



# **Education & Employment**

## **Self-Created Summer Employment Program**



# Policies and Procedures

## Self- Created Summer Employment Program

For more information or assistance please contact:

Linden Meggison  
Database Clerk  
lmeggison@ktunaxa.org

Jason Andrew  
Sr. Employment Officer  
[jandrew@ktunaxa.org](mailto:jandrew@ktunaxa.org)

7468 Mission Road  
Cranbrook, BC V1C 7E5  
Phone: (250) 489-2464  
Toll Free: 1-888-480-2464  
Fax: (250) 489-2438

7468 Mission Road  
Cranbrook, BC V1C 7E5  
Phone: (250) 489-2464 Ext. 3149  
Toll Free: 1-888-480-2464  
Fax: (250) 489-2438

### Service Area



# **KNC-EE Mission Statement**

To support and promote empowerment of First Nations people residing within the KNC-EE Service area to achieve self-sufficiency and independence through counselling, training and employment.

# **KNC-EE Vision Statement**

Our vision is to be a dynamic organization that respects and honours the importance of First Nations language and culture in the achievement of self-sufficiency and independence through capacity building.

The KNC-EE is funded through Service Canada. This program is called the Aboriginal Human Resource Development Agreement (AHRDA). There are ten First Nation AHRDA agreements in BC. KNC-EE is a sub-agreement of the Okanagan/Ktunaxa Aboriginal Management Society (OKAMS) AHRDA.

KNC-EE is responsible to develop and administer programs which address Labour Market needs of all First Nations people, both status and non status, living within the area known as the Ktunaxa Traditional Territory both on and off reserve, excluding Métis. The Métis have a similar program.

## **1. Eligibility**

1. Eligibility for KNC-EE is limited to persons of First Nations ancestry (status and non status) living within the KNC-EE service area (on and off of reserve).
2. A non First Nations person who is married to, common law partner of or has children and is permanently residing with a First Nations person may be considered for funding.
3. All applicants must reside within the KNC-EE Service area prior to making application to KNC-EE, with the exception of students who normally reside within the KNC-EE Service area but have moved out of the service area to attend school.
4. Persons who have been previously funded by KNC-EE and have not successfully completed the initiative and have an outstanding balance owed to KNC-EE are not eligible for further funding until they have repaid the outstanding amount in full or have made a mutually agreed upon payment plan.

## **2. Failure to Comply**

1. Failure to comply with the terms of the program funding agreement and the policies and procedures may be cause for discontinuation of funding and/or refusal of subsequent funding and may result in repayment of any funds received to date.

### **3. Non Completion**

1. All KNC-EE funding is considered to be a loan, 100% forgivable upon successful completion. Successful completion is passing all courses.
2. KNC-EE will not hold a student in default if they are not able to successfully complete for one of the following reasons:
  - a. Makes every effort to complete and pass (attends all classes, arranges for a tutor, etc) but does not pass. Supporting documentation will be required from the instructor(s) that this is accurate.
  - b. Medical reasons do not allow for the student to complete. Documentation is required.
3. Participants who do not successfully complete the initiative must repay all funds received.
4. Individuals required to repay funds will not be considered for further funding until the funds are repaid in full or a mutually agreed upon payment plan has been made.

### **4. Appeal**

1. All decisions made by KNC-EE can be appealed. The process for appeal is as follows:
  - a. Make written request for appeal within 30 days to KNC-EE detailing the grounds for which the appeal is being pursued.
  - b. If the appeal is granted, attend an appeal hearing to further discuss the details of the appeal.
2. If the appeal process does not bring about a satisfactory conclusion, a mutually agreed upon adjudicator will be brought in. The decision rendered by the adjudicator will be final.

### **5. Policy Amendments**

1. This policy may be amended when necessary by consensus of a quorum of Social Sector Council members.
2. KNC-EE reserves the right to impose extraordinary conditions or requirements in addition to those stated herein, as required or otherwise deemed necessary.

### **6. Application Deadline & Review**

1. Applications and proposals must be submitted no later than the second Friday of each month. KNC-EE meetings are on the last Wednesday of each month.
2. Late applications and proposals will be held until the following regularly scheduled KNC-EE meeting.
3. Applications and proposals that are incomplete, due to the circumstances beyond the control of the applicant, should be submitted along with a written statement identifying the missing information and estimating when the information is expected to be received.

4. Approved applications and proposals, which are missing information, will not be eligible to receive funds until such time as the missing information is received.
5. Applications and proposals can be submitted:
  - a. In person;
  - b. By mail;
  - c. By fax; or
  - d. By e-mail.(see front cover for contact information)
6. Applications and proposals will not be considered if submitted after the proposed activity has already started.
7. Applicants requiring assistance with their application may seek assistance from KNC-EE.

## **7. Personal Presentations**

1. Personal presentations of applications or proposals will not be permitted without special permission from KNC-EE.
2. Special permission will be considered if a written request outlining why a personal presentation is requested is received at least five days prior to the regularly scheduled KNC-EE meeting.

## **8. Income Status**

1. Applicants must notify KNC-EE of all sources of income of both the applicant and the spouse that is being received at the time of the application.
2. If the income status of the individual or the spouse changes, it is the individual's responsibility to notify KNC-EE of the income change and the source of the income.
3. Failure to notify KNC-EE of an income status changes may be considered failure to comply and may result in discontinuation of funding.

## **9. Self Created Summer Employment Program**

KNC-EE will accept applications from students who are at least 15 years of age and who have been in full-time attendance over the past academic year and are returning to full-time studies. KNC-EE may consider applications from students who were not in full-time attendance, provided that supporting documentation is attached (such as an Individual Education Plan, Disability, young parents, etc.).

Students are responsible for finding their own summer employment that is in line with their course of study or career interests. Students are encouraged to initiate an Individual Training Plan (ITP). The Ktunaxa Nation Employment and Training Department is available to assist student with ITP's and approaching host employers for potential opportunities.

The self created summer employment wage will be based on a maximum of the current minimum wage, up to 35 hours per week.

Students must be legally eligible to work in Canada/BC and must possess a social insurance number prior to the start date. No funds will be released without a Social Insurance Number.

Applications are due April 15<sup>th</sup> (College students) & May 12<sup>th</sup> each year.

## **10. Other Summer Employment Programs**

KNC-EE will concentrate its summer employment allocation on the Self Created Summer Employment Program

Proposals must include:

- Length, start and finish dates;
- Number of Students to be employed;
- Budget ;
- Detailed workplan – should identify what the activities will be, how they relate to the individuals ITP and/or course of study, how will be delivered (accessed). Who they will be delivered by and where;
- Letter from Executive Director/Manager supporting the summer employment opportunity

**KNC-EE SELF-CREATED SUMMER STUDENT  
PROGRAM  
APPLICATION FORM  
(Must be completed in full)**

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

\_\_\_\_\_

City

Postal Code

Phone Number: \_\_\_\_\_ Message Number: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Currently in Grade: \_\_\_\_\_ at \_\_\_\_\_

School

First Nations Affiliation: \_\_\_\_\_ Band Number: \_\_\_\_\_  
Band or Nation

(Please note: You may be required to provide verification of your First Nations heritage)

What skills, knowledge and experience will you gain from this employment opportunity?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please explain why you are submitting an application to KNC-EE to assist with funding your employment opportunity?

\_\_\_\_\_

---

---

**What efforts have you made to secure other summer employment opportunities?**

---

---

---

**Why did you choose this place of employment?**

---

---

---

**What is your career goal? \_\_\_\_\_**

**How did you determine this goal? \_\_\_\_\_**

**Have you begun your Individual Training Plan (ITP)? \_\_\_\_\_**

**Will this summer employment opportunity provide you with practical experience towards your course of study or ITP? \_\_\_\_\_**

**How \_\_\_\_\_**

---





# HOST EMPLOYER INFORMATION:

Business Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

\_\_\_\_\_

City

Postal Code

Phone Number: \_\_\_\_\_ Contact Person: \_\_\_\_\_

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

Location of Employment: \_\_\_\_\_

Type of Business: \_\_\_\_\_

Description of Work: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Supervisor(s): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Employer Signature

Date

# BUDGET:

WAGES (\$10.85 Hour X ____ hours/week X _____ weeks)	\$ <input type="text" value="A"/>
HOLIDAY PAY ( <input type="text" value="A"/> X 4 %)	\$ <input type="text" value="B"/>
SUBTOTAL ( <input type="text" value="A"/> + <input type="text" value="B"/> )	\$ <input type="text" value="C"/>
EI ( <input type="text" value="C"/> x 1.88%)	\$ <input type="text" value="D"/>
CPP ( <input type="text" value="C"/> x 4.95%)	\$ <input type="text" value="E"/>
WCB ( <input type="text" value="C"/> x _____ %)	\$ <input type="text" value="F"/>
OVERHEAD (maximum of \$100.00)	\$ <input type="text" value="G"/>
TOTAL ( <input type="text" value="C"/> + <input type="text" value="D"/> + <input type="text" value="E"/> + <input type="text" value="F"/> + <input type="text" value="G"/> )	\$ _____

**Your application must also include:**

- A one-page cover letter from you explaining what this experience may provide you, what you hope to gain from this experience and how this opportunity is in line with your course of study and/or ITP;
- A letter from your school stating that you were in full-time attendance over the last year and that you achieved reasonable effort and attendance over the past year;
- A letter from the school you will be attending, indicating that you are registered in full-time studies for September;
- A letter from the host employer's Manager/Board/Council (BCR) stating that they are prepared to employ you under this program as detailed in this application; and
- A current resume.

**DEADLINE FOR APPLICATIONS IS FRIDAY MAY 18, 2018**

Completed applications can be  
Mailed, e-mailed, or faxed to the attention of:

**Linden Meggison**

Database Clerk

[Lmeggison@ktunaxa.org](mailto:Lmeggison@ktunaxa.org)

Phone: (250) 489-2464

Toll Free: 1-888-480-2464

Fax: (250) 489-2438

If you would like help completing this application,  
please email Linden Meggison at [Lmeggison@ktunaxa.org](mailto:Lmeggison@ktunaxa.org)