

Ojibways of the Pic River First Nation

Summer Student Employment Policy

Table of Contents

<u>Section</u>	<u>Page #</u>
1.0 Policy Objectives	2
2.0 Policy Statement	2
3.0 Drugs, Alcohol, and Smoking	2
4.0 Social Insurance Number Requirements	3
5.0 Criminal Record Check	3
6.0 Policy Requirements	
6.1 Applicant Screening	3
6.2 Applicant Scoring	4
7.0 Terms and Conditions of Employment	
7.1 Confidentiality	5
7.2 Absences and Lates	5
7.3 Timesheets	6
7.4 Hours of Work	6
7.5 Flextime Hours and Flextime Leave	6
7.6 Sick Leave	6
7.7 Bereavement Leave	6
7.8 Mandatory Training Workshops	7
7.9 Use of Internet for Personal Use	7
7.10 Disciplinary Procedures	7
7.11 Conditions	8
7.12 Complaint Process	8
8.0 Department Responsibilities	8
9.0 Compensation Plan	9
Appendix A	10
Appendix B	11
Appendix C	12
Appendix D	13
Appendix E	14

Effective Date

This present document becomes effective May 1, 2009.

1. Policy Objectives

To provide Summer Employment opportunities for students of Pic River First Nation that will:

- Enrich their academic programs;
- Help fund their education and encourage them to complete their studies;
- Develop their employability and personal management skills to ensure their ability to obtain meaningful and positive employment after graduation;
- Offer insight into future employment opportunities; and
- Assist them with evaluating their career options
- Eligible Employers are those in the private sector and non-profit sectors including First Nations governments, organizations and businesses on reserve and in other recognized First Nation communities and Non-Aboriginal businesses located on and off reserve employing First Nation Students.

2. Policy Statement

The Ojibways of the Pic River First Nation is committed to offering students valuable learning assignments that represent structured pathways from a school environment to the world of work. While students are not to be regarded as lower-cost alternatives to regular employees, they are recognized as trainees and do not receive the same benefits as full-fledged employees.

3. Drugs, Alcohol, and Smoking

Pic River First Nation has a zero tolerance for drugs and alcohol use on and off the job site.

- Students who are caught with underage drinking, are in severe breach of the Summer Student Employment Policy, and therefore; will face an automatic termination of employment.

_____ Initials

- Students under the age of 19 are not allowed to smoke on Band owned property. If a student is caught smoking on Band owned property, the student will be sent home without pay for the remainder of the day.

4. Social Insurance Number Requirements

Students must have a S.I.N in order to be eligible for summer student employment. Any student, who does not submit a S.I.N. at the time of the application process, will not be considered for employment. ***No exceptions will be made.***

5. Criminal Reference Check

It is the policy of Pic River First Nation to ensure that any applicants who may be employed working with children be required to submit a current criminal reference check prior to employment.

The cost of the criminal reference check will be the responsibility of the student. If the student is subsequently hired, the cost of the criminal reference check will be reimbursed by the Employer.

6. Policy Requirements

6.1 Applicant Screening

Applicants will be screened taking the following into account:

- Must be between 15 and 30 years old by the end of the year.
- Must be registered as a full time student in a secondary or post secondary institution, subject to the age requirements as identified in the funding sources policies.
- Must be returning to full time studies in the next academic term.
- Students in Grades 9 and 10 must be registered in, and carry 8 courses throughout the year.
- Students in Grades 11 and 12 must be registered in, and carry 5 or more courses throughout the year.
- *Graduating students are only required to carry their required course load.*
- Students enrolled at the Pic River Private High School must have completed 15 out of 20 lessons for a course to be considered eligible towards credits carried.
- Students must achieve a success rate of at least 70 per cent in courses completed (i.e.: if you take 7 courses and pass 5 of them, you will have achieved a success rate of 71.4 per cent). Calculations for this are based on 1st semester final marks and 2nd semester mid-term marks.
- All applicants must be a registered member of Pic River First Nation or be a resident of Pic River First Nation and be eligible to be on the Nominal Role.
 - If there are vacant positions available, students of employees of Pic River or affiliated agencies, who meet all the eligibility requirements, will be considered.

- All applicants must submit the following:
 - Resume and Cover Letter
 - Social Insurance Number
 - Consent to the Release of Information Form
 - Student Information Form
 - Report cards (1st semester final marks and 2nd semester mid-term marks)
 - Proof of intent to return to school (applies to graduating and post secondary students)

All of the above must be submitted by the specified date on the job postings in order to be eligible for summer employment.

- In the event that a position becomes available through the course of the summer, applicants may or may not be considered for summer employment depending on their school success. Students who do not participate at the interviews will not be considered for summer employment.
- All applications not meeting eligibility requirements will be screened out. Applications meeting all eligibility will go through a selection process as identified in Section 6.2.
- All applications will be reviewed by the interview team comprising of the Summer Student Coordinator, the Student Supervisor and another member of Pic River.
- All positions applied for will be based on academic achievement.
- Selections will be based on a point system as shown in the Appendices.

6.2 Applicant Scoring

Secondary School Applicants

Applicants in this category are defined as students attending a Secondary School. Please see Appendix A for the point system in this category.

Graduating Secondary School Applicants

Applicants in this category are defined as students graduating from a Secondary School. Please see Appendix B for the point system in this category.

Pic River Private High School Applicants

Applicants in this category are defined as students attending Pic River Private High School. Please see Appendix C for the point system in this category.

Graduating Pic River Private High School Applicants

Applicants in this category are defined as students graduating from Pic River Private High School. Please see Appendix D for the point system in this category.

Post Secondary School Applicants

Applicants in this category are defined as students attending a Post Secondary Institution. Please see Appendix E for the point system in this category.

7. Terms and Conditions of Employment

7.1 Confidentiality

- All students are required to safeguard all confidential matters of Pic River First Nation pertaining to its clients, employees, and volunteers.
- Upon hiring, all students are required to sign an Oath of Confidentiality.
- All file information relating to personnel, and all statistical and financial information concerning the operation of Pic River shall be kept confidential.
- Disclosure and breach of confidentiality is the act of making known any Pic River First Nation business, without adequate and proper authorization, and may include, but not restricted to:
 - a) conversations concerning a client(s), or Pic River First Nation business, by one or more employees in a public area or unauthorized area;
 - b) meetings and conversations regarding a client(s) by an employee with an unauthorized person(s) from outside Pic River First Nation, including friends or relatives of the client without prior consent of the client;
 - c) posting information about a client(s) on a bulletin board or leaving client-related material unattended in a work area;
 - d) unauthorized release of information to the press or for other purposes;
 - e) preparing materials for public relations or publication purposes, including the taking of photographs or releasing photographs without consent;
 - f) providing information that was presented at a Council meeting, to an unauthorized person or source;
 - g) discussing client(s) at an unauthorized meeting such as a general staff meeting, Council meeting, etc.
- Any breach of confidentiality may constitute grounds for dismissal and/or disciplinary action.
- If a student has a concern regarding an alleged disclosure or breach of confidentiality by another student or employee, the student should speak to his or her supervisor regarding the concern. The supervisor, in turn, will speak to the Band Manager to determine the validity and the seriousness of the concern and the steps to be taken upon assessment.

7.2 Absences and Lates

- Students who plan to take time off work must inform their workplace supervisor at least one week in advance.
- In the event that one weeks notice is not possible, students must take the responsibility to call in to their workplace supervisor before their scheduled shift is to start.
- Students who fail to give proper notice will face disciplinary actions.

- Pic River First Nation acknowledges and supports Pow-wows, Sundances, and Youth Gatherings. The maximum allowable absences for these Traditional Ceremonies are 3 days with pay. If a student requests more time off, it is up to the discretion of the immediate workplace supervisor and it will be without pay.
- Approvals for time off are at the discretion of the student's workplace supervisor and all decisions will be final.
- Lates will not be tolerated. If a student shows up for work late on 3 occasions, the student will be sent home without one days pay and will face disciplinary actions.

7.3 Timesheets

Timesheets are due by 4:30 p.m. on the Monday of each pay period. **It is the sole responsibility of the student to ensure that their timesheet is handed in on time to the EDO Assistant or Summer Student Supervisor.** If a timesheet is not submitted, a paycheque will not be processed.

7.4 Hours of Work

The standard hours of work are 8:30 a.m. to 4:30 p.m., Monday to Friday. All students are entitled to a one hour lunch break and two 15 minute breaks. Some departments of Pic River follow summer hours in which the students are expected to work 8:00 a.m. to 4:30 p.m. on Monday to Thursday and 8:00 a.m. to 11:00 a.m. on Fridays. All students are entitled to a ½ hour lunch break. *All students are expected to attend work punctually and consistently to carry out assigned duties.*

7.5 Flextime Hours and Flextime Leave

Pic River First Nation does not encourage flextime hours. However, in the event a student is required to work beyond their regular hours of work, they will be given one hour of flextime for one hour of work. In the event that the flextime hours cannot be used throughout the summer, the hours will be paid out to the student on their last pay cheque.

7.6 Sick Leave

Students are not entitled to paid sick leave.

7.7 Bereavement Leave

Students will be entitled to time off with pay, to a maximum of 5 days, for bereavement following the death of an immediate family member. Immediate family member refers to parent, child, sibling, grandparent, and legal guardian.

Students shall be granted 3 days for bereavement leave following the death of a person other than immediate family members. Persons other than immediate family include aunt, uncle, niece, and nephew.

All students must inform their supervisor of their intent to attend a funeral of a community member.

7.8 Mandatory Training Workshops

Students are required to attend work-related workshops throughout the summer. Participation is mandatory.

7.9 Use of Internet for Personal Use

The use of internet “chat” rooms or “instant messaging” for personal use is not permitted. As well, students shall not use internet gaming devices etc. during the course of the work day. Those in violation of this rule will be subject to Section 7.10 - Disciplinary Procedures.

7.10 Disciplinary Procedures

Pic River First Nation will practice the following procedures when dealing with students who do not meet performance standards:

Level 1: Verbal Warning

A student who does not meet performance standards will be given a verbal warning from the Summer Student Coordinator/EDO Assistant. It is the responsibility of the Summer Student Coordinator to bring the problem to the student’s attention and to allow an opportunity for the problem to be corrected.

Level 2: Written Warning

In the event that the student’s performance does not improve, a written warning will be issued to the student with a copy to the workplace supervisor. The written warning will clearly state:

- the performance difficulties
- the performance expectations
- changes required
- the specified time frame within which changes are to be made, and
- the consequences for refusal or inability to follow directives

Level 3: Final Warning

The Summer Student Coordinator will meet with the student to give a “Final Warning” Letter. This letter will state:

- all decisions and actions taken to date
- the final time frame within which changes are to be made
- the consequences for refusal or inability to follow directives, and that if expectations of behaviours are not modified that it will become necessary to terminate the student’s employment.

Level 4: Termination of Employment

If a student fails to improve their performance standards after receiving the written, verbal, and final warnings, the student will be terminated from employment with Pic River First Nation.

7.11 Conditions

Students who have quit or been terminated in the previous year, will be given lowest priority. Students who quit for other employment opportunities and apply to return for positions with Pic River First Nation must provide a copy of their Record of Employment from their employer.

Students who fail to return to full time studies in the fall will not receive employment with Pic River First Nation in the following year.

7.12 Complaint Process

- If a student has a concern regarding the behaviour of a co-worker, the concern should be discussed initially with the particular co-worker. Should the matter not be resolved, the student should then contact his/her workplace supervisor. The workplace supervisor will then in turn, speak to the particular co-workers supervisor, who will then take any necessary action.
- If a student has a concern regarding his/her own workplace supervisor and discussion with the supervisor has not resolved the concern, the employee may discuss this concern with the Summer Student Coordinator or the Summer Student Supervisor who will then take any necessary action.
- If a parent/guardian has a concern regarding any aspect of the summer student policy, the concern should be addressed to the Band Manager who will then take the necessary action.

8. Department Responsibilities

For each placement, managers or supervisors are required to:

- Develop a structured work plan, defining what their student should accomplish and submit a plan to the Economic Development Officer Assistant before placements are assigned.
- All Supervisors are to ensure that student's for whom they are accountable, fully understand what is expected of them in the fulfillment of their duties.
- Assess the progress of their student at the end of the assignment.
- Ensure the safety of their student throughout the work placement (i.e. If in a dangerous work environment, to ensure that the student wears appropriate safety gear).

- Supervisors are encouraged to provide a letter of reference for students who performed their roles and responsibilities with excellence.

9. Compensation Plan

- As per the Pic River First Nation Personnel Policy, compensation must not differ for students. Student wages are based on The Employment Standard Act 2000. The current minimum wage is set at \$11.00/hr.
- Students are not to be regarded as lower-cost alternatives. Instead, supervisors must ensure that, as they employ students to get work done, they also improve students' potential for future gainful employment by developing their employability skills. This is the trade off they are asked to assume in meeting operational needs at a lower compensation cost than that generated by regular employees.

I, _____ fully understand the above policy and procedures. Should I not comply with the policies and procedures it will result in disciplinary actions.

Student

Date

Summer Student Coordinator

Date

Summer Student Supervisor

Date

Appendix A

Secondary School Applicants

Applicants in this category are defined as students attending a Secondary School.

Average	Attendance*	Credits (Carried)	Success Rate	Suspensions
80% or over 20 Points	Less than 5 Days Absent 20 Points	8 Credits 20 Points	100% Success Rate 20 Points	No Suspensions 20 Points
70-79.99% 15 Points	6-10 Days Absent 15 Points	7 Credits 17.5 Points	80-99.99% Success Rate 17.5 Points	1 Suspension 10 points
60-69.99% 10 Points	11-15 Days Absent 10 Points	6 Credits 15 Points	71.4-79.99% Success Rate 15 Points	More than 1 Suspension 0 Points
50-59.99% 5 Points	16-20 Days Absent 5 Points	5 Credits 12.5 Points		
Under 50% 0 Points	More than 20 Days Absent 2 Points			

*Attendance will only be taken into account in the case of a tie.

Please note: Calculations for *Average* and *Success Rate* are based on 1st semester final marks and 2nd semester mid-term marks.

Appendix B

Graduating Secondary School Applicants

Applicants in this category are defined as students graduating from a Secondary School.

Average	Attendance*	Success Rate	Suspensions
80% or over 20 Points	Less than 5 Days Absent 20 Points	100% Success Rate 20 Points	No Suspensions 20 Points
70-79.99% 15 Points	6-10 Days Absent 15 Points	80-99.99% Success Rate 17.5 Points	1 Suspension 10 points
60-69.99% 10 Points	11-15 Days Absent 10 Points	71.4-79.99% Success Rate 15 Points	More than 1 Suspension 0 Points
50-59.99% 5 Points	16-20 Days Absent 5 Points		
Under 50% 0 Points	More than 20 Days Absent 2 Points		

* Attendance will only be taken into account in the case of a tie.

Please note: Calculations for *Average* and *Success Rate* are based on 1st semester final marks and 2nd semester mid-term marks.

Appendix C

Pic River Private High School Applicants

Applicants in this category are defined as students attending Pic River Private High School.

Average	Hours*	Credits	Success Rate
80% or over 20 Points	760 Hours or more 20 Points	8 Credits 20 Points	100% Success Rate 20 Points
70-79.99% 15 Points	570-759 Hours 15 Points	7 Credits 17.5 Points	80-99.99% Success Rate 17.5 Points
60-69.99% 10 Points	380-569 Hours 10 Points	6 Credits 15 Points	71.4-79.99% Success Rate 15 Points
50-59.99% 5 Points	190-379 Hours 5 Points	5 Credits 12.5 Points	
Under 50% 0 Points	Less than 190 Hours 2 Points		

* Hours will only be taken into account in the case of a tie.

Appendix D

Graduating Pic River Private High School Applicants

Applicants in this category are defined as students graduating from the Pic River High School.

Average	Hours*	Success Rate
80% or over 20 Points	760 Hours or more 20 Points	100% Success Rate 20 Points
70-79.99% 15 Points	570-759 Hours 15 Points	80-99.99% Success Rate 17.5 Points
60-69.99% 10 Points	380-569 Hours 10 Points	71.4-79.99% Success Rate 15 Points
50-59.99% 5 Points	190-379 Hours 5 Points	
Under 50% 0 Points	Less than 190 Hours 2 Points	

* Hours will only be taken into account in the case of a tie.

Appendix E

Post Secondary Applicants

Applicants in this category are defined as students attending a Post Secondary Institution.

Average	Credits	Success Rate
80% or over 20 Points	8 Credits 20 Points	100% Success Rate 20 Points
70-79.99% 15 Points	7 Credits 17.5 Points	80-99.99% Success Rate 17.5 Points
60-69.99% 10 Points	6 Credits 15 Points	71.4-79.99% Success Rate 15 Points
50-59.99% 5 Points	5 Credits 12.5 Points	
Under 50% 0 Points		