

OCHAPOWACE SUMMER STUDENT EMPLOYMENT POLICY



**As long as the grass
grows, the waters
flow and the sun
shines...**

Mission Statement

To provide work experience and skills for students (high school and post-secondary) to be prepared to enter the work force and to introduce each summer student to a variety of career options.

Mandate

Ochapowace Education Committee has been entrusted by the Ochapowace Chief and Council to formulate a Summer Student Policy for the administration to implement.

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DEFINITION OF TERMS

Summer Employment: On reserve employment opportunities for high school students and post secondary students to expand skills and experiences.

Participant: An individual who is hired for a job during period set out.

Program Supervisors: Is the department employee of Ochapowace Nation who will supervise the Summer students on a daily basis.

Summer Student Coordinator: Is a Post-Secondary student who oversees the placement of the students.

Post-Secondary Coordinator: Oversees the Summer Student program and ensures the students are receiving some quality training experiences.

Continuing Student: Continuing students who are currently receiving funding from the Ochapowace Nation Post-Secondary Program with "satisfactory academic standing" as defined by the faculty each post-secondary student is enrolled in.

A. CRITERIA FOR SUMMER EMPLOYMENT

1. Must have a social insurance number.
2. Priority will be given to high school students.
3. Limited full-time employment for post-secondary students will be available.
 - Part time employment will be an option for students funded for spring and summer classes.
4. Submit a resume by deadline date.

High school summer employment priorities of selection:

1. Must have completed grade 10 and be actively enrolled in grade 11-12.
2. Must reside on the nation.
3. Non-residents must be a registered nation member.
4. Non-nation members enrolled at Kakisiwew School.

Post-secondary summer employment priorities of selection:

1. Must be a continuing student.

B. ROLES AND RESPONSIBILITIES

Department/Program Supervisors

- a. Communicate needs to their student.
 - b. Supervisors are looked at as role models. Keep in mind to be that role model.
 - c. Any concerns will be submitted in writing to the summer student coordinator. This will be reviewed by the PSC with the HR office. The nation's employee policy will apply under complaints.
 - d. Job abandonment will follow the same protocols as laid out in the nation's employee policy section 33.6.4 and 33.6.5.
 - e. All students will follow the Ochapowace employee code of conduct Section 7.1 and 7.2 – guiding principles a-r and t-v.
 - f. All students will follow the Ochapowace employee policy under section 10,11, 12, 15, 16, 18, 20, 43, 46, 48, 49, 50, 51, 52
 - g. Ensure the safety of the students – all applicable safety tickets etc. depending on the job.
 - h. Program coordinators are responsible to supply the students the necessary PPE (personal protective Equipment).
 - i. Sick leave will follow the same outline as laid out in the nation's employee policy under sick leave section 33.1.3 under "casual workers".
 - j. Upon completion of the summer student placement, the supervisor will submit a written report to the PS office.
 - k. Exit interviews must be completed prior to completion of placement.
1. Post-Secondary Coordinator (PSC)
 - a. The PSC oversees the summer student coordinator.
 - b. The PSC supplies a written overview after program completion.
 - c. Shall address program concerns in a timely manner.
 - d. Follow up on any incident reports that have been filed.
 - e. Ensures that the budget for summer students is followed.
 - f. PSC will work in conjunction with the Kakisiwew Principal to ensure students have SIN #'s, job resumes.
 2. Summer Student Coordinator (SSC)
 - a. Works closely with PSC and HR and-determines eligibility of students.
 - b. Will notify students for an interview to determine placement.
 - c. Shall address program concerns in a timely manner.
 - d. Reports to the PSC.
 - e. Ensures that all students have completed orientation.
 - f. Ensure time sheets are gathered and submitted.
 - g. Ensure students have transportation to the designated worksite.

C. Duration of Employment

1. Grade 10 & 11 – 3 weeks of employment
2. Grade 12 – 4 weeks of employment
3. Post-secondary students – 6 weeks of employment

D. Pay Schedule

1. Summer students will be paid on a bi-weekly basis.
2. Time sheets must be submitted every second Friday.
3. Students will be paid by direct deposit.
4. Grade 10 & 11 - \$12.00 (3 weeks).
5. Grade 12 & ABE - \$13.00 (4 weeks).
6. Post Sec. - 1st and 2nd year \$14.00; and 3rd and 4th year \$15.00 (6 weeks)
7. Vacation pay will be paid on every paycheque.
8. Summer Student employees are not eligible for Pension and sick leave benefits.
9. Employment Insurance is deducted.

E. Orientation/Onboarding

1. Summer students must attend the Student Orientation at the beginning of their employment.
2. All summer students are required to sign the Oath of Confidentiality as an Employee of Ochapowace Nation.
3. If any issues arise, student will inform supervisors who will discuss with the SSC to resolve.
4. Job description is given.
5. Provide banking information for direct deposit.
6. Provided a workplan and daily checklist of duties.
 - Familiarize workplace equipment
7. Appropriate workplace dress as per job.
8. Other duties may be assigned as requested by PSC.

APPENDIX A:

SUMMER STUDENT APPLICATION:

Personal contact Information

Student name _____

Date _____

SIN # _____

Date Birth _____

Phone Number _____

Email Address _____

City/Town _____ Postal code _____

Level of Education Completed:	Level of Education:
High School/ABE	University/ College
_____ Grade 10	_____ 1 st Year
_____ Grade 11	_____ 2 nd Year
_____ Grade 12	_____ 3 rd Year
	_____ 4 th Year
Name of school Attended:	Name of Institution
_____	_____
_____	_____
	Program _____

Emergency Contact information

Name _____

Relationship _____

Phone Number _____

Email Address _____

Date on which Ochapowace Summer Student Employment Policy was pronounced at a duly conveyed Chief & Council meeting on: Friday, June 11, 2021.

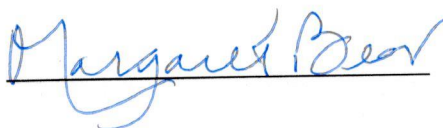
LOCATION OF DECISION: Ochapowace Nation, Saskatchewan

AND UPON HAVING READ by Ochapowace Education Committee Meeting on: Tuesday, May 25, 2021, Ochapowace Nation, Saskatchewan.

NAMES AND SIGNATURE OF COUNCIL WHO GRANTED THIS DECISION:

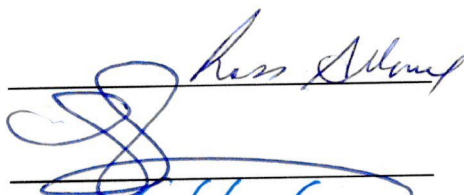
Okimaw Iskewew:

MARGARET BEAR

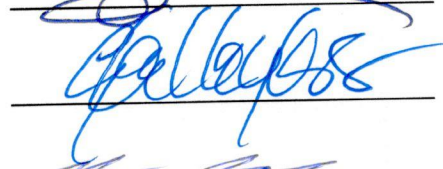


Headmen/Headwomen:

ROSS ALLARY



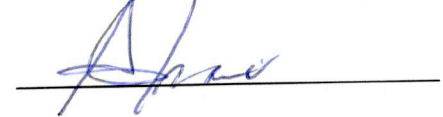
LUKE GEORGE



SHELLEY A. BEAR



PETRA BELANGER



LYNN BEAR

AUDREY ISAAC

