time employment during the school year within the Micmacs of Gesgapegiag Administration.

3. SCOPE

For the Micmacs of Gesgapegiag, Education is one of the pillars of its autonomy. Over the years, programs have been implemented to support Micmacs of Gesgapegiag members in their lifelong learning journey. Learning can take place in school and through work experience. The Micmacs of Gesgapegiag Council, its Administration and its Human Resources Development Commission want to: help students gain work experience through student employment, in particular employment related to the student’s program of study or career aspirations; encourage them to be successful in school; and expose them to the importance of good work ethic.

By doing so, the Council and its Administration directly contribute to the development of the human resources capacity of the Micmacs of Gesgapegiag for its benefit and future development and the well-being of its Micmacs of Gesgapegiag members.

This policy and procedures shall serve as the operating guidelines for the Micmacs of Gesgapegiag Administration as well as the Gesgapegiag Human Resources Development Commission to

implement a Student Employment Program that is coordinated, standardized, transparent and efficient.

OBJECTIVES

The objectives of the program are to:

- Increase student employment within the Micmacs of Gesgapegiag Territory, Administration, Businesses and Organizations;
- Encourage eligible Micmacs of Gesgapegiag students to apply to student positions available either full-time during the summer period and or part-time during the school year within the Micmacs of Gesgapegiag Territory, Administration, Businesses and Organizations;
- Assist students financially; and,
- Offer a financial contribution to employers interested in hiring eligible Micmacs of Gesgapegiag students for summer jobs directly related to the student's program of study or for work placement as part of the student's co-op program.

4. PROGRAM ELIGIBILITY CRITERIA

4.1 Criteria

Students

To apply for a student employment position(s), the applicant must:

- be a Micmacs of Gesgapegiag member;
- have Canadian residency;
- have at least completed Secondary III\Grade 9 or equivalent studies (modified programs, etc.);
- be in school at the time of application or must have successfully completed current school year or current semester for post-secondary students;
- continue to go to school full-time (exception for part-time only for students returning to complete their studies) after summer student employment or after the work placement; and,
- not be the subject of a sanction under Micmacs of Gesgapegiag Post-Secondary Education Support Program.

Employers

To be considered for a financial contribution by the Micmacs of Gesgapegiag towards the salary of an eligible Micmacs of Gesgapegiag student, the potential employer must:

- confirm that the job offered is related to the student's program of study or that the employment will provide a learning opportunity that will benefit the student;
- support the student to maximize his\her success; and,
- offer **summer** employment.

When the employer is a member of the student's immediate family, the employer is not eligible under this program.

4.2 Priority Categories

The Micmacs of Gesgapegiag does not have sufficient funds to financially support all eligible Micmacs of Gesgapegiag students for student employment. Therefore, the following categories will be used to rank all applications received:

Category One:

- A. Full-time post-secondary students who have successfully completed their school year or recent semester of their post-secondary education program of study OR full-time students who ceased to attend during the previous post-secondary school year for valid reasons (which must be documented by a valid medical certificate or in the case of a death in the immediate family by a valid medical certificate or a letter from the student's faculty advisor dated no more than two weeks after having officially withdraw from school) OR students that have successfully completed their Secondary III (Grade 9) and going to vocational studies.
- B. Full-time post-secondary students who have successfully completed their school year or recent semester of their post-secondary education program and continuing on to post-secondary education part-time to complete their program of studies.

Category Two:

Secondary/high school graduates and continuing on to post-secondary education or high school students continuing into a technical-vocational program at the high school level without a break in studies.

Category Three:

Secondary IV & V/Grade 10 & 11 (that do not graduate) students continuing at the high school level.

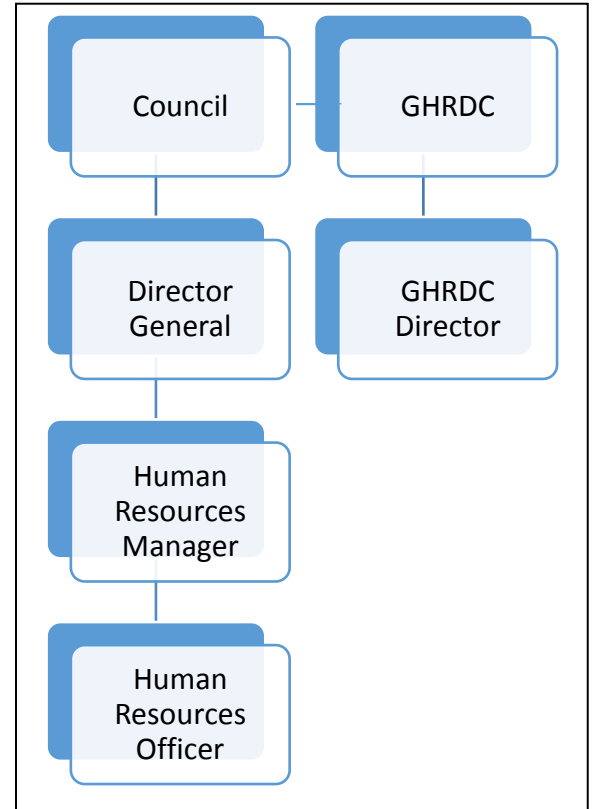
Category Four:

Secondary III/Grade 9 students continuing at the high school level or equivalent studies (modified programs, etc.).

In the event of insufficient funds the Micmacs of Gesgapegiag will prioritize the residents of Gesgapegiag. Priority will be then based on the geographic proximity beginning with the community going outwards.

5. RESPONSIBILITIES

This program is administered by Human Resources within the Micmacs of Gesgapegiag Administration and the Micmacs of Gesgapegiag Human Resources Development Commission. The Human Resources Manager is responsible and accountable for the development and implementation of this Policy and Procedures. All departments within the Administration have to implement this Policy. The Human Resources Manager reports to a Director General who, in turn, reports to Council. The Human Resources Manager delegates the administration of the Student Recruitment Program to the Human Resources Officer. Under the direct supervision of the Human Resources Manager, the officer is responsible for: implementing the Micmacs of Gesgapegiag Student Recruitment Program Policy and Procedures by: working with all departments to identify potential student employment opportunities; working with the Micmacs of Gesgapegiag Student Services Manager, the Communication Officer and the Micmacs of Gesgapegiag Human Resources Development Commission to advertise student employment opportunities among students; providing support to students to apply to available positions; liaising with community businesses, organizations and interested employers to foster the success of this Program; and, reporting to senior management and on Council on the effectiveness of the Program.



All program policies and procedures are effective once approved by Micmacs of Gesgapegiag Council and can be accessed through the Micmacs of Gesgapegiag's website at www.gesgapegiag.ca.

PROCEDURES

6. Application Process

There are two situations when a student will want to apply for student employment. First, the Micmacs of Gesgapegiag Administration and/or organizations will post student employment opportunities on the Micmacs of Gesgapegiag website. Secondly, a student has found an employer who would like hire him/her.

Students who want to apply to the Micmacs of Gesgapegiag Student Employment Program must submit a fully completed “**Micmacs of Gesgapegiag Student Employment Program Application Form**” with all the required documents by the appropriate deadline. Students can download the form from the Gesgapegiag website at www.gesgapegiag.ca under the Student Employment section (Department and Services – Administration – Human Resources).

Each application will be assessed in accordance with Program eligibility criteria (section 5 above). The Human Resources Officer within the Micmacs of Gesgapegiag Administration will only assess applications that have been provided by the appropriate deadline and have a completed application form with all the required documents.

REQUIRED DOCUMENTS FOR APPLICATION	
SUMMER/PART TIME EMPLOYMENT	FINANCIAL CONTRIBUTION TO EMPLOYER
<ul style="list-style-type: none"> ✓ Micmacs of Gesgapegiag Student Employment Program Application Form ✓ Up to date Resume and Letter of Presentation ✓ Signed Declaration of Returning to School 	<ul style="list-style-type: none"> ✓ Micmacs of Gesgapegiag Student Employment Program Application Form ✓ Up to date Resume and Letter of Presentation ✓ Signed Declaration of Returning to School
<ul style="list-style-type: none"> ✓ Proof of Admission or registration to a post-secondary education institution in a full time post-secondary education program of study or recent school transcript <p>OR</p> <ul style="list-style-type: none"> ✓ Proof of graduation from Secondary\High School <p>OR</p> <ul style="list-style-type: none"> ✓ Secondary\High School June Report Card 	<ul style="list-style-type: none"> ✓ Proof of Admission or registration to a post-secondary education institution in a full time post-secondary education program of study or recent school transcript <p>OR</p> <ul style="list-style-type: none"> ✓ Proof of graduation from Secondary\High School <p>OR</p> <ul style="list-style-type: none"> ✓ Secondary\High School June Report Card
<ul style="list-style-type: none"> ✓ Certificate of Indian status (copy of both sides of the certificate) 	<ul style="list-style-type: none"> ✓ Certificate of Indian status (copy of both sides of the certificate)
<p>Note: The Human Resources Officer may ask for additional documents to complete the analysis of the application.</p>	

7. DEADLINES

SUMMER/PART TIME EMPLOYMENT	FINANCIAL CONTRIBUTION TO EMPLOYER
Deadlines may vary and will be mentioned on the student employment posting.	For the summer period, the deadlines will be as follow: University Level: April 30 College\CEGEP Level: May 31 High School Level: June 30

8. LENGTH OF EMPLOYMENT AND SALARY

SUMMER/PART TIME EMPLOYMENT	FINANCIAL CONTRIBUTION TO EMPLOYER
<p>The length of employment as well as the salary will depend on the position available, the qualifications required, the funding program used to support the student employment position and the applicable salary scale.</p> <p>For the maximum amount of weeks and hours of the student employment, it will be as follows:</p> <ul style="list-style-type: none">• Post-secondary students: a maximum of 35 hours per week and a maximum of 16 weeks.• Secondary/high school graduates: a maximum of 35 hours per week and a maximum of 6 weeks.• High School: a maximum of 20 hours per week and a maximum of 4 weeks.	<p>An hourly rate equivalent to minimum wage to a maximum of 35 hours per week and to a maximum of 16 weeks depending on the requirements of the position and the availability of the student. Vacation pay will also be included in the financial contribution.</p> <p>The financial contribution will be subject of a contract and will be reimbursed to the employer at the end of the employment following proof of confirmation that the student completed the hours of work required.</p>

9. DURING EMPLOYMENT

Every student hired under this Program will have to follow the employer's human resources management policy (ies). If a student resigns or is fired by the employer, the student's immediate supervisor needs to contact the Human Resources Officer in person or by phone AND by e-mail **WITHIN 24 HOURS**.

10. AT THE END OF STUDENT EMPLOYMENT

The student and the immediate supervisor will have to fill respectively the “Student Employment Assessment Form” and the “Employer Evaluation Form” and, sent them to the Micmacs of Gesgapegiag Human Resources Officer within 5 calendar days before the end of the employment.

11. INFORMATION MANAGEMENT

The Micmacs of Gesgapegiag Education Services will ensure that all the information collected regarding each applicant and each funded student will be used, stored and kept secure according to the Micmacs of Gesgapegiag Information Management Policy¹.

12. APPEAL OF DECISION

Anyone who feels she/he did not receive a fair and equitable treatment in accordance with Micmacs of Gesgapegiag’s Student Employment Program Policy and Procedures can file an appeal. Notices to Appeal a decision must be filed in writing within 30 days of the occurrence. Appeal notices received beyond this time will not be accepted. Please note that an application that is not considered because of lack of funding is **not** grounds for appeal.

¹ To be developed

[Appendix A: Micmacs of Gesgapegiag's Student Employment Program Application Form](#)

[Appendix B: Micmacs of Gesgapegiag's Student Assessment Form \(under development\)](#)

[Appendix C: Micmacs of Gesgapegiag's Employer Evaluation Form \(under development\)](#)

[Appendix D: Micmacs of Gesgapegiag's Contract with Employer \(under development\)](#)