

Summer Student Job Readiness Program Policy #005/2017

Whereas the FISHING LAKE METIS SETTLEMENT has identified funds within the Settlement Budget.

Objectives

- To expose young individuals to wide variety of life and work experiences that will encourage personal growth, development of new skills and increase self-confidence.
- To provide young individuals with an opportunity to contribute their time and energy towards the betterment of the community.
- To provide extracurricular activities for young individuals during the summer time.
- To provide guidance and support to the career aspiration of the young individuals.
- To promote the development of leadership skills to the youth.

1. DEFINITIONS

- a) **Summer Student** refers to an individual aged 14-24 years, registered in the Summer Student Program
- b) **Student Program Coordinator** refers to the individual that may be designated by the Fishing Lake Métis Settlement to implement and manage the Summer Job Readiness Program and establish site safety and supervision.
- c) **Work Placement Programming – Students Aged 14 - 24** refers to the location on Settlement, (FLMS Owned & Operated Businesses) where a student is placed on a temporary basis to gain work experience through the Summer Job Readiness Program.
- d) **Settlement** refers to the Fishing Lake Metis Settlement.
- e) **PPE** refers to Personal Protective Equipment as required by Occupational Health and Safety Standards.
- f) **Health and Safety Orientation** refers to a formal orientation provided by Health and Safety Officers of the Fishing Lake Métis Settlement explaining Health and Safety Procedures and requirements of the job site and verification of existing Safety Certification.
- g) **Child of Resident Member** refers to a child of a Metis Member physically residing on the Fishing Lake Settlement.
- h) **Educational Institution** refers to a School or Training Center where students are registered and obtain learning, (This may include community based delivery by the institution).
- i) **Summer Student Job Readiness Program** refers to a specific set of programming created and implemented for Summer Students by the Fishing Lake Administration. Programming is limited to **Skills Development, Work Experience, Employment Readiness** (Safety Certification, Job Placement, Self Awareness/development programs, cultural components, job readiness techniques/work ethics; resume making, mock interviews etc.)
- j) **Summer Student in Good Standing** refers to a student who has successfully completed or is enrolled in an educational program and/or completed their Summer Student Program without being terminated, suspended or written up for bad behaviours.

Administration

The program is administrated through the Education & Employment Department. A Summer Student Program Coordinator may be utilized where funds allow

Eligibility

Local students

- Must be a student in good standing residing on the Fishing Lake Métis Settlement at the time of program between the ages of 14 – 24 years of age as of July 1st of the current year.
- Students must be enrolled Must provide proof of enrollment in an educational program (student report card or attendance records or course completion & marks.)
- Must be Métis or the Residing child of a Residing member of the Fishing Lake Métis Settlement. as defined, that was and/or is registered as a student in a recognized educational institution (including post-secondary studies) within Canada between the ages of 14 years of age and 24 years of age (as of July 1st of that intake year).
- Must complete a Summer Student Application Form as attached.
- Must sign and initial a Summer Student Job Readiness Contract to indicate compliance
- Must have parental consent if under the age of 16 years of age
- Students may be required to submit recent transcripts as proof of studies this past semester
- Required to provide a letter of acceptance from a Post-Secondary institution, or provide proof of enrollment for studies they will attend in the fall

Hiring and Students Placement Policy

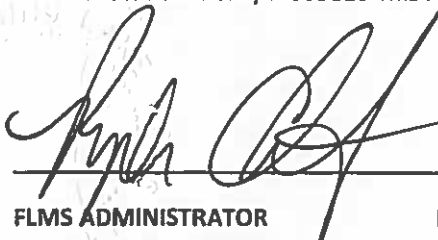
Based on eligibility, Students will be selected on a first come first serve dependent on available funds. All Eligible Students will be enrolled for a minimum period of 2 weeks. In the case of “Availability of Funds”, High School and Post-Secondary Students will be considered priority for additional programming


EFFECTIVE DATE

This policy comes into effect upon adoption by the Fishing Lake Settlement Council

Summer Student Policy P-004-2014 This Policy was Repealed on July 7th, 2015

Summer Student Policy P-005115 This Policy was Repealed on July 18th, 2017


FLMS ADMINISTRATOR


FLMS CHAIRPERSON

DATE OF ADOPTION: July 10, 2017

RESOLUTION #: MOTION # FLMSRCM 350 /17

Schedule "A"

Summer Student Job Readiness Program Policy

1. _____ I will be punctual and on time for the program.
2. _____ I will respect the course Instructors and/or Supervisors/Employers and other students.
3. _____ I will come to the program prepared for the day with arrangements for lunch and transportation to and from the job site unless otherwise provided for. (This includes mosquito repellent, sun screen, water, gloves, hat, work boots if required, safety vest if required, hard hat if required, protective eye wear if required)
4. _____ I will notify the appropriate supervisor if I am unable to attend the program as per regular scheduling.
5. _____ I understand that all Students are not entitled to sick leave and thus if a day is missed, no wages will be paid for the day missed and arrangements are to be premade with supervisor.
6. _____ I agree to attend the Health and Safety Orientation by the Fishing Lake Health and Safety Department.
7. _____ I understand and agree that I must wear the required Personal Protective Equipment when required, as per policy.
8. _____ I understand that all students under the age must have a parental consent form signed.
9. _____ I understand that all Students will be paid minimum wage as per the Province of Alberta regulations, no top off to the worker will be accepted.
10. _____ I understand that a minimum of 2 students per job placement is mandatory.

COMMITMENT OF FISHING LAKE METIS SETTLEMENT/EDUCATION & EMPLOYMENT

Date

COMMITMENT OF SUMMER STUDENT

Date