



## **SUMMER STUDENT EMPLOYMENT POLICY**

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1. Work week will be 35 hours per week.
2. Hours of work are 8:30 am to 4:30 pm.
3. Lunch breaks will be one (1) hour (12:00 – 1:00 pm).
4. Anyone missing three (3) days without good reason may be terminated.
5. Students will only be paid for hours worked.
6. The student will be permitted time off to attend to Doctors appointments, but arrangements are to be made with Supervisor to make up this time in order to receive full pay.
7. Sick days are not granted for summer students.
8. To be entitled to statutory holiday pay, the employee would have to work 15 days prior to the holiday and their scheduled shift prior to the public holiday and their scheduled shift after the public holiday or have reasonable cause for failing to do so.
9. The Supervisor will keep track of all the time records to these students.
10. The Supervisor will be required to report to the Human Resources Manager if a person does not work while on the job.
11. Workers must always use protective safety wear and practice safety at all times.
12. **Students are not permitted to wear electronic devices (ie: IPODS with ear buds) or use social media (ie: IPOD's, cell phones, texting, facebook, etc) during work.**
13. Chief and Council of Nipissing First Nation have the right to propose further rules and regulations should be need arise.

*Approved this 3<sup>rd</sup> this day September, 2013.*

*Amended and approved this 21<sup>st</sup> day of March, 2017.*