



Musk-kosim�iibing

Formerly Big Grassy River First Nation

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FNIYES Mentored Work Placement Intake and Employment Policy & Procedures

Program: First Nations and Inuit Youth Employment Strategy (FNIYES)

Funding Stream: Mentored Work Placements (Skills Link)

Approved By: Chief and Council

Effective Date: March 2, 2026

Review Date: Annually

Responsible Departments: Education – Post-Secondary, Finance, Human Resources

1. Purpose

The purpose of this policy is to establish a **fair, transparent, financially controlled, and accountable intake and employment process** for Mentored Work Placements funded under the **First Nations and Inuit Youth Employment Strategy (FNIYES)**.

This policy ensures:

- Compliance with Indigenous Services Canada requirements
- Proper financial authorization before hiring
- Fair recruitment and selection
- Prevention of nepotism and conflicts of interest
- Proper documentation
- Structured mentorship
- Clear accountability
- Audit readiness

2. Scope

This policy applies to:

- All FNIYES Mentored Work Placements
- Education Department – Post-Secondary
- Finance Department
- Human Resources
- Department Directors or Program Managers
- Interview panel members
- All youth applicants

3. Definitions

Mentored Work Placement: A structured employment opportunity where a youth participant works under the guidance of a mentor to gain employment skills.

Participant: An eligible youth approved under the FNIYES program.

Mentor: An employee assigned responsibility for training and supervising a participant.

Education Counselor: The staff member responsible for program administration and liaison with the funding agency.

Authorization to Hire: Written approval issued by Finance confirming that funding is approved and budget has been established.

Nepotism: Hiring, supervising, or providing preferential treatment to a relative or close personal associate.

Relatives include but are not limited to:

- Spouse or partner
- Parent
- Child
- Sibling
- Grandparent
- Aunt or uncle
- Niece or nephew
- Cousin
- In-laws
- Household members

4. Policy Statement

Musk-kosiminiziibing shall administer FNIYES Mentored Work Placements in a manner that ensures:

- Funding approval is confirmed prior to hiring
- Budgets are established prior to recruitment
- Hiring is fair and transparent
- Nepotism and conflicts of interest are prevented
- Participants receive structured mentorship
- Records are maintained for audit purposes

No recruitment or hiring shall occur until Finance issues written Authorization to Hire.

No individual with a conflict of interest shall participate in the selection process.

Participants shall not be directly supervised by relatives.

5. Roles and Responsibilities

5.1 Education Counselor

Responsible for:

- Program administration

- Receiving funding approval
- Providing funding documentation to Finance
- Updating Post-Secondary/FNIYES budget
- Coordinating recruitment
- Maintaining intake records
- Coordinating interviews
- Ensuring nepotism procedures are followed
- Collecting conflict-of-interest declarations where applicable
- Notifying Finance and HR of selected candidates
- Monitoring placements

5.2 Finance Department

Responsible for:

- Reviewing funding approval documentation
- Reviewing Post-Secondary/FNIYES budget
- Establishing or confirming program account codes
- Confirming funding availability
- Issuing Authorization to Hire
- Payroll setup
- Budget monitoring

5.3 Human Resources

Responsible for:

- Preparing offer letters
- Maintaining employee files
- Ensuring policy compliance
- Reviewing hiring concerns where necessary

5.4 Department Directors / Program Managers

Responsible for:

- Training participants
- Daily supervision
- Approving timesheets
- Completing evaluations
- Disclosing conflicts of interest

6. Intake and Employment Procedures

The following sequence shall be followed for all Mentored Work Placements.

Step 1: Funding Approval Confirmation

Upon receiving funding approval from Indigenous Services Canada, the Education Counselor shall provide written documentation to Finance.

Documentation must include:

- Funding approval letter or email
- Approved funding amount
- Number of placements approved
- Funding period
- Approved wage levels (if applicable)

No hiring activity may begin at this stage.

Step 2: Budget Setup and Authorization to Hire

Upon receiving funding documentation, Finance shall:

1. Review funding approval
2. Confirm funding amounts
3. Update the Post-Secondary / FNIYES Budget to reflect:
 - Approved funding revenue
 - Wages
 - Employer payroll costs
 - Training costs
 - Administration costs
4. Establish program account codes
5. Confirm sufficient funding exists

Authorization to Hire

A written Authorization to Hire is issued by the Director of Operations and Director of Finance including:

- Funding confirmation
- Number of positions approved, including Department assignments
- Wage rates
- Program dates
- Account codes

Recruitment may begin **only after Authorization to Hire is issued.**

Step 3: Recruitment

Following Authorization to Hire:

Positions shall be publicly posted for a minimum of **5 - 10 business days.**

Posting locations may include:

- Band Office
- Website
- Social Media
- Community boards

Job postings must include:

- Position title
- Department

- Duration
- Hours of work
- Wage rate
- Mentor or Supervisor
- Duties
- Eligibility requirements
- Application deadline

Step 4: Application Intake

Applications shall be submitted to the Education Department – Post-Secondary or Director of Operations if Conflict of Interest exists.

Applications must include:

- Application Form
- Resume (if available)
- Proof of eligibility

Applications shall be:

- Date stamped
- Logged into an Intake Register

Step 5: Eligibility Verification

Eligibility shall be verified prior to interviews.

Verification shall include:

- Age confirmation
- First Nations or Inuit eligibility
- Legal eligibility to work in Canada
- Availability for placement duration

An Eligibility Checklist shall be completed.

Step 6: Conflict of Interest and Nepotism Review

Before interviews begin, all individuals participating in screening or interviews shall complete a **Conflict-of-Interest Declaration**.

Where a relationship exists with an applicant:

- The individual must disclose the relationship
- The individual must remove themselves from the process
- A replacement interviewer shall be assigned

Failure to disclose a conflict may result in disciplinary action.

Step 7: Interviews

Interviews shall be conducted by:

- Supervisor or Mentor
- Education Counselor or Director of Operations

Interviewers must not have conflicts of interest with applicants.

Interviews shall assess:

- Interest in learning
- Work readiness
- Reliability
- Communication skills
- Career interests

Interview notes shall be retained.

Step 8: Selection

Selection shall be based on:

- Eligibility
- Suitability for placement
- Interest in skill development
- Availability
- Interview results

Selection decisions must be documented. Priority will be given to qualified first-time applicants in order to provide opportunities to individuals who are newly eligible or newly qualified for the program.

Repeat applicants may be considered where:

- Positions remain available after first-time applicants have been considered, or
- The repeat applicant demonstrates continued need for skills development.

All selection decisions must be supported by:

- Interview score sheets
- Eligibility verification
- Selection justification

Nepotism Control

Selection must not be influenced by personal relationships.

Where a selected participant has a relative employed by Musk-kosiminiziibing:

- The relative shall not participate in selection
- The relative shall not directly supervise the participant

A different mentor or supervisor shall be assigned if required.

Step 9: Notification to Finance and Human Resources

Following selection, the Education Counselor or Director of Operations shall notify:

- Finance Department
- Human Resources

Notification shall include:

- Participant names
- Start dates
- Wage rates
- Work hours
- Department assignments

Finance shall confirm payroll setup.

HR shall prepare employment documentation.

Step 10: Offer of Employment

Participants shall receive:

- Written Offer Letter
- Job Description
- Work Schedule
- Wage Rate

Offer letters must be signed prior to start date.

Step 11: Employee File Setup

Human Resources shall establish employee files including:

- Application
- Eligibility verification
- TD1 forms
- SIN documentation
- Direct deposit form
- Offer letter
- Job description

Step 12: Orientation

Participants shall receive orientation covering:

- Workplace expectations
- Work hours
- Attendance requirements
- Workplace safety
- Harassment policy
- Payroll procedures

Orientation shall be documented.

7. Mentorship Requirements

Each participant shall be assigned a Mentor. Participants shall not be supervised by relatives.

Mentor responsibilities include:

- Training and guidance
- Monitoring progress
- Providing feedback
- Approving timesheets
- Completing evaluations

8. Attendance and Timekeeping

Participants shall:

- Record hours worked
- Submit timesheets bi-weekly

Mentors shall approve timesheets prior to submission to Payroll.

9. Performance Evaluations

Participants shall receive:

Mid-Term Evaluation

Assessment of:

- Skills development
- Attendance
- Work habits

Final Evaluation

Assessment of:

- Skills gained
- Performance
- Recommendations

10. Records Management

Records shall be retained for **seven (7) years**.

Records include:

- Funding approval documentation
- Authorization to Hire
- Conflict of Interest Declarations
- Applications
- Eligibility verification
- Interview notes
- Offer letters
- Work plans

- Evaluations
- Timesheets
- Payroll records

11. Compliance

This policy complies with:

- FNIYES Program Requirements
- Indigenous Services Canada Funding Agreements
- Musk-kosiminiziibing HR Policies
- Financial Administration Law (2023)

12. Mandatory Control Sequence

The following sequence is mandatory:

1. Education Counselor submits funding approval to Finance
2. Finance updates program budget
3. Finance issues Authorization to Hire
4. Recruitment begins
5. Conflict-of-interest declarations completed
6. Interviews conducted
7. Selection completed
8. Finance and HR notified
9. Offer letters issued
10. Employment begins

Prepared by:

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