



Micmacs of Gesgapegiag Student Employment Program – Q & A

1. What is the criteria to apply?

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

- a. be a Micmac of Gesgapegiag member;
- b. have Canadian residency;
- c. have at least completed Secondary III\Grade 9 or equivalent studies (modified programs, etc.);
- d. be in school at the time of application or must have successfully completed current school year or current semester for post-secondary students;
- e. 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,
- f. not be the subject of a sanction under Micmacs of Gesgapegiag Post-Secondary Education Support Program.

2. I did not go to school last year but I'll be going to school in the Fall, can I apply for student employment?

No. As per policy, you must:

- a. be in school at the time of application or must have successfully completed current school year or current semester for post-secondary students;
- b. 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;

3. I found a job outside the community, will the Micmacs of Gesgapegiag pay for my salary? If so, how much?

Your employer could be entitled to receive a financial contribution. 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:

- a. 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;
- b. support the student to maximize his\her success; and,
- c. offer summer employment.

If your employer meets the criteria, he will receive 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.

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.

4. What documents do I need to provide with my application?

The documents required depend if you are requesting work with the Micmacs of Gesgapegiag or if you are requesting a financial contribution for your employer.

Look and read the program policy and procedures on the Micmacs of Gesgapegiag website under the Student Employment section (Department and Services – Administration – Human Resources). Below is the chart that is in the policy and tells you what you need to provide.

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>	

5. What is the deadline to apply?

The deadline depends on the level of education that you are currently enrolled in and the different kind of jobs offered. For more information, please look at the job posting.

6. What is the lengths of employment?

For a job that is with the Micmacs of Gesgapegiag Administration or Gesgapegiag Human Resources Development Commission:

The length of employment as well as the salary will depend on the position available, where the employee will work, the qualifications required, the funding program used to support the student employment position and the applicable salary scale.

For the maximum amount of weeks and hours of the student employment, it will be as follows:

- 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.

For a job outside the community:

The length of employment will depend on your employer. For your employer, the maximum of financial contribution he could receive would be for a maximum of 35 hours per week and a maximum of 16 weeks. Vacation pay would also be included in the financial contribution.

7. How much will I be paid if I work for the Micmacs of Gesgapegiag Administration or the Gesgapegiag Human Resources Development Commission?

The salary scale applicable will depend on the source of funding:

Micmacs of Gesgapegiag operational funding and own source revenues:

Step	Hourly rate	Level of education completed
11	\$ 16.75	Master - 2 years completed
10	\$ 16.25	Master - 1 year completed
9	\$ 15.75	Univ. - 4 years completed
8	\$ 15.25	Univ. - 3 years completed
7	\$ 14.75	Univ. - 2 years completed
6	\$ 14.25	Univ. - 1 year completed
5	\$ 13.75	DEC - 3 years completed
4	\$ 13.25	DEC - 2 years completed
3	\$ 12.75	DEC - 1 year completed
2	\$ 12.25	High school diploma - completed
1	\$ 11.25	Less than high school diploma completed

Funds received through a federal- provincial project funding program or the Federal Student Work Experience Program:

<https://www.canada.ca/en/treasury-board-secretariat/services/pay/rates-pay/student-rates-pay-effective-january-1-2014.html>

8. Can I be paid by cheque if I don't have a bank account?

No, if you work for the Micmacs of Gesgapegiag Administration or the Gesgapegiag Human Resources Development Commission. All students will be required to present a void cheque.

No, if it is a financial contribution to your employer. Your employer will be reimbursed ONLY at the end of your employment.

9. What if I am interested in more than one position?

You will be required to fill-out the application form for each position that interest you.

10. I am a full-time student who is receiving income assistance. Can I apply for a summer job?

Yes. That said, speak to the income assistance coordinator to know exactly the rules regarding working while receiving income assistance.

11. If I am currently receiving income assistance, how much can I make as a salary without affecting my amount on income assistance?

200\$ per week. That said, speak to the income assistance coordinator to know exactly the rules regarding working while receiving income assistance.

12. I am a full-time student who is receiving unemployment insurance. Can I apply for a summer job?

Yes. That said, speak to your unemployment insurance officer to know exactly the rules regarding working while receiving unemployment insurance.

13. Can I apply to work full time?

Yes. That said, speak to your unemployment insurance officer to know exactly the rules regarding working while receiving unemployment insurance.

14. If yes, do I have a maximum number of hours to respect?

No. That said, speak to your unemployment insurance officer to know exactly the rules regarding working while receiving unemployment insurance.

15. If I work full-time during the summer, what is the total number of hours of work I should do to qualify again for unemployment insurance?

420 hours in total.

16. If I do not agree with a decision made regarding my application, what can I do?

Anyone who feels she/she 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.