



# Employment and Training Policy

## Intent

Saulteau First Nations aims to support its citizens and members in developing their personal capacity through training, apprenticeships, and educational programs and services. This will help members acquire the skills needed for gainful employment. The purpose of this Policy is to ensure that Saulteau First Nations' citizens and members understand their roles and responsibilities associated with receiving funding for participation in training and education programs.

## Scope

The Employment & Training Policy applies to all Saulteau First Nations members needing funding for training, academic, or trade programs. **All training must lead directly to employment.**

**Training must be at the nearest reputable and affordable facility.**

**\*PLEASE NOTE\*:** Training, PPE, or accommodations that begin before applying for funding will be assessed on a case-by-case basis for sponsorship or reimbursement.

Members are expected to work in their chosen career field to gain experience.

## Definitions

**Arrears** - Outstanding debt owed to a Saulteau First Nations Department (Housing, Education, Social Assistance, Patient Travel) requiring a repayment plan.

**Band member** - A person listed on the official membership list, supported with a picture of Status Card or letter confirming status from our Indigenous Registry and Membership.

**Course Load** - The rate at which a student works to complete their program of study.

**Member in Good Standing** - A registered SFN Band member without outstanding debt to any Saulteau First Nations departments.

**Full-time Employment** - Work exceeding 25 hours a week.

**Living Allowance** – Only available to students who are in a full-time training program over 3 months with a set schedule whose primary occupation is full-time studies, not employment.

**Self-Paced Programs** - Designed for completion in a specific time frame but may allow reduced course load. These programs must be completed 100% but are ineligible for living allowance.

## Policy Guidelines-Eligibility

Saulteau First Nations retains the right to determine the best use of any funding designated to the Training and Employment Department as it deems appropriate in determining how said funds are administered for training and education purposes. The disbursement of said training funds shall be performed consistently where the greatest benefit is realized by the greatest number of members according to strategic financial and employment priorities set by Chief and Council and recommended by Employment and Training Departments in a budget presentation. Each SFN member will be eligible for a maximum funding amount of **\$10,000.00** in any given **36 month period**.

SFN Employment & Training Department does **NOT** send the funds directly to SFN Members. The Nation sends the funds directly to the training organization.

- Full-time students may receive financial support in the form of living allowance to cover living costs, such as food, shelter, clothing, daily transportation, utilities, daycare, and other personal items. The amount a student may receive is determined by the Employment & Training department in accordance with the guidelines used in our Education program.
- Any Saulteau First Nations' **member in good standing** may apply for training. Applications are reviewed on a first-come-first-serve basis, and funding approval is determined case-by-case based on the applicant's plan and availability of funds. Reviews are conducted timely to ensure the applicant's success.

It is the responsibility of the **individual** and **not** 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 training course or educational program. The Employment and Training Officer assists the individual in their application process but is **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 they show up on time and attend all classes, whether in the classroom, online, or in the field. If the individual did not attend or complete the training course, apprenticeship, or educational program, that individual is in breach of this policy. The individual must report this immediately 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.

Until the fees are reimbursed in full to the appropriate party, the individual will lose their "good standing" status and will not qualify for any other Saulteau First Nations' programs and services unless an acceptable arrears payment agreement is in place. This agreement must accompany any

application for training or education funding. Defaulting on the arrears payment agreement with SFN will disqualify the individual from any future Employment & Training programs or services.

Upon completion of the training course, apprenticeship, or educational program, it is the responsibility of the individual to report their completion status and provide copies of all certificates to the Saulteau First Nations Employment and Training Department.

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

The individual is responsible for providing Saulteau First Nations with 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 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 is self-employed (owns and operates their own business entity), they are expected to provide for their own safety training needs as required in their field of business. Those individuals undergoing entrepreneurship training or training that improves their business's ability to increase profit will be eligible for funding for training/education.

This policy is in place to ensure that Saulteau First Nations members are utilizing the Training and Employment funds in the most effective, cost-efficient manner to gain meaningful employment. This ensures that all members have access to funds fairly for pursuing training opportunities.

## Permissible Use of Confidential Information:

Except as outlined in the following paragraph, information concerning individuals receiving services from Saulteau First Nations is confidential. Employees are not permitted to disclose or communicate this information to any person unless written consent is provided.

I, \_\_\_\_\_, acknowledge that I have read and understand the Employment & Training Policy of Saulteau First Nations, and authorize Saulteau First Nations to use and/or release confidential information related to my training and education, as necessary to fulfill reporting requirements or apply for future training and educational funding applications. I also authorize Saulteau First Nations to release my training and educational certificates, diplomas, and degrees to potential training, educational organizations, institutions, and 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 attend all courses and class sessions, whether in the classroom, online, or in the field, as presented, fulfilling

all requirements necessary to complete the training/education program and follow these guiding principles. I understand that violating the procedures outlined in this policy may result in disciplinary action, including dismissal from the training, apprenticeship, or education course or program and reimbursement to Saulteau First Nations for the costs incurred on my behalf for attending incomplete training/education. Furthermore, I understand that I will not be eligible for additional training or education funding from Saulteau First Nations until I regain my status as a SFN member in "Good Standing" by compensating SFN for these costs, unless an acceptable reimbursement agreement is reached and executed between Saulteau First Nations and myself.

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

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Witness: \_\_\_\_\_