



**\*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:**

- Proof of application to or enrolment in a post-secondary institution, school certificate, Nunavut residency (ex. health care card, driver's licence or other document) 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 headquarter summer student coordinator (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>.

## **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 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).

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

## **Evaluation**

Students under this program are required to complete the attached evaluation form at the end of the work period.

All evaluation forms and information should be forwarded to the 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.

## **APPLICATIONS AND FORMS**

- 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](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).