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Building *Nunavut* Together
Nunavut liuqatigiingniq
Bâtir le *Nunavut* ensemble

SUMMER STUDENT EMPLOYMENT EQUITY PROGRAM

PROGRAM OVERVIEW FOR DEPARTMENTS

The Government of Nunavut's (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 encourage continuous learning and to foster youth development.

The objectives of this program are to:

1. Provide employment or training opportunities for students that will:
 - Develop their skills and improve employability after graduation.
 - Help fund their education and encourage them to complete their studies.
 - Enrich their academic programs.
 - Help them evaluate their career options within the territorial public service.
2. 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 Agreement, priority hiring consideration is given to Nunavut Inuit students. The program also includes orientation and evaluation components for quality assurance purposes.

Between April 1 and September 30 of each year, summer students are hired and compensated according to the provisions of the SSEEP. The recommended application submission for students is April 5, 2019 for positions starting as early as April 22, 2019. The final application deadline for students is July 5, 2019.

Although departments are asked to submit their requests by Friday, April 5, 2019, to prevent program delays, departmental submissions will be accepted until Monday, June 10, 2019. Departments may determine applications to be employment-based 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 wage subsidy provided to GN departments by the Department of Finance is limited by the budget of this program.

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 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.

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 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.

Dependant means:

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

To be eligible for this program:

- An eligible student must be enrolled/accepted in a post-secondary program with a designated college, university or institute for the previous or 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.
- Students who have graduated from high school or a post-secondary program in the current year.

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 summer student coordinator (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 headquarter SSC by Friday, April 5, 2019. 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

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 Regional Director of Financial Services (in each of the 3 Regions) or the Director of Recruiting and 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 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 Finance 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 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 the Legislature.

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

The Department of Finance 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 Finance 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 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 appropriate summer student coordinator, Staffing Division of the Department of Finance.

Concerns

Any concerns regarding the eligibility criteria, policies and processes of the program may be sent to the Director, Recruiting and Staffing, Department of Finance.

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 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 SSEEPP 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 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 concerns to the Regional Director or Director, Recruiting and Staffing.
- 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 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 Finance):

- 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:

Headquarter (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

Qikiqtaaluk region:

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

QikiqtaalukSummerStudents@gov.nu.ca

Kivalliq region:

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

KivalliqSummerStudents@gov.nu.ca

Kitikmeot region:

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

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.

