



Employment & Training Policy

Intent

Saulteau First Nations strives to serve its citizens and members in respect to enhancing their personal capacity through training, apprenticeships and educational programs and services. This will ensure that the member gains the skills needed to enhance, or secure gainful employment.

The intent of this Policy is to ensure that Saulteau First Nations' citizens and members understand their roles and responsibilities associated with receiving the funding in order to participate in training and education programs.

Scope

The Employment & Training Policy applies to all Saulteau First Nations members who require funding for training/academic/limited trades programs. **All training must lead to direct employment.**

*****Training must be at the closest most affordable school*****

*** PLEASE NOTE* Training/PPE/Electronics/Accommodations that has started before applying and receiving approval, is not eligible for sponsorship or reimbursement.**

Once a member chooses a career, it is expected that they work in that field to gain experience and perhaps further their career down the road with Saulteau First Nations funds if they choose.

Definitions

Arrears-means outstanding debt owed to a Saulteau First Nations Department i.e., Housing, Education, Social Assistance – a repayment plan must be in place.

Band member-means a person whose name is lawfully entered on the membership List. Must provide picture of Status Card.

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Course Load-Means the rate which the student is currently working in order to complete their program of study.

Member in Good Standing-Means that the applicant is a registered member who does not have any outstanding debt owing to any Saulteau First Nations departments.

Full-time Employment – Is defined as work in excess of 25 hours a week. To be eligible for living allowance, a student’s primary occupation must be full-time studies. Saulteau First Nations is unable to provide living allowances for students whose primary occupation is considered to be employment.

Living Allowance- Is only for Fulltime **Training Programs** over six weeks and if the applicant works less than 25 hrs per week.

Self-Paced Programs - Are programs designed for completion in a specific time frame but may also be delivered at a reduced course load. All students must complete 100 percent of the course work, though the time required for completion may vary depending on the percentage of course load carried. These Programs are ineligible for living allowance.

Policy Guidelines-Eligibility

Saulteau First Nations retains the right to determine the best use of its Own Source Revenue (OSR) & ISET Funds as it deems appropriate in determining how said funds are administered to the benefit of Saulteau First Nations’ members for training and education purposes. The disbursement of said training funds shall be performed in a consistent manner where the greatest benefit is realized by the greatest number of members according to strategic financial and employment priorities as deemed by Chief and Council and recommended by Employment and Training Departments in a budget presentation. Each SFN member will be eligible to a maximum funding amount of **\$10,000.00** in any given **3-year period**, unless otherwise recommended by the SFN Training & Education Committee. Each case is approved on a case-by-case basis. **SFN Employment & Training Department does NOT send the \$10,000.00 directly to SFN Members. The Nation will send the funds directly to the training organization.**

-Any Saulteau First Nations’ member in “**Good Standing**” may apply for training. In order to obtain training, apprenticeship certification or educational training. Applications will be reviewed on a first-come-first-serve basis, and funding approval will be determined on a case-by-case basis, based on applicants plan and availability of funds. The review will be done on a timely basis to ensure the applicant’s success.

It is the responsibility of the **individual** and **not** the Saulteau First Nations, to ensure that all eligibility requirements are met, applications and required documentation are completed and submitted by the respective submission dates for any particular training course or educational program. The Employment and Training Officer will assist the individual in their application

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process, but are **not** responsible for ensuring that the applications and submissions are completed accurately or on time to the appropriate agency, service provider or educational training organization or institution. Nor does Saulteau First Nations guarantee that the individual will receive funding or successful application into any training course, apprenticeship or educational program.

It is the individual's responsibility to ensure that they show up on time and attend **all** classes, whether in the classroom, or in the field. If the individual did not attend or complete the training course, apprenticeship, or educational program, then that individual is "**In Breach**" of this Policy. The individual must immediately report this to Saulteau First Nations and will be required to repay any fees. Individuals who register for a course and do not attend may be disqualified from future training opportunities.

Upon completion of the training course, apprenticeship, or educational program, it is the responsibility of the individual to report their completion status and copies of any and all certificates to the applicable Saulteau First Nations Department (Employment and Training Officer), as soon as it has been received from the institution.

Until these costs or monies are reimbursed in full to the appropriate party, the individual will have lost their status of being in "**Good Standing**" and will not qualify for any other Saulteau First Nations' programs and services, unless an acceptable reimbursement agreement is in place. This reimbursement agreement must be provided along with any application for training or education funding. If you default on the repayment agreement with SFN not qualify for any future Employment & Training programs or services.

Individuals who receive funding from Saulteau First Nations Band, and do not utilize the training, education certification, will not be eligible for future funding for training.

It will be the individual's responsibility to provide Saulteau First Nations proof that they put the training or education to use. For example, if you receive funding directly from Saulteau First Nations for safety ticket(s) certification (i.e., H2S Alive), but do not become employed where that/those safety certificate(s) are required for your employment (i.e., oil & gas industry) during the timeframe that the safety ticket(s) are valid, you will not be eligible to renew those tickets.

If the individual(s) is self-employed (actually own and operate your own business entity), you will be expected to provide for your own safety training needs as may be required in your field of business. Those individuals that are in the process of entrepreneurship training or training that improves their business's ability to increase profit will be eligible for funding for training/education.

These requirements are in place to ensure that Saulteau First Nations members are utilizing Own Source Funding in most effective, cost-efficient manner to gain meaningful employment. This

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will ensure that all our members have a access to funds in a fair manner to pursue training opportunities.

Permissible Use of Confidential Information:

Except as set out in the following paragraph, information concerning all persons receiving services from Saulteau First Nations is confidential and no employee shall disclose or communicate that information to any person unless the person provides written consent.

I, _____, acknowledge that I have read and understand the Employment & Training Policy of Saulteau First Nations, and hereby authorize Saulteau First Nations to use and/or release any and all confidential information relating to my training and education, as it deems necessary in order to fulfill reporting requirements or apply for future training and educational funding applications. I also hereby authorize Saulteau First Nations to release my training and educational certificates, diplomas and/or degrees to potential training, educational organizations and/or institutions, and to potential employers.

Acknowledgement & Agreement:

I, _____, acknowledge that I have read and understand the Employment & Training Policy of Saulteau First Nations. I agree to adhere to this Policy and will ensure that I will attend all courses and class sessions, whether in the classroom, or in the field, as they may be presented, and fulfill all requirements as required to complete the training/education program and adhere to these guiding principles. I understand that if I violate the procedures outlined in this Policy, I will face disciplinary action, up to and including being dismissed from the training, apprenticeship or education course or program, and having to compensate Saulteau First Nations for the monies associated with the costs incurred on my behalf to attend this incomplete training /education. I also understand that I will not be eligible for any further training or education funding from Saulteau First Nations until I have re-attained my status of being a SFN member in “Good Standing” by fully compensating SFN these costs, unless an acceptable reimbursement agreement is reached and executed between Saulteau First Nations and myself. A copy of this reimbursement agreement must be provided along with any application for training or education funding.

Name: _____

Signature: _____

Date: _____

Witness: _____