

ELIGIBILITY

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

1. students who are Nunavut Inuit under the Nunavut Agreement
2. other *Nunavut students.

***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 Care 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 Care 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 Care Card, and is not eligible for financial assistance from another province or territory.
 - o Dependant means:
 - a) Is attending school or is a student at some other institution and is under 21 years of age.
 - b) Is less than 21 years of age and dependent upon the employee for support.

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 grade 10 will be eligible for this program and must be in attendance in a full-time high-school program for the current year.
- Former apprenticeship students who have withdrawn from their apprenticeship program to pursue an alternative career path and who have attended a recognized apprenticeship trade school within one calendar year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 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 attended or will be attending school in the fall.

Notes:

- A proof of application to or enrolment in a post-secondary institution, school certificate, Nunavut residency (ex. health care card) will be required. 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 and meet the eligibility guidelines.

PROCEDURES

Applications

Students

Student applications should be sent to the regional or HQ summer student coordinator (SSC) by Friday, April 7, 2017. An electronic application form can also be obtained and forwarded directly to the SSC from the GN website at <http://www.gov.nu.ca/information/summer-student-jobs>

Participating Departments

Cabinet Extract # 03-134 (7)1627 (dated March 27, 2003) restricts departmental ability to hire casual staff between April 1 and August 15. 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 CSAs and forward them to the job evaluation division. The SSC will review all student applications/resumés 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 SSEEP program, including priority hiring. Only the Department of Finance will have the authority to employ summer students under this program.

A criminal record check, an oath of office and secrecy, and/or WHIMIS training may be required for students 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.

Financial

Budget

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

After providing for advertising and administration expenses, the Department of Finance 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 per cent/15 per cent).

The Department of Finance 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 and Benefits

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 SSEEP Appeal Committee.

Summer student rates are based on a percentage of the casual salary grid:

| | |
|------------------------|--------------|
| First year | 75 per cent |
| Second year | 85 per cent |
| Third year | 95 per cent |
| Fourth year and beyond | 100 per cent |

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. Students also receive six per cent vacation pay that is added to their pay rate as opposed to earning annual credits (even if student employment contract is over four months unlike a regular casual employee would earn).

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 the Department of Finance up to the allocated budget amount for the hired summer students. This will include only the salary, Northern Allowance, six per cent 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 25** 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 Finance, either before or along with the journal vouchers.
- The participating department is expected to provide overall feedback to the Department of Finance as to how the program was handled and how it can be improved.
- All evaluation forms and information should be forwarded to the summer student coordinator, Staffing Division of the Department of Finance.

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 AND RESPONSIBILITIES

Deputy heads or their delegates (participating department):

- Identify appropriate employment training assignments.
- Create a working environment that facilitates and encourages students to perform at their highest level.
- Ensure that all summer students are provided the opportunity to improve their employability skills.
- Decide whether the position is a position of trust and will require an oath of office and secrecy, and/or WHIMIS training.

Human resources practitioner (hiring department):

- Coordinate and complete all required documents and forms and forward them to the Department of Finance by the program deadlines. The documents and forms include the work/training plan, staffing action form, evaluation by the supervisor, journal vouchers and overall feedback from the department.
- Coordinate between the department personnel and the SSC to ensure compliance with the SSEEP policy in the selection of the summer students.
- 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.
- Maintain attendance registers of the summer students.

Summer student supervisor (hiring department):

- Develop a structured learning plan, defining what the summer student should accomplish during the employment period. The learning plan may specify details beyond the duties and responsibilities mentioned in the work plan.
- 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.
- Guide the student on employment or training tasks and responsibilities, and review the student's ongoing progress.
- 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 Finance):

- 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.
- Receive applications and resumés from students, review them to check their completeness and determine eligibility.
- Advise applicants about their eligibility and selection status.
- Ensure that criminal record check requirements are satisfied, as necessary, if the applicant has a criminal record (as shown on the application form).
- Screen and prepare a shortlist of candidates matching the requirements in the employment or training plans.
- Participate in interview and selection processes in coordination with the human resources practitioners of the participating departments.
- Maintain files and record of all summer students and forms submitted by students, and by the participating departments.
- Prepare a summary document on a monthly basis and submit it to the director of staffing.

Staffing representative – casuals and SSEEP (Department of Finance):

- Address and resolve any issues pertaining to this program.
- Forward unresolved issues and appeals to the SAC.
- Compile all monthly reports and forward them to DM and ADM of the Department of Finance.
- Prepare a report for the NEU of all summer students included in the NEU bargaining unit.
- Prepare a final report after the end of the summer period including summary points, evaluation and recommendations for the next year.
- Ensure that all summer student staffing actions and JVs are processed and forwarded to payroll.
- Analyze feedback received from the students, supervisors and the participating departments, and prepare their summary.
- Make appropriate recommendations on improvement based on the feedback.

Job evaluation (Department of Finance):

- Assess work/training plans and assign pay rates to the summer jobs.
- Maintain summary of all work plans and pay rates.

Appeal Committee:

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

APPLICATIONS AND FORMS

To be completed by participating department/supervisor:

- staffing action – summer student
- summer student employment or training plan
- evaluation by supervisor (end of summer period)
- overall feedback (end of summer period)
- attendance register for summer students

To be completed by student:

- application for summer employment, along with the documents of proof, as mentioned in the application form
- evaluation by student (end of summer assignment)

Note: Criminal record check (and when applicable VSC), oath of office and secrecy forms and harassment-free workplace forms will 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:

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|--------------------|--------------------------------------|
| Kitikmeot region | 983-4058 or toll free 1-866-667-6624 |
| Kivalliq region | 645-8065 or toll free 1-800-933-3072 |
| Qikiqtaaluk region | 934-2027 or toll free 1-800-682-9033 |
| Iqaluit (HQ) | 975-6222 or toll free 1-888-668-9993 |

Appeal Committee:

The associate deputy minister, Department of Finance, can be contacted for any appeal or complaint regarding the program

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| Iqaluit (HQ) | 975-6213 |
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Online:

The SSEEP application form and information are also available on the GN website <http://www.gov.nu.ca/information/summer-student-jobs>.



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 Building Nunavut Together
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 Bâtir le Nunavut ensemble

Application for Summer Student Employment

Please provide the following documents with your application:

- completed application form and resumé
- proof of enrolment of last school attended **OR** proof of enrolment for upcoming school semester
- proof of residency – Nunavut Health Care Card (for non-Nunavut Inuit)

Personal Information:

| | | | |
|--|--|-------------------|----------------|
| First Name: | | Last Name: | |
| Mailing Address: | | | |
| Telephone # (Home): | | (School) | (Other) |
| Email(s): | | | |
| Are you a Nunavut Inuit? Yes () No () | | | |
| Indicate in which community you would like to work: | | | |
| Dates you are available for employment From: | | To: | |

Education:

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|---|--------------------|
| School/college/university last attended: | |
| Dates From: (mm/yy) | To: (mm/yy) |
| Location: | |
| Grade/certificate/diploma/degree: | |
| School/college/university Attending in Fall: | |
| Dates From: (mm/yy) | To: (mm/yy) |
| Location: | |
| Grade/certificate/diploma/degree: | |

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

| MS Office Software | Good | Basic | No | Language | Good | Basic | No |
|---------------------------|-------------|--------------|-----------|-----------------|-------------|--------------|-----------|
| MS Word | | | | Inuktitut | | | |
| MS Excel | | | | Inuinnaqtun | | | |
| MS Outlook | | | | English | | | |
| MS PowerPoint | | | | French | | | |

Awards, Achievements, Voluntary Work, Extracurricular Activities and other Skills:

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Signature: _____ **Date:** _____

Applying to the Summer Student Employment Equity Program **does not** guarantee employment and applying for other job opportunities is recommended.

To submit your application/resumé or for more information, please contact the appropriate Office:

Iqaluit

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| Email your application or inquiry | CasualsIqaluit@gov.nu.ca |
| Fax your application | 867-975-6220 |
| Staffing representative | 867-975-6222 |
| Toll free | 888-668-9993 |

Qikiqtaaluk region

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|-----------------------------------|-------------------------------------|
| Email your application or inquiry | QikiqtaalukSummerStudents@gov.nu.ca |
| Fax your application | 867-934-2027 |
| Staffing representative | 867-934-2025 |
| Toll free | 800-682-9033 |

Kivalliq region

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| Email your application or inquiry | KivalliqHR@gov.nu.ca |
| Fax your application | 867-645-8097 |
| Staffing representative | 867-645-8065 |
| Toll free | 800-933-3072 |

Kitikmeot region

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| Email your application or inquiry | HRKitikmeot@gov.nu.ca |
| Fax your application | 867-983-4061 |
| Staffing representative | 867-983-4058 |
| 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):**

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| 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:**



**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:**

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|---|
| 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:**

(LR/Nov04)