



## **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. **Nunavut Inuit:** students who are Nunavut Inuit under the Nunavut Agreement.
2. **Other Nunavummiut:** students who have lived in Nunavut for at least the last 12 consecutive months (or at least the last 12 consecutive months before becoming a full-time high-school or post-secondary student at an institution outside of Nunavut), have a valid Nunavut Health Care card, and are not eligible for financial assistance from another province or territory.

### **To be eligible for this program, a student must be either a Nunavut Inuit or Other Nunavummiut and must be:**

- be enrolled/accepted in a post-secondary program with a designated college, university or institute for the previous or following term/semester

**OR**

- have completed a minimum of grade 10 and be enrolled in a full-time high-school program for the previous or following term/semester

**OR**

- have graduated from high-school or a post-secondary program in the current academic year

### **Notes:**

- As applicable, the eligibility for enrolment and residency will be verified through proof of application to or enrolment in a post-secondary institution, high school transcript or certificate, Nunavut Health Care card, and/or Nunavut Inuit Enrolment Card from Nunavut Tunngavik Inc. Please consult your regional Summer Student Coordinator (SSC) for any clarifications.

## **PROCEDURES**

### **Applications**

#### **Students**

Student applications should be sent to the regional or headquarters SSC. An electronic application form can also be obtained and forwarded directly to the SSC from the GN website at <https://www.gov.nu.ca/human-resources/information/become-summer-student> .

#### **Participating Departments**

In order to support summer student employment, departmental ability to hire new casual staff is restricted between April 1 and August 15. Casual employment applications and casual staffing

actions submitted for employment between those dates will be reviewed by either the Director, Regional Staffing or the Director, Staffing (in Iqaluit) to determine if the job could be performed by a summer student. The non-SSEEP casual employment request will only be approved where the work requires a higher education and experience than a summer student will have, or if there is no eligible summer student available. 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 (in compliance with priority hiring) from 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 program, including priority hiring. Only the Department of Human Resources will have the authority to employ summer students under this program.

A criminal record check, an oath of office and secrecy, and/or WHMIS training may be required for students 18 and older, depending on the nature of their position. The Deputy Head of the participating department will sign, indicating if any or all of these requirements are necessary in the staffing action form. When required 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 the Legislature.

After providing for advertising and administration expenses, the Department of Human Resources will allocate funding accordingly.

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

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 position's assigned community. The allowance will be pro-rated to an hourly rate by dividing the annual rate for the community by the standard yearly hours.

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).

### **Journal Vouchers**

The participating departments will JV the SSEEP expenses to the Department of Human Resources up to their allocated budget amount for the hired summer students. This will include only the salary, Northern Allowance, six per cent vacation pay and employee and employer 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 are paid from the department's budget.

The participating department must send all journal vouchers for students hired under this program to the SSC before **October 23** 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.

All evaluation forms and information should be forwarded to the appropriate summer student coordinator, Staffing Division of the Department of Human Resources.

### **Concerns**

Any concerns regarding the eligibility criteria, policies and processes of the program may be sent to the Director, Staffing (Iqaluit), or Director, Regional Staffing in the Department of Human Resources.

### **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, will require an oath of office and secrecy, WHMIS training or any other specialized training prior to starting work.
- Ensure hiring managers abide by the Code of Values and Ethics in terms of avoiding any conflict of interest (perceived or real) in the hiring of summer students.

**Human resources practitioner (hiring department):**

- 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 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, Harassment 1010 has been provided and form has been signed, 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 health and safety (including WHMIS, as applicable). It should cover the departments and/or the GN's policies and standards of conduct, including harassment.
- 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 Human Resources):**

- 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 Human Resources):**

- Address and resolve any issues pertaining to this program.
- Forward unresolved concerns to the Director, Regional Staffing or Director, Staffing (Iqaluit).
- Compile all monthly reports and forward them to DM of the Department of Human Resources.
- 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 are 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 Human Resources):**

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

**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 vulnerable sector check), oath of office and secrecy forms and harassment-free workplace forms will need to be completed as applicable

## **CONTACT INFORMATION**

### **Summer student coordinators:**

Headquarters (HQ) and Regional Summer Student coordinators (SSC) may be contacted for any information and/or assistance pertaining to this program:

Iqaluit (HQ):

975-6222 or toll free 1-888-668-9993

[IqaluitSummerStudents@gov.nu.ca](mailto:IqaluitSummerStudents@gov.nu.ca)

Qikiqtaaluk region:

934-2025 or toll free 1-800-682-9033

[QikiqtaalukSummerStudents@gov.nu.ca](mailto:QikiqtaalukSummerStudents@gov.nu.ca)

Kivalliq region:

645-8065 or toll free 1-800-933-3072

[KivalliqSummerStudents@gov.nu.ca](mailto:KivalliqSummerStudents@gov.nu.ca)

Kitikmeot region:

983-4058 or toll free 1-866-667-6624

[KitikmeotSummerStudents@gov.nu.ca](mailto:KitikmeotSummerStudents@gov.nu.ca)

### **Online:**

The SSEEP application form and additional information are available on the GN website at [www.gov.nu.ca/information/summer-student-jobs](http://www.gov.nu.ca/information/summer-student-jobs).



