



GOVERNMENT OF NUNAVUT

SUMMER STUDENT

EMPLOYMENT EQUITY PROGRAM

PROGRAM OVERVIEW

The Government of Nunavut (GN) Summer Student Employment Equity Program (SSEEP) is designed to provide opportunities for Nunavummiut students to gain meaningful work experience or training within the Nunavut Public Service. It is an integral part of the GN's goals to foster youth development and encourage continuous learning.

The objectives of this program are:

1. To provide employment or training opportunities for students that will:
 - o Develop their skills and improve employability after graduation;
 - o Help fund their education and encourage them to complete their studies;
 - o Enrich their academic programs; and
 - o Help them evaluate their career options within the territorial Public Service.

2. To facilitate the hiring of students by departments in order to develop a pool of qualified candidates for future Public Service appointments.
(Note: "department" is intended to include all GN corporations and agencies, as appropriate).

In support of the goals of Article 23 of the Nunavut Land Claims Agreement (NLCA), priority hiring consideration will be given to beneficiary students. The Program also includes orientation and evaluation components to ensure that the students are provided with the necessary support and the program is continuously refined.

Between April and September each year, summer students will be hired and compensated according to the provisions of the SSEEP.

The application deadline for students' submission is Friday, April 15, 2011 for positions starting April 26, 2011. Departments are urged to submit their requests by Thursday, April 8, 2011, to prevent program delays, although departmental submissions will be accepted up to Friday, May 13, 2011. Departments may determine applications to be employment or training based. Applications for any uncommitted funding may continue after the deadline if the budget is not fully committed. Departmental applications will be reviewed on a first come first served basis. The budgeted program funding will be allocated on the percentages consistent with Article 23 and a representative work force.

The wage subsidy provided to the GN Departments by the Department of Human Resources is limited by the budget of this program.

ELIGIBILITY

For the purpose of the 100% wage subsidy to departments under the SSEEP, hiring priorities will be applied in the following order:

1. Students, who are Beneficiaries of the NLCA; and
2. Other Nunavut Students.

A Nunavut Student is defined as a student:

- a) Who is a dependent of his/her parent(s) or legal guardian(s). The parent(s) or guardian(s) must currently reside in Nunavut, must have resided in Nunavut for the past 12 consecutive months, and must have a valid Nunavut Health Card.

OR

- b) Who is a mature student (age 21 years or older), has lived in Nunavut for the last 12 months, and has a valid Nunavut Health Card.

OR

- c) Who has lived in Nunavut for at least the last 12 consecutive months (not including any time spent as a full-time student in a post secondary institution), has a valid Nunavut Health Card, and is not eligible for financial assistance from another province or territory.

To be eligible for this program,

- **A Nunavut Student must be enrolled in a post secondary program with a designated College, University or Institute for the following term/semester. Students who have completed a minimum of Grade10 will be eligible for this program and must be in attendance in a full-time high school program for the current year. (2010/11)**
- **Former apprenticeship students who have withdrawn from their apprenticeship program to pursue an alternative career path and who have attended a recognized apprenticeship trade school within one calendar year before the April 16, 2011 student application deadline will be eligible for the Summer Student Employment Equity Program.**
- **A one year grace period will be given to students who either attend or will be attending school in the fall.**

- **Dependant Means:**
 - a) is attending school or is a student at some other institution and is under 21 years of age or
 - b) is under 21 years of age and dependent upon the employee for support

Notes:

- A proof of application to or enrolment in a post secondary institution, school certificate, Nunavut residency (such as, health card), etc, will be required, as applicable. Please consult your regional SSC for any clarifications. The eligibility for enrolment and residency will be verified.

- A student can participate in this program as long as they are enrolled in school.

PROCEDURES

Applications

Students

Students' applications must be sent to the regional or HQ SSC by Friday, April 15, 2011. An electronic application form can also be obtained and forwarded directly to the SSC from the GN website at www.gov.nu.ca (link: "Summer Student Employment Equity Program" (On left menu)

Participating Departments

Cabinet Extract # 03-134 (7)1627 (dated March 27, 2003) restricts departmental ability to hire casual staff between April 1st and August 15th. Therefore, any casual employment applications and Casual Staffing Actions submitted for employment between those dates will be reviewed to determine if the job must be performed by a summer student. The casual employment request may continue only where the work requires a higher education and experience than a summer student will have, or if there is no available eligible summer student. Otherwise, the department will be required to cancel that casual employment request and submit a Work/Training Plan under the SSEEP.

A student who is not eligible under the residency criterion of the SSEEP will not be allowed to work on casual employment during the summer months. The departments may also hire on their own budget, a summer student who satisfies the SSEEP eligibility criteria.

Hiring

Departmental Human Resources Practitioners for participating departments will submit a Work/Training Plan and a Staffing Action - Summer Student Form (Part A only) to the Staffing Consultant –Casuals who will log in the CSA's and forward them to the Job Evaluation division. The SSC will review all student applications/resumes received and

screen them for eligibility. The participating department, in conjunction with the SSC, will review the eligible candidates and prepare a short-list of candidates matching the department's Work/Training Plan. The participating department, along with the SSC, will interview the short-listed candidates and make a joint selection decision. The SSC will ensure compliance with all requirements of the SSEE program, including priority hiring. Only the Department of Human Resources will have the authority to employ summer students under this program.

Criminal Record Checks, an Oath of Office and Secrecy and/or WHIMS training may be required for students age 18 and older, depending on the nature of their position. The Deputy Minister of the participating department will sign indicating if any or all of these requirements are necessary in the Staffing Action form.

A Criminal Record Check must be submitted to SSC prior to the student commencing work. If a CRC states "may or may not exist" the student cannot be hired.

Financial

Budget

The annual budget for the SSEE program will be limited to the approved amount by Cabinet for that year.

After providing for advertising and administration expenses, the Department of Human Resources will allocate funding to departmental applications on a first come first served basis. The budgeted program funding will be allocated to eligible students on the percentages consistent with Article 23 and a representative work force. (85%/15%)

The Department of Human Resources will make every attempt to ensure that the program dollars are distributed to departments in a fair equitable manner.

The participating departments are expected to ensure equitable representation of regions and communities within their departmental submissions.

Pay Rates

All students that fit within the definition of an eligible summer student will be paid as per the summer student pay rates, regardless of the funding source of their pay (This includes students hired on the department's own budget.) Any dispute in this matter may be referred to the SSEE Appeal Committee.

Summer Student Rates are based on a percentage of the casual salary grid.

First Year	75%
Second Year	85%
Third Year	95%
Fourth Year and beyond	100%

In addition to the work pay rate, each student will be paid a Northern Allowance based on the assigned normal place of work and main community of employment. The allowance will be pro-rated to an hourly rate by dividing the annual rate for the community by the standard yearly hours.

Journal Vouchers

The participating department will invoice Human Resources up to the allocated budget amount for the hired summer students. This will include only the salary, northern allowance, 6% vacation pay, EE and ER share of benefits. **No overtime** will be included.

The participating department is responsible for all costs associated with the students who are not on the SSEEP budget, but on the department's budget.

The participating department must send all Journal Vouchers for students hired under this program to the SSC before **October 15th** of that year's SSEEP program.

Evaluation

- Students under this program are required to complete the attached evaluation form at the end of the work period. Other students (on the department's budget) are also encouraged to complete the form.
- The supervisor of the assigned student is required to complete the evaluation for that student as per the attached form. The Human Resources Practitioner of the participating department must coordinate and send the completed forms to the Department of Human Resources either before or along with the journal vouchers.
- The participating department is expected to provide overall feedback to the Department of Human Resources as to how the program was handled and how it can be improved further.
- All evaluation forms and information should be forwarded to the Summer Student Coordinator, Staffing Division of the Department of Human Resources.

Appeals

- Any appeals regarding the eligibility criteria, policies and processes of the program may be sent to the Staffing Appeal Committee (SAC).
- The SAC will also handle the cases of disputes regarding casual employment during the summer period.
- The SAC will study the individual cases and make decisions based on the merits of each case, without creating a precedent.

ROLES & RESPONSIBILITIES

Deputy heads or their delegates (Participating Department)

- To identify appropriate employment training assignments.
- To create a working environment that facilitates and encourages students to perform at their highest level.
- To ensure that all summer students are provided the opportunity to improve their employability skills.
- To decide whether the position is a position of trust and will require a Criminal Record Check, an Oath of Office and Secrecy and/or WHMIS training.

Human Resources Practitioner (Participating Department)

- To coordinate and complete all required documents and forms and forward them to the Department of Human Resources by the program deadlines. The documents and forms include, Work/Training Plan, Staffing Action form, Evaluation by the Supervisor, Journal Vouchers and overall feedback from the department.
- To coordinate between the department personnel and the SSC to ensure compliance with the SSEEP policy in the selection of the summer students.
- To arrange for and ensure that the WHMIS training, Criminal Record Check and Oath of Office and Secrecy for the summer students have been completed, as necessary.
- To maintain Attendance Register of the summer students.

Summer Student Supervisor (Participating Department)

- To develop a structured learning plan, defining what the assigned summer student should accomplish during the employment period. The learning plan may specify details beyond the duties and responsibilities mentioned in the work plan.
- To provide an orientation to the student regarding the job, the workplace and workplace safety (including WHMIS, as applicable). It should cover the departments' and/or the GN's policies and standards of conduct.
- To guide the student on employment or training tasks and responsibilities, and review the student's on-going progress.
- To evaluate the student's progress at the end of the employment period by completing the attached form.

Note: There is no mentorship allowance or any other type of allowance applicable with this program.

Summer Student Coordinator (Department of Human Resources)

- To receive employment or training plans and Staffing Action forms from the participating departments, check their completeness and forward them to the Job Evaluation division for assigning pay rates.
- To receive applications and resumes from the students, review them to check their completeness and determine eligibility.
- To advise applicants about their eligibility and selection status.
- To ensure that Criminal Record Check requirements are satisfied, as necessary, if the applicant has a criminal record (as shown on the application form).
- To screen and prepare a shortlist of candidates matching the requirements in the employment or training plans.
- To participate in interview and selection processes in coordination with the Human Resources Practitioners of the participating departments.
- To maintain files and record of all summer students and forms submitted by students, as well as, the participating departments.
- To prepare a summary document on a monthly basis and submit it to the Director of Staffing.

Staffing Consultant – Casuals (Department of Human Resources)

- To address and resolve any issues pertaining to this program.
- To forward unresolved issues and appeals to the SAC.
- To compile all monthly reports and forward them to DM and ADM of the Department of Human Resources.
- To prepare a report for the NEU of all summer students included in the NEU bargaining unit.
- To prepare a final report after the end of the summer period including summary points, evaluation and recommendations for the next year.
- To ensure that all Summer Student – Staffing Actions are processed and forwarded to Payroll.
- To analyze feedback received from the students, supervisors and the participating departments and prepare their summary.
- To make appropriate recommendations on improvement based on the feedback.

Job Evaluation (Department of Human Resources)

- To assess Work/Training plans and assigns pay rates to the summer jobs.
- To maintains summary of all work plans and pay rates.

Appeal Committee

- To investigate and study the appeals received from stakeholders.
- To make a joint decision (including an exception, in all fairness) based on the circumstances.

APPLCIATIONS & FORMS

To be completed by Participating Department/Supervisor:

- Staffing Action – Summer Student (before Friday, April 8, 2011)
- Summer Student employment or training plan (before Friday April 8, 2011)
- Evaluation by Supervisor (end of summer period)
- Overall Feedback (end of summer period)
- Attendance Register for the summer students.

To be completed by Student:

- Application for Summer Employment, along with the documents of proof, as mentioned in the Application form (before Friday, April 15, 2011)
- Evaluation by Student (end of summer assignment)

Note: Criminal Record Check and the Oath of Office and Secrecy forms may need to be completed, as applicable.

CONTACT INFORMATION

Summer Student Coordinators:

HQ and Regional Summer Student Coordinators (SSC) may be contacted for any information and/or assistance pertaining to this program. The contact phone numbers are as under:

Kitikmeot Region	983-4056 or toll free 1 866 667-6624
Kivalliq Region	645-8065 or toll free 1 800 933-3072
Qikiqtaaluk Region	934-2025 or toll free 1 800 682-9033
Iqaluit (HQ)	975-6281 or toll free 1 888 668-9993

Staffing Consultant - Casuals:

The Staffing Consultant for Casuals may be contacted for any clarification or explanation on Eligibility criteria and/or disputes pertaining to the handling of the process.

Iqaluit (HQ)	975-6281
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Appeal Committee:

The Assistant Deputy Minister, Human Resources may be contacted for any appeals or complaints regarding the program

Iqaluit (HQ)	975-6281
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On-Line:

The SSEEP Application form and Information are also available on the GN website www.gov.nu.ca.



Government of Nunavut

Application for Summer Student Employment

Personal Information:

First Name:	Last Name:	
Mailing Address:		
Telephone Number (Home):	(School)	(Other)
Email: (1)	(2)	
Are you a Nunavut Land Claims Agreement Beneficiary? Yes () No ()		
Are you a resident of Nunavut as per the SSEP definition? Yes () No ()		
Are you legally entitled to work in Canada? Yes () No ()		
Do you have a criminal record? Yes () No ()		
Dates on which you are available for employment - From:		To:

Education:

Name of School/College/University	Location	Grade/Certificate/ Diploma/Degree	Dates From (mm/yy)-To (mm/yy)
1. Last Attended:			
2. Will attend in Fall:			

Training: (Please indicate courses, seminars, programs attended)

Name of Institute	Location	Course/Seminar/ Program	Dates From (mm/yy)-To (mm/yy)

Computer and Language Skills: (Please indicate proficiency level as **Good, Basic or No**)

MS Office Software	Proficiency	Language	Proficiency
MS Word		Inuktitut	
MS Excel		Inuinnaqtun	
MS Outlook		English	
MS PowerPoint		French	

Awards, Achievements, Voluntary Work, Extra Curricular Skills/Activities, etc:

Application for Summer Student Employment

Employment Experience: (Please list the most recent Organization first)

1.

Position Title:	Main Duties and Responsibilities:
Start Date: Month () Year ()	
End Date: Month () Year ()	
Organization:	
Location:	

2.

Position Title:	Main Duties and Responsibilities:
Start Date: Month () Year ()	
End Date: Month () Year ()	
Organization:	
Location:	

3.

Position Title:	Main Duties and Responsibilities:
Start Date: Month () Year ()	
End Date: Month () Year ()	
Organization:	
Location:	

- Notes:**
1. Extra pages may be attached to provide additional information.
 2. This Application form must be fully completed, even if a separate resume is submitted.
 3. Proof of residency, last school attended and enrolment for fall session must be attached.
 4. Any false information in this application will disqualify the applicant from the employment.

Signature of the Applicant: **Date:**

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FOR OFFICE USE ONLY (To be completed by the Summer Student Coordinator - Human Resources)

Date Application Received:	Application is Complete: Yes / No
Enrolled in a post secondary program with a designated institution (as per FAN): Yes / No	
Meets Residency Requirement: Yes / No	Meets Education Requirement: Yes / No
Meets Eligibility Criteria: Yes / No	Criminal Record Check Required: Yes / No
Informed Student about Application and Eligibility Status (Date):	
Student's Response:	
Interviewed On (Date):	By (Panel Members):
Interview Result/Feedback:	
Remarks:	
Completed By - Signature:	Name: Date:

To submit your Application/Resume or for Inquiries, please contact the appropriate Human Resource Office:

Iqaluit

Email your application or inquiry IqaluitSummerStudents@gov.nu.ca
Fax your application 867 975-6220

Casual Employment Consultant 867 975-6251
Casual Staffing Officer 867 975-6250
Summer Student Coordinator 867 975-6281
Toll Free 888 668-9993

Qikiqtaaluk Region

Email your application or inquiry QikiqtaalukSummerStudents@gov.nu.ca
Fax your application 867 934-2098

Human Resource Assistant 867 934-2024
Toll Free 800 682-9033

Kivalliq Region

Email your application or inquiry KivalliqHR@gov.nu.ca
Fax your application 867 645-8097

T&D Consultant 867 645-8065
Toll Free 800 933-3072

Kitikmeot Region

Email your application or inquiry hrkitikmeot@gov.nu.ca
Fax your application 867 983-4061

HR Consultant 867 934-4056
Toll Free 866 667-6624



SUMMER STUDENT EMPLOYMENT EQUITY PROGRAM EVALUATION BY STUDENT

(To be completed by the student)

First Name: **Last Name:**

Department: **Community:**

Position: **Period (From – To):**

What was the main purpose of this program for you?
What were your main duties?
What knowledge, skills and abilities did you learn?
What did you like the most about this program?
What improvements would you like to suggest?
What general comments would you like to make?

Please check-mark (X) against each item below, as per your assessment

Item	Agree Totally	Agree Some what	Disagree Somewhat	Disagree Totally
My objectives were met				
Supervisor provided good guidance				
Divisional staff was cooperative				
Department environment was welcoming				
Overall, the program was successful				

Signature:..... **Date:**

(LR/Nov04)



**SUMMER STUDENT EMPLOYMENT EQUITY PROGRAM
EVALUATION BY SUPERVISOR**

(To be completed by the supervisor)

Student's Name: Period Worked:

Department: Community:

Supervisor's Name: Position:

What were the main duties assigned to the student?
What knowledge, skills and abilities did the student learn?
What were the student's strengths and weaknesses?
What did you like the most about this program?
What improvements would you like to suggest?
What general comments would you like to make?

Please check-mark (X) against each item below, as per your assessment

Item	Agree Totally	Agree Some what	Disagree Somewhat	Disagree Totally
Student was enthusiastic to work and learn				
Student's conduct was good				
Student's attendance was good				
Student's overall performance was good				
Overall, the program was successful				

Signature: Date: