

WAHNAPITAE FIRST NATION CANADA SUMMER JOBS APPLICATION PROCESS POLICY

Amended by Band Council Motion: 20/21-12-175
At the Chief and Council Meeting of: December 15, 2020

Adopted by Band Council Motion: 13/14 #51
At the Chief and Council Meeting of: July 16th, 2013

OBJECTIVE: To hire summer students and give them the best work experience we can offer

PROCEDURES FOR MANAGERS AND/OR DIRECTORS WHEN WANTING TO HIRE A SUMMER STUDENT

- Will advise Human Resource Director (HRD) by February 1, with a memo that they wish to hire someone for the summer
- The manager or director will supply the HRD with a job description and job posting for the required position
- They will provide the HRD with the length of employment and hours that the summer student will work and be paid if the amount is more than what the program funds the Director or Manager will advise where the balance will come from
- You will advise the HRD if you require a secondary or post secondary student and start date.
- The HRD will submit the application to Canada Summer Jobs Program

PROCEDURES FOR MANAGERS AND DIRECTORS ONCE THE APPLICATION HAS BEEN APPROVED

- Managers and Directors and the Human Resource Director will have an initial meeting on the first day to go over HR policy, Health and Safety, declaration letter, and their letters of offer
- Staff will attend training sessions if applicable (first aid CPR, food handling, or other training as required)
- Will supervise and monitor the students work on a daily basis
- The Manager or Director of each department will arrange to have another supervisor monitor the summer student in their absence
- Manager or Director will report weekly time sheets and reports to the Director of Finance for payroll
- The Manager or Director of each department will be responsible for your summer students in that they follow the HR policy and the health & safety guidelines
- You will provide the HRD with the final activity report on their summer student or students when their job is completed so the HRD can submit final report to the Canada summer jobs program

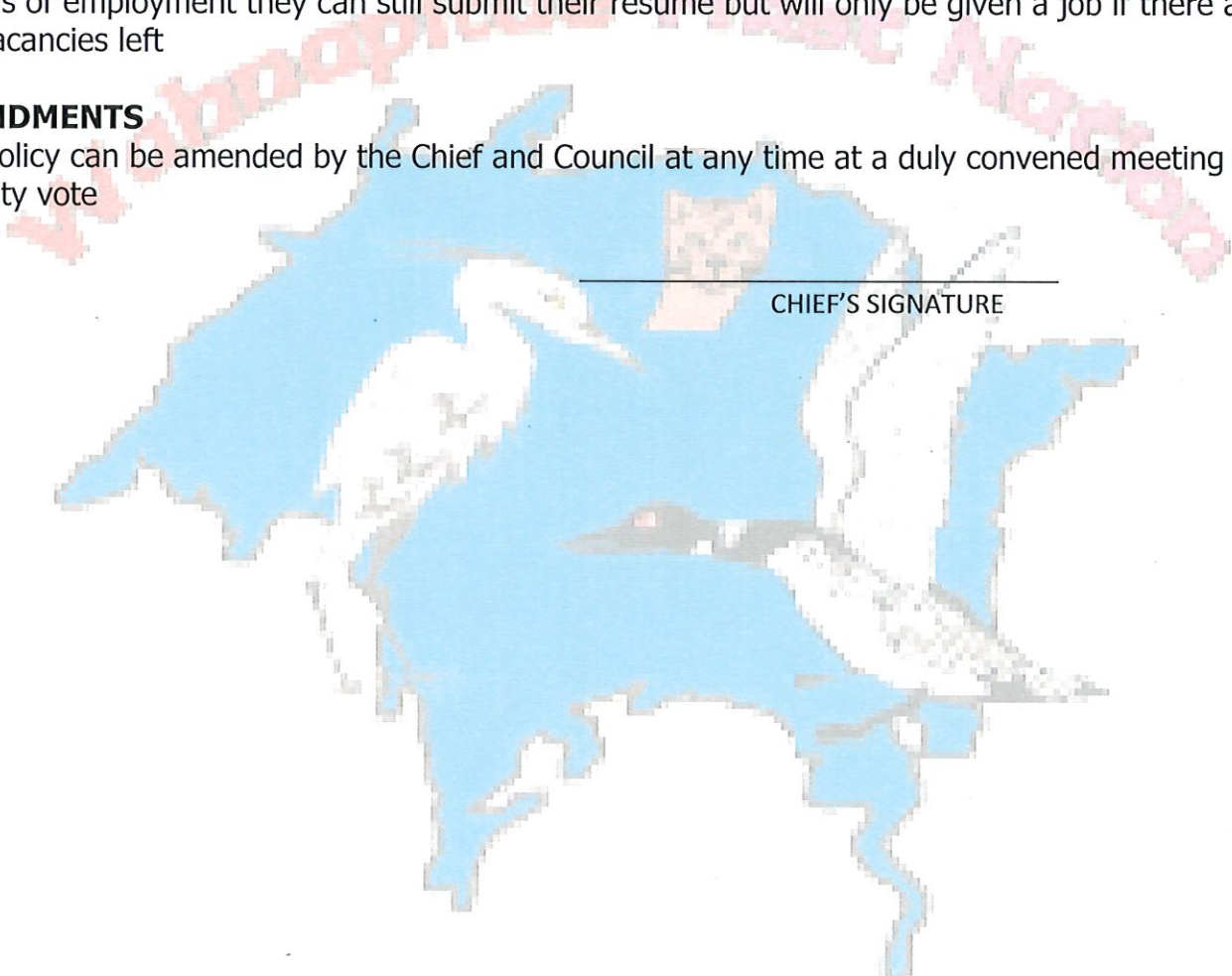
CRITERIA FOR HIRING SUMMER STUDENTS

- Must be 15-30 years of age and they have to be 15 when they begin work
- Must have attended school fulltime and going back to school fulltime in the fall
- Must have social insurance number
- Status members living on reserve
- Community members living on reserve (Band Member, a spouse of a band member, or a child of a band member residing within the WFN Reserve No. 11)
- Status members living off reserve
- Children of status members living off reserve

Students will be entitled to work at Wahnapiatae First Nation as a summer student for 3 years, after 3 years of employment they can still submit their resume but will only be given a job if there are any vacancies left

AMENDMENTS

This policy can be amended by the Chief and Council at any time at a duly convened meeting with a majority vote



CHIEF'S SIGNATURE

WAHNAPIATAE FIRST NATION
100-111
MAY 2011
Chief *LR*