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5.0 PROGRAM-SPECIFIC POLICIES

POLICY

Each Gabriel Dumont Institute (GDI) program—Dumont Technical Institute, Saskatchewan Urban Native Teacher Education Program, Gabriel Dumont College, and Gabriel Dumont Institute Training and Employment—has its own unique policy considerations based on the needs of the student base and the Institute, and in terms of the contract related to the program. GDI tries to maintain consistent policies across programs when possible, but is sensitive to the needs of each program to develop ways of solving problems and more efficiently deliver programming.



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5.1 DUMONT TECHNICAL INSTITUTE

The Dumont Technical Institute (DTI) is federated with Saskatchewan Polytechnic. DTI is a post-secondary institution, legally, and financially independent, but academically integrated with Saskatchewan Polytechnic.

This means:

- 1) DTI employs its own administrative, academic, and support staff, and identifies and provides for its own facility requirements.
- 2) Saskatchewan Polytechnic and DTI remain financially independent and will be responsible to receive and administer funds appropriated by the Minister for core operations and targeted training programs.
- 3) DTI may offer courses and programs including extension services which are part of Saskatchewan Polytechnic's programs. DTI's students may take other classes needed for certificates, diplomas or program completion from other institutions or Saskatchewan Polytechnic.
- 4) The academic standards of brokered programs are governed by Saskatchewan Polytechnic.
- 5) The DTI Principal appoints an academic member to serve on the Saskatchewan Polytechnic program council.
- 6) Minimum academic qualifications for instructional staff will be established by Saskatchewan Polytechnic. Saskatchewan Polytechnic will communicate to DTI the minimum academic qualifications prior to hiring instructional staff. In consultation with Saskatchewan Polytechnic, DTI will select and appoint instructional staff provided they meet the academic qualifications set by Saskatchewan Polytechnic. Conditions of hiring and employment will be in accordance with the policy of the party hiring the instructor. Saskatchewan Polytechnic and DTI will share the responsibility of providing support to the instructor.
- 7) The Agreement signed by the Minister, the Métis Society of Saskatchewan (now the Métis Nation—Saskatchewan) and DTI on October 14, 1992 is known as the Master Agreement.

DTI shall be recognized as a federated institute of Saskatchewan Polytechnic under the following conditions:

- 1) Certificates and diplomas will be granted by Saskatchewan Polytechnic to students who have satisfactorily completed the curriculum requirements for Saskatchewan Polytechnic certificate and diploma programs. DTI will be recognized on certificate and diplomas granted by Saskatchewan Polytechnic to DTI students.
- 2) Where the general terms of federation provide for interaction and agreement on academic program matters between DTI and Saskatchewan Polytechnic, such interaction and agreement will occur between

senior DTI and Saskatchewan Polytechnic program officers.

- 3) In matters of disagreement over programming and delivery of Saskatchewan Polytechnic-brokered programs by DTI, the following process is to be followed to resolve the issues:
 - i) Senior DTI program officers (program coordinators) and Saskatchewan Polytechnic (dean) meet with the objective of resolving the issue. If satisfactory resolution is not reached, then the parties agree to move to the next step within the process.
 - ii) Unresolved issues regarding programming from step one will result in a meeting between the DTI Principal and Saskatchewan Polytechnic's Vice-President of programs, with the object of resolving the issue. If satisfactory resolution is not reached, then the parties will agree on a process to resolve the issue.
- 4) While DTI will serve primarily Métis people, Saskatchewan Polytechnic services will continue to be available to Métis students through programs and services offered at the four Saskatchewan Polytechnic campuses.
- 5) DTI will be recognized as the training institution of choice for the Métis communities where Saskatchewan Polytechnic has delivery or certification jurisdiction.
- 6) When a program is requested by a Métis community, regardless of whether Saskatchewan Polytechnic or DTI is contacted first, the following consultative process will apply:
 - i) DTI or Saskatchewan Polytechnic, in a timely and direct manner, notifies the other of its interest in having the program delivered.
 - ii) DTI confirms its intent to have the program offered.
 - iii) Saskatchewan Polytechnic agrees to provide the program.
- 7) On the basis of space availability, Saskatchewan Polytechnic may make provision for such facilities as required for DTI's senior administrative officers and counselling offices for DTI staff located at Saskatchewan Polytechnic. Facilities for on-campus programs offered by DTI may be provided subject to review by Saskatchewan Polytechnic's Vice-President, Programs and the local campus director. DTI will be responsible for the provision of facilities for the operation of the Institute's off-campus programs.
- 8) Where Saskatchewan Polytechnic collects tuition fees for programs offered by DTI, these tuition fees will be returned to the Institute. Tuition fee schedules for DTI programs will be subject to mutual agreement by Saskatchewan Polytechnic and DTI.
- 9) Métis people may contact DTI and ask for support in applying for admission to any courses offered by Saskatchewan Polytechnic. In such cases, DTI will provide career counselling and support when appropriate.
- 10) Saskatchewan Polytechnic will, on a regular basis, monitor the operation of its brokered certificate and diploma programs offered by DTI to ensure that they comply with mutually agreed upon standards.
- 11) DTI will have access to the same range and quality of services available to Saskatchewan Polytechnic students registered in similar programs. Arrangements for the provision of student services will be reviewed annually.

- 12) Where DTI is involved in program delivery, DTI faculty will participate with Saskatchewan Polytechnic faculty in program meetings which consider academic planning, development, and maintenance of academic standards.
- 13) DTI officers and faculty will be members of the following academic and other bodies of Saskatchewan Polytechnic:
 - i) Program Council—member appointed by the DTI Principal.
 - ii) Subject to mutual agreement, other academic bodies that may be constituted within Saskatchewan Polytechnic.
- 14) Arrangements for students registered in DTI training programs who wish to register in a course or courses offered by Saskatchewan Polytechnic may be made on an individual basis. Required course fees may be remitted to Saskatchewan Polytechnic through DTI. Similarly, arrangements for Saskatchewan Polytechnic students who wish to register in courses offered by DTI may be made on an individual basis. These students may remit to DTI, through Saskatchewan Polytechnic, such additional payment fees as required by DTI. All requests are subject to training seat availability.
- 15) DTI and Saskatchewan Polytechnic will provide the other party with annual information on program offerings. The objective of sharing such information will be to eliminate competition for the same program contracts and duplication of effort, through mutually agreed processes.
- 16) DTI and Saskatchewan Polytechnic will jointly plan a schedule of programs and services on an annual basis. A joint mid-year review of the plan will be held in order to review and assess progress upon the request of senior program officers of either organization. Such plan may be altered by mutual agreement.
- 17) This Agreement becomes effective on the day it is signed. It may be reviewed and amended at any time by DTI and Saskatchewan Polytechnic's mutual consent, and will remain in effect for a five-year period or until terminated by DTI or Saskatchewan Polytechnic upon six months written notice, which shall include the reasons for termination stated in the notice of termination.
- 18) This Agreement shall be governed and construed in accordance with the laws, acts, policies, and procedures existing prior to the signing of this Agreement, which govern either party with respect to the subject matter of this Agreement.



GABRIEL DUMONT INSTITUTE

of Native Studies and Applied Research

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5.1.1 DUMONT TECHNICAL INSTITUTE STUDENT POLICIES AND PROCEDURES MANUAL

EDUCATIONAL PHILOSOPHY:

The Dumont Technical Institute (DTI) provides upgrading opportunities, certificate and diploma programs for Métis people across the province. DTI is proud to be a part of the Gabriel Dumont Institute (GDI), the only Métis institution of its kind in Canada. Because DTI works within Métis Nation—Saskatchewan regions and areas, and provides community-based educational opportunities, it is both important and necessary to foster a sense of culture and community, within the classroom and in the larger society. DTI’s Métis cultural component is one of the keys to the success of our learners.

DTI endeavors to follow a philosophy of education that focuses on learner needs and successes. This means that learners come first to provide a quality education, to strive for the success of every learner, and to continually work towards ensuring a transformative and empowering education for each student.

DTI’s educational opportunities are as flexible as possible, and are focused on keeping all potential avenues of achievement open for learners. One of the highest compliments that DTI staff and the Institute as a whole receives is that DTI employees go above and beyond what learners expect, and show compassion, encouragement, and genuine concern for the accomplishment of all learners. The emotional support is often as critical as the academic; learners have said that once they know someone cares, then they can learn.

Learners who come to DTI are adults returning to school after periods of being out of formal learning environments. The decision to return to school is not always an easy one, and the transition to the school routine may take some adjustment. DTI incorporates these adult education principles and practices as a means of providing appropriate education for our learners:

1. DTI brings knowledge and experience to the learning situation and the knowledge and experiences of adult learners need to be respected. Adult learners will be infinitely more interested and engaged in learning if their experiences and knowledge are incorporated into the classroom; if they are treated as equals with respect to their knowledge and experience; and if they are encouraged to voice their ideas freely in class. Educators of adults should be looking for ways to reduce “top heavy” hierarchies in the classroom, operating on more equal footing with adult learners with a focus on cooperative and collaborative teaching and learning, capitalizing on the experiences of learners. The adult education class is one where both educators and learners have something to learn.
2. Adult learners learn better in supportive, non-threatening situations where different learning styles are understood and built upon. Such learning environments can help to increase self-esteem and confidence,

important factors in successful learning. When learners experience mutual respect, when their particular needs are accounted for, when their situations as adults are understood and affirmed, and when they are not under duress within the learning environment, then we can proceed with the more “academic” part of learning. We all need to feel safe before we can turn our attention to the business of learning.

3. Adult learners thrive in learning environments that are learner-centred and learner-directed. Learners will be more successful if they have control over the nature and direction of the learning situation. Educators should provide as much choice and input as possible into the learning process. Adults also have a need to determine the value of what they are learning and will look for ways that the learning is relevant and meaningful to them.

Finally, it is necessary to articulate the understanding that while the learning process for adults may be inhibited by rules, there is a need to incorporate certain standards or rules within an institution the size of DTI. This point is made self-consciously within a Student Policies and Procedures Manual, which articulates the “rules” that students must follow. The following policies and procedures are laid out because it is necessary to have some type of guide to follow for students, instructors, and counsellors. By laying out the parameters in advance, all parties can know what the boundaries are. At the same time, the principles of fairness, flexibility, and caring are to guide the application of these policies.

DUMONT TECHNICAL INSTITUTE STUDENT POLICIES AND PROCEDURES MANUAL

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DTI requires all students to conduct themselves in accordance with the following regulations.

1.0 STUDENT ATTENDANCE POLICY

1.1 Classroom Hours

Classroom hours are 9:00am-12:00pm and from 1:00pm-4:00pm unless otherwise changed within the program. Students are expected to arrive before the class start time and remain until dismissed. Classroom instruction will begin promptly at 9:00 am and 1:00pm. Any student arriving after the start of class will be considered late. The start and end times for class are the same for distance/online learning, and will be treated the same as in person classes.

1.2 Student Attendance Expectations

One of the key strategies to achieving success in school is regular attendance during class time. There is a general expectation that students will attend 100% of their classes.

- Students are responsible to contact the instructor or other preferred method prior to the start of class in which they will be absent and should provide a valid reason for the absence, and provide adequate documentation if necessary.
- Students are responsible for completing course work and assignments due to absence.
- Personal appointments should be scheduled for after class hours.
- Back up childcare should be arranged.
- Students in distance/online learning programs and courses will have the same expectations as in-person learning.

1.3 Absences Over Three Days in a Row

Any student who misses three (3) school days in a row without providing acceptable reasons (including not contacting their instructor) may be discontinued/suspended from the program regardless of the student's attendance/academic status.

1.4 Pressing Necessity and Bereavement Leave

Pressing necessity and bereavement leave will be considered in the case of serious illness, accident, or death in the student's family. Additional leave may be granted at the program coordinator's discretion.

1.5 Medical Leave

Requests for maternity leave and extended sick leave may be granted on a case-by-case basis and must be made in writing to the program coordinator. Where leave is requested for a period not exceeding three (3) weeks, medical and/or other certificates shall be requested specifying that the medical or other leave is required as well as the expected date that the student can resume attendance. Where leave is requested for a period in excess of three (3) weeks, the student will be required to discontinue from the Educational and Training Incentive (ETI) without prejudice when applying for re-admission to the next available course.

1.6 Leave for Addiction Treatment

Leave for addiction treatment may be granted on a case-by-case basis. Where leave is requested for a period not exceeding three (3) weeks, medical and/or other certificates shall be requested specifying that medical and/or other leave is required as well as the expected date that the student can resume attendance. Where leave is requested for a period in excess of three (3) weeks, the student will be required to discontinue from ETI without prejudice when applying for re-admission to the next available course.

2.0 ETHICAL CONDUCT POLICY

DTI students are expected to behave in a professional and ethical manner. Actions or behaviour by any student that is harmful, or reflects negatively on the Institute, will result in disciplinary action. Disciplinary action may include being subjected to a Verbal Reminder, a Written Agreement, or being placed on a Final Arrangement Plan. The following guidelines are minimal expectations of all students.

2.1 Government Laws

Follow all government laws, including those pertaining to copyright, human rights, libel, unauthorized use of facilities or property, and indecent acts.

2.2 Program Policies and Procedures

Follow all program policies and procedures, such as those regarding assignments, attendance, and academic performance.

2.3 Dispute Protocol

Follow proper protocol procedures for concerns or disputes as listed below:

- a. Attempt to speak with the staff member, instructor, or fellow student to try and resolve the concern informally. If you cannot resolve the concern by speaking with the individual, please move to the next step.
- b. Once you have attempted to speak with the individual that you have a concern with, talk to the next appropriate person as indicated below:

Concern with Student—Speak to Instructor

Concern with Instructor—Speak to Program Coordinator

Concern with Program Coordinator—Speak to Director

Concern with Director—Speak to Chief Executive Officer

If this order is not followed, you will be requested to go back and follow the steps laid out above.

2.4 Student Confidentiality

Respect the confidentiality of others in the program by not discussing any information you receive throughout the course of your studies.

2.5 Confidentiality/Privacy Act

Respect the confidentiality of others in the program by not discussing any information that you receive throughout the course of your studies.

DTI collects personal information in order to provide services to our clients and students.

DTI endeavours to protect the privacy of all Institute members, including students and staff.

All information about the participants collected by DTI shall be treated as confidential. DTI follows guidelines set out by the Federal Government in the Privacy Act and the Access to Information Act.

DTI holds an agreement on data sharing with the Government of Saskatchewan Ministry of Immigration and Career Training and Advanced Education. DTI holds this agreement with the Government of Saskatchewan for the purpose of meeting the accountability requirements of the Canada-Saskatchewan Labour Market Development Agreement (CS-LMDA) and the Canada-Saskatchewan Workforce Development Agreement (CS-WDA). In particular, the Government of Saskatchewan conducts follow up surveys at program completion for DTI students.

For information on DTI/GDI's digital privacy policy, please visit:

<http://gdins.org/privacy-policy/>

2.6 Accountability

Every student is accountable to the instructor and Institute staff for their conduct on the school premises during school hours or during those hours that the student is engaged in authorized school activities conducted during or out-of-school hours, on or off school premises. This includes being accountable online during school hours and on platforms, such as Brightspace.

2.7 Discontinuation Protocol

Students may be suspended or discontinued from a program if the student has:

- a. Threatened or subjected anyone to physical or mental harassment, indignity, defamation, injury, or violence;
- b. Disturbed, disrupted, or interfered with the studies or activities of others;
- c. Possessed or attended classes under the influence of alcohol, cannabis, or drugs; and
- d. Engaged in any other type of gross misconduct.

Physical harassment: forms of contact without consent.

Mental harassment: adversely affects a worker's psychological or physical well-being; the perpetrator knows, or should know, would cause the worker to be humiliated or intimidated; and constitutes a threat to the health and safety of a worker.

Indignity: treatment or circumstances that cause one to feel shame or to lose one's dignity.

Defamation: the action of damaging the good reputation of someone; slander or libel.

Injury: harmed, damage, impaired.

Violence: behaviour involving physical force intended to hurt and/or damage

2.8 Gabriel Dumont Institute/Dumont Technical Institute Sexual Violence Policy

The Gabriel Dumont Institute strives to maintain a safe and inclusive environment for all students, faculty and staff, and will not tolerate violence, discrimination, or harassment of any form. We are proactive in promoting education and training related to the prevention of any form of violence.

There is a shared responsibility among all the GDI employees and students to ensure that our Institute is free from sexual violence. Every effort will be made to identify possible sources of violence and implement procedures to eliminate risks. Violence in any form will not be tolerated.

What To Do If You Have Been Sexually Assaulted

Sexual assault is a criminal offence and is defined in the Criminal Code of Canada. If you have been sexually assaulted:

- Call the police. Staff/Faculty can assist you with contacting the police or they can assist you with getting to the hospital.
- We strongly encourage you to go to the hospital. The sexual assault crisis centre is available through the emergency department.
- The collection of evidence will be held by the hospital. This evidence cannot be shared with police without your consent.
- If the incident happened recently, preserve evidence and secure the location while awaiting a police investigation.
- We strongly encourage you to contact police services as soon as possible. We can arrange for a comfortable location to meet with a police officer. A request can be made to meet with a female or male police officer.

- If there is a risk that others may be harmed, we encourage you to report the incident of sexual assault to the police, Gabriel Dumont Institute staff or faculty.
- The police services will work with the Institute to collect information surrounding your complaint (video surveillance, copies of incident reports, etc.)
- We will provide you with professional intervention resources that are available both outside and within the Institute.

3.0 STUDENT RESPONSIBILITIES

3.1 Alcohol and Other Drugs

It is expected that students will not attend the Dumont Technical Institute (DTI) under the influence of alcohol or other drugs. Students who are impaired through the use of alcohol, cannabis, or other drugs may be subjected to disciplinary action.

DTI prohibits all students and their guests from any possession or use of alcohol, cannabis, or illegal drugs on its premises. This includes occasions when students represent DTI in the community (e.g., field trips and graduations). Any student in breach of this section may be subjected to disciplinary action. This includes usage during distance/online learning school hours.

Students with a prescription for medical marijuana shall provide GDI with details of their proposed schedule and manner of use. A copy of the prescription shall be held on the student's confidential file.

Students will be provided with a safe, private and secluded area where possible, on GDI premises where (non-smoking) marijuana may be ingested. GDI has no ventilated secure areas where marijuana may be smoked, therefore, students are not permitted to smoke cannabis on the Institute's premises. Students who require use of cannabis by smoking shall be excused from class for the time necessary to permit such smoking away from the GDI's premises.

Where the use of medical marijuana may impair a student's judgement, or compromise their ability to operate machinery or pursue course of study, pose a safety hazard, or prevent the student from being in work experience, they may be required to discontinue as long as they require medical marijuana.

Students with a medical marijuana prescription shall provide GDI with written consent allowing the Institute to speak to their doctor to obtain necessary information concerning the issues contained in this policy.

3.2 Smoking

Smoking includes, but is not limited to, the use of cigarettes (tobacco), bidis, cigars, cigarillos, pipes, and cannabis. Electronic smoking products include all nicotine vaporizing devices such as electronic cigars, electronic cigarillos, and electronic pipes, personal vaporizers (PV), electronic nicotine delivery systems (ENDS), chewing tobacco, as well as cartridges of nicotine solutions and related products.

DTI is a smoke free environment. E-cigarettes, smoking, or other tobacco use (e.g., chewing tobacco), is not allowed in any GDI/DTI facility unless in an approved cultural ceremony or activity. This includes offices, classrooms, coffee rooms, student lounges, and washrooms. Smoking should occur in the designated smoking section only.

In areas where smoking is permitted, smoking material must be properly disposed of in the containers provided for such disposal. Students and visitors are responsible to adhere to the policy when on GDI/DTI premises and/or engaged in activities representing the Institute.

Spitting on GDI/DTI property while using specialty tobacco products such as chewing tobacco, smokeless tobacco, and snuff is prohibited in all areas including designated smoking areas.

3.3 Electronic Device Acceptable Use

Dumont Technical Institute Rights and Responsibilities

Dumont Technical Institute recognizes the value of computer, personal devices, and other electronic resources to improve student learning. DTI encourages the responsible use of computers, computer networks (including the internet) and other electronic resources.

It is the policy of DTI to maintain an environment that promotes ethical and responsible conduct in all online network activities by students. It is a violation of this policy for any student to engage in any activity that does not conform to the established purpose and general rules and policies of the network. DTI recognizes its legal and ethical obligation to protect the well-being of students in its charge. DTI retains the following rights and recognizes the following obligations:

- to log and monitor use on DTI electronic property;
- to remove a user account;
- to monitor online activities;
- to provide access to equipment or remove privileges when equipment is not used appropriately;
- to provide assistance to students who may require guidance and training regarding online communications.

User Responsibilities

Use of electronic media is a privilege that offers a wealth of information and resources for research. In order to maintain the privilege, users agree to learn and comply with all of the provisions of this policy.

Acceptable Use

1. Students will manage their time effectively and in a responsible manner when using electronic devices and the internet;
2. Students are expected to use high ethical standards in electronic communication. When using e-mail, text messaging, or social media, extreme caution must always be taken to avoid revealing any information of a personal nature;
3. All communications and information accessible via the network should **not** be assumed to be private property;
4. Students wishing to subscribe to mailing lists and/or bulletin boards must receive prior written approval from the system administrator;
5. Exhibit exemplary behaviour on the network as a representative of the Institute and the Métis community; and
6. From time to time, DTI will make determinations on whether specific uses of the network are consistent with the acceptable use practice; and

7. Students are responsible for checking their DTI student email as program information will be sent exclusively to this email.

Examples of Unacceptable Use

- Giving out personal information about another person, including contact information, progress, etc; on social media platforms or otherwise;
- Sharing pictures of others on social media or other online platforms without the student's consent;
- Hate mail, chain letters, harassment, discriminatory remarks and other antisocial behaviours;
- The unauthorized installation of any software, including shareware and freeware, for use on DTI computers;
- Accessing or processing pornographic material, inappropriate text files or files dangerous to the integrity of the local area network;
- Downloading entertainment software or other files not related to the mission and objectives of DTI for transfer to a user's home computer, personal computer or other media;
- Downloading, copying, otherwise duplicating, and/or distributing copyrighted materials without the specific written permission of the copyright owner;
- Use of the network for any unlawful purpose;
- Use of profanity, obscenity, racist terms or other language that may be offensive to another user; and
- Playing games on DTI systems and networks. Students may do so when specifically authorized by a teacher for instructional purposes.

3.4 Academic Honesty

Students are expected to behave honestly in the production and completion of academic work. Students who cheat, plagiarize, or otherwise behave dishonestly in relation to academic work and exams will face disciplinary action that may include re-doing assignments, having reduced grades, or being suspended or discontinued from the program. Any programs that are brokered may follow any academic honesty policies held by the brokering institute.

4.0 PROTOCOL GUIDELINES

4.1 Phone Calls and Communication Devices

Students are not to make or receive phone calls or use communication devices during class time, except in the case of an emergency. This policy includes the use of cellular phones, which should be turned off or silenced during classroom hours.

4.2 Nutrition Breaks

Nutrition breaks will be arranged with the instructor.

4.3 DTI Property

Students are expected to treat DTI property and program resources with respect. It is expected that students will not write on, or otherwise cause damage to desks, tables, textbooks, equipment, or other institute property.

5.0 STUDENT EXPECTATION PLAN

Student reviews assist students, instructors, and counsellors to identify areas of concern and to work positively and jointly toward a solution in order to ensure the success of students. Please note that any brokered programs may follow the brokering institute's processes and/or policies. Depending on the severity of circumstance, a student may move directly to a Written or Final Agreement, or discontinuation.

5.1 Verbal Reminder

A student whose attendance, academic achievement, and/or attitude that does not meet required expectations may be given a Verbal Reminder by the Instructor and/or the Program Coordinator for the purpose of monitoring and correcting the concern(s). Verbal reminders will be documented and placed in the student's file. If the concern continues, the student may be subjected to a Written Agreement. It is important to note if a student has a prior verbal reminder then the student can move directly to a written reminder (if a verbal has already been documented during the program year).

5.2 Written Agreement

A student whose attendance, academic achievement, and/or attitude that continues to not meet the required expectations of their Verbal Reminder will be given a Written Agreement for the purpose of monitoring and correcting the concern(s) for a timeframe determined by the Program Coordinator. If the concern continues, the student will be subjected to a Final Agreement Plan.

5.3 Final Agreement Plan

A student whose attendance, academic achievement, and/or attitude continues to not meet the required expectations of the Written Agreement will be placed on a Final Agreement Plan for a timeframe determined by the Program Coordinator for the purpose of very closely monitoring and correcting the concern(s). The student should consider the Final Agreement Plan as the final step before possible discontinuation.

5.4 Student Withdrawals

A student may withdraw from a program at any time for any reason. The student must notify the instructor or Program Coordinator in writing if they wish to withdraw. Written confirmation of the withdrawal will be provided to the student and a copy placed in the student file.

5.5 Student Discontinuations

A student will be notified in writing from the program coordinator or designate that they have been discontinued. The student may appeal a discontinuation. The policy for appeals is outlined in the Appeal section of this document.

6.0 STUDENT APPEAL

The following is a summary of the Student Appeal Process. Any student registered in a DTI program may appeal any Institute decision or treatment in which the student feels that they have been treated unfairly (e.g., placement on contract, disciplinary action, assignment/test marks, suspension, or discontinuation).

Student Appeals are treated very seriously by DTI faculty and administration. When filing an appeal, it is the student's responsibility to provide grounds, evidence, or documentation to support claims of unjust treatment.

Throughout the process, students are encouraged to enlist the advice of others, such as counsellors, staff members, program coordinators, and student association representatives in writing their letter of appeal and in gathering other information.

6.1 Student Status While on Appeal

A student who has been discontinued or suspended and who has initiated the appeal process will attend classes unless the Director decides otherwise.

6.2 Appeal Times

The appeal process must follow definite timelines. The appeal process must be initiated by the student in writing within five (5) school days of notification of the incident or decision. The timeline begins on the date that the student received the letter. Letters of discontinuation will always be sent to the student's email(s) on file (GDI and/or personal) so that it is clear as to when the notification was delivered. Programs that are brokered through another institute may follow the brokering institute's appeal process.

6.3 Appeal Process

The student submits a *Student Appeal Request Form* along with a letter detailing their reasons for appealing the decision to the program's coordinator, faculty, or counsellor (see Appendix A). This initiates the appeal process. Appeals applied for outside of the allotted time frame (see 6.2 above) may not be considered.

All appeals are received and reviewed by the Director of DTI. Appeals involving discontinuations are independently reviewed by two (2) Institute senior managers not involved in the case. Appeal hearings will be convened only on recommendation by the managers responsible for the review.

The managers responsible for reviewing the appeal will decide to uphold the decision to discontinue the student or if the student has grounds for the appeal.

In the event that the decision to discontinue the student is not agreed upon by the managers reviewing the

appeal, the case will automatically be referred to an Appeal Hearing.

The DTI Appeal Hearing Committee will consist of the following representatives:

- a) A Gabriel Dumont Institute (GDI) senior manager (or designate) not involved with the disciplinary action being appealed;
- b) A representative at large from the Métis community; and
- c) A GDI/DTI faculty member not involved with the disciplinary action being appealed.

As an Institute, we recognize that there are concerns expressed by students and staff in regards to programming, scheduling, and instruction. The steps listed above are fair for both parties involved. We make it a priority to ensure that the students of the program are treated fairly and justly. The Student Appeal Process was developed to protect the rights of the students.

7.0 FUNDRAISING

DTI recognizes the need for students to raise funds for graduations and extracurricular activities. DTI has set guidelines for the fundraising activities as the Institute's name is associated with many of these activities, and some of these activities are carried out on the Institute's premises.

- All fundraising activities must receive approval from the program coordinator. Please request and complete the Fundraising Request form (see Appendix H) and submit to the Program Coordinator for approval.
- If funds are raised for a specific, stated purpose, then the funds must be spent for the stated purpose and not for other activities.
- All fundraising activities must be of a nature that is appropriate to be associated with a publicly-funded educational institution. The activities should be in accordance with *Student Policy and Procedures Manual* and conform to all federal, provincial, and municipal regulations.
- Fundraising activities have a cumulative, maximum limit of \$2,000. If a class wishes to fundraise more than the maximum amount, prior approval from the Program Coordinator must be given.
- No alcohol or drugs are to be associated with a DTI fundraising event.
- If funds are raised from a fundraising activity that does not use DTI's name and the funds are deposited into the student fundraising account, then these funds are subject to all DTI's policies regarding expenditures from student fundraising accounts.
- Student fundraising activities will not expend or commit more financial resources than they currently possess in their accounts (e.g., student bodies will not establish credit with suppliers that they intend to pay in the future).
- All funds raised must be deposited into a bank and when a bank is not available; the Northern Store or other approved available businesses by Program Coordinator or Director will be used for deposits.
- Bank accounts will require two signatures: that of a student and that of an Institute staff member.
- Bank statements will be posted in the classroom or program facility at regular intervals. Financial information regarding student accounts will be made available upon request.
- The student body will elect and maintain a representative council for the process of administering this policy.

- At the end of the program year, any funds remaining in the student account are to be turned over to the next year's class. No funds are to be distributed directly to students. If a program ends and there are still funds in the account, these funds will be donated to a registered charity. The charity will be selected through a poll of the student body conducted by the program coordinator.
- A listing of all expenses and revenues, including copies of all receipts, deposits, and withdrawals will be kept on file. The program coordinator will ensure that these records are included in the program master file located at DTI head office.

8.0 LIVING ALLOWANCES—SPONSORED PROGRAMS

8.1 Education and Training Incentive (ETI)

ETI assists adult learners in their journey to completing education and training programs by providing financial and individualized support through the Ministry of Social Services.

For the most up to date ETI information, please refer to your instructor or program coordinator.

8.2 Gabriel Dumont Institute Training and Employment and Other Sponsorships

By registering as a student in a sponsored program, you are agreeing to DTI sharing your information concerning attendance and student performance generally with your sponsoring organization. If you do not agree with DTI sharing information with your sponsoring organization, you must discuss this with your sponsor and with DTI prior to registration. In sponsored programs, students receive living allowances from organizations that are not under DTI's control. Often these allowances come from Gabriel Dumont Institute Training and Employment. In such programs, the funding agency has jurisdiction over how living allowances are administered. This may include provisions to deduct allowances for late and problematic attendance.

Appendix A:

STUDENT VERBAL REMINDER: (To be completed by Instructor /Program Coordinator)

STUDENT: _____

PROGRAM AND LOCATION:

INSTRUCTOR: _____

COMMENTS: (include what reminder was given)

INSTRUCTOR STRATEGIES TO ASSIST STUDENT PERFORMANCE:

Date: _____

Instructor Signature: _____

Program Coordinator Signature: _____

Copy to instructor(s), student, and student file.

Appendix B:

STUDENT WRITTEN AGREEMENT: (To be completed by Program Coordinator)

STUDENT: _____

PROGRAM AND LOCATION: _____

Reason for Written Warning:

Attendance ☐ Academic ☐ Attitude ☐ Other ☐

CONCERN(S): _____

GOAL(S): (Instructor and Program Coordinator input)

STUDENT INPUT: (Include own concerns and possible solutions, written by student)

GOALS ARE TO BE ACHIEVED BY: _____ (date)

☐ I acknowledge that if the goals are not achieved and maintained, it may result in my being placed on a Final Agreement Plan.

DATE: _____

STUDENT SIGNATURE: _____

PROGRAM COORDINATOR SIGNATURE: _____

Copy to instructor(s), student, and student file.

Appendix C:

FINAL AGREEMENT PLAN (to be completed by Program Coordinator)

Student: _____

Program and Location: _____

Program Start Date: _____ Program End Date: _____

Month	% Attendance	Absences	Excused Absences	Unexcused Absences	Late
September					
October					
November					
December					
January					
February					
March					
April					
May					
June					
July					
August					

Academics: (Instructor(s) include input)

Student feedback on why Verbal and Written did not work:

Goal(s): (to be determined by student, Instructor(s), and Program Coordinator)

GOALS ARE TO BE ACHIEVED BY: _____

☐ I acknowledge that if the goals are not achieved and maintained, further steps may result in my discontinuation from the program.

Student Signature: _____ Date: _____

Program Coordinator Signature: _____ Date: _____

Copy to instructor(s), student, and student file.

Appendix D:

STUDENT APPEAL REQUEST FORM

Complete this form and attach a letter detailing your reasons for the appeal. Please refer to Appendix E for further information regarding the appeal process.

Name: _____ **Program and Location:** _____

STUDENT CONCERN: (attach a separate sheet if necessary)

REASON FOR APPEAL:

DATE OF INCIDENT: _____

Signature of Student: _____ **Date:** _____

Received by: _____ **Date:** _____

*It is in the student's best interest to keep a copy of this document. Student can expect to receive a letter from the Director confirming that the appeal has been received within 5 days.

Received by Directors Office: _____ **Date:** _____

Copy to Program Coordinator by: _____

***OFFICE USE ONLY**

Person(s) involved: _____

Steps taken: _____

How issue was resolved:

Copy to instructor(s), student, and student file.

Appendix E: Appeal Process Information

Appeal Process Instructions for Students

1. Complete the *DTI Student Appeal Request Form (Appendix D)* and attach a letter detailing your reasons for the appeal. It is important that you state all of the reasons in detail as to why you think you have been treated unfairly.
2. You are responsible for providing documentation and evidence to support your appeal. Documentation (e.g., copies of contracts, attendance reports, medical notes, and other pertinent information, etc.) will be provided by a faculty member, counsellor, or program coordinator upon request.
3. You are encouraged to seek the assistance and advice of others, such as counsellors, staff members, program coordinators, and student association representatives.
4. You are responsible for ensuring that the timelines for appeal are followed and that all documentation is submitted.
5. You may contact DTI by phoning 1-877-488-6888.
6. If your appeal should go to an Appeal Hearing, you will be notified about the date for the hearing, receive an appeal kit, and have the opportunity to attend and speak on your own behalf.
7. You may bring a support person to the appeal hearing.

What to Expect at an Appeal Hearing (for Students)

1. Students whose appeals go to an Appeal Committee hearing can expect to be notified of the time and place of the appeal hearing. The student will be contacted by letter, phone and/or email.
2. You can expect to receive the appeal kit pertaining to your own appeal. This will help you prepare.
3. Appeal hearings may be in-person or by conference call, and/or video conferencing.
4. The following three people sit on the Appeal Committee.
 - a) A GDI senior manager (or designate) not involved with the disciplinary action being appealed;
 - b) A representative at large from the Métis community; and
 - c) A GDI/DTI faculty member not involved with the disciplinary action being appealed.
5. You may bring a support person to the appeal hearing. This person's role is to provide moral support, to provide background and information for the Appeal Committee to consider, and to be there to assist you in whatever capacity is necessary.
6. You and other witnesses or involved parties may be interviewed at the appeal hearing, as well as others, determined by the committee for clarification of facts.
7. The Appeal Committee will advise the Director of the outcome of your appeal, and you will be notified of the decision through a letter, telephone call, and/or both from the Director's office.

Application for Student Appeal Process—Guidelines for Program Staff

1. Students must be advised of their right to appeal any decision or treatment in which they feel they have been treated unfairly.

2. Students must be made aware of the timelines that the appeal must follow. This is the responsibility of the program staff. (Note—numbers one and two may be accomplished in the formal letter of discontinuation that the student receives).
3. Program staff will provide a copy of the *Student Appeal Request Form* and the *Student Policies and Procedures Manual*, if requested by the student.
4. Program staff are responsible to direct the student to sources of assistance to complete the *Student Appeal Request Form* and appeal letter. Program staff may elect to assist students in completing the appeal form and letter.
5. Program staff are responsible for receiving the appeal documents and forwarding them to the Program Coordinator, who will submit to the Director's office.
6. Program staff are responsible for providing the following documentation to the program coordinator:
 - Attendance records—daily attendance documents;
 - Contracts and action plans;
 - Documentation relevant to attendance and performance (e.g., medical notes or records of marks, summary of student performance, etc.);
 - Records of telephone calls received from the student explaining absences;
 - Notes and documentation regarding incidents and meetings;
 - Notes regarding the current decision being appealed and the events leading up to it; and
 - Completed *Background Form for Appeals* found in Appendix F.
7. Program staff are responsible for ensuring that all documentation submitted protects the privacy of other students and that the information submitted reflects only those matters applicable to the student appealing.

Student Appeal Process—Guidelines for DTI Administrative Staff

1. When an appeal hearing is being convened, students must be notified about the appeal hearing and be invited to attend and to speak on their own behalf.
2. Students must be notified that they are allowed to bring a support person to the appeal with them.
3. Appeal Committee members will receive the appeal kit on the day of the hearing and adequate time will be allocated for review.
4. Students should receive the appeal kit in advance of the hearing.
5. Care should be taken to ensure that all documentation submitted protects the privacy of other students and that the information submitted reflects only those matters applicable to the student appealing.

Guidelines for Appeal Committee

Role of Appeal Committee

As Appeal Committee members, your role is vital to ensuring that the Institute's students are treated fairly and given adequate opportunity to be successful in their program of study. Furthermore, you play a key role in ensuring the integrity and transparency of the Institute in relation to its student policies.

Conflicts of Interest

For the reasons outlined above, it is imperative that Appeal Committee members declare any bias or personal conflicts of interest related to the appeal at hand and excuse themselves from the appeal hearing in such cases.

Oath of Confidentiality

DTI endeavours to protect the privacy of all Institute members, including students and staff. As such, Appeal Committee members will be asked to sign an oath of confidentiality prior to participating in an appeal hearing.

Student Appeals

Students are provided with the opportunity to appeal decisions made by the Institute which adversely affect their position as students. Most commonly, student appeals are for discontinuations and suspensions.

Procedure

The GDI senior manager (or designate) should chair the appeal hearing. The chair of the appeal committee will submit the decision to the Director. The letter of decision will come from the office of the Director. Any written notes and/or comments for the Institute regarding policy and recommendations for practice can be given to administrative or program staff to be typed. All Appeal Committee decisions and reports should be directed to the Director.

Guidelines

When reviewing the materials presented to you, please use the following guidelines:

1. Review the decision being appealed and the events leading up to that decision. This information will be provided in the form of notes made by the program staff, discontinuation letter, contracts, attendance records, and the *Student Appeal Request Form* and appeal letter.
2. Review the *DTI Student Policies and Procedures Manual* to determine the specific policy related to the decision being disputed.
3. Interview the student (who may bring a support person with them) as well as the program staff involved.
4. Does the decision follow Institute policy or generally accepted conduct for students in similar situations?
5. Has the student been given opportunities to be successful? Has the student taken advantage of opportunities to be successful?
6. Is the decision fair given the circumstances surrounding the case?
7. Does the committee uphold the decision? If so, on what grounds? Can the committee make any recommendation for the student for future programming?
8. If the committee does not uphold the decision, what is the committee's recommendation (e.g., to reinstate the student, to reinstate the student with conditions, to uphold part of the decision but rescind another part, etc)?
9. Does the committee have any recommendations to improve Institute policy or process in cases such as the one reviewed?

Appendix F: Background Form for Appeals (to be completed by program staff. Copies will go to Appeal Committee and student.)

Program Name and Location: _____

Student: _____

Date: _____

Attendance:

Month	% Attendance	Absences	Excused Absences	Unexcused Absences	Late
September					
October					
November					
December					
January					
February					
March					
April					
May					
June					
July					
August					

Marks:

Background:

Performance:

Documentation:

Appendix G:

ACKNOWLEDGEMENT OF STUDENT RIGHTS AND RESPONSIBILITIES

☐ I have read the Student Policies and Procedures Manual and I agree to abide by the Policies and Procedures stated in this manual.

AUTHORIZATION FOR RELEASE/EXCHANGE OF INFORMATION

☐ I hereby agree to the exchange and/or release of information between **Dumont Technical Institute** and **sponsoring agencies**, where such information is relevant to my situation as a student of Dumont Technical Institute.

AUTHORIZATION FOR PHOTO RELEASE

☐ I hereby give permission for Dumont Technical Institute to take my photograph for the purpose of activities related within the realm of Dumont Technical Institute/Gabriel Dumont Institute.

ELECTRONIC DEVICE ACCEPTABLE USE AGREEMENT

☐ I have read, understand and will abide by the Acceptable Use Policy when using computers and other electronic resources owned leased, or operated by the Dumont Technical Institute/Gabriel Dumont Institute. I further understand that any violation of the regulations is unethical and may constitute a criminal offence. Should I commit any violation, my access privileges may be revoked, school disciplinary action may be taken and/or appropriate legal action may be initiated.

☐ I will be a responsible social media user and respect staff, students, and Institute privacy. I understand that it is not acceptable to post pictures and/or information about other students, and staff that is not agreed to.

☐ I agree to check my DTI student email throughout the duration of my program.

Name (please print): _____

Signature: _____

Date: _____

Witness (please print): _____

Signature: _____

Appendix H:

Dumont Technical Institute Student Fundraising Activity Request Plan

Please complete this form and submit to the Program Coordinator for approval for your fundraising activities.

PROGRAM: _____

ACTIVITY CONTACT PERSON: _____

PROGRAM COORDINATOR: _____

ACTIVITY PLANNED	DATE	TIME	FACILITY/ EQUIPMENT REQUIRED	COST OF ACTIVITY	HOW COSTS WILL BE COVERED	GOAL	ACTUAL
Example: Bake Sale Items (\$.50-\$2.00)	MM/DD/ YR	11:30- 2:00	Front reception area, table, cash box, float	All items donated by students	Students will not be reimbursed	\$100.00	\$125.00

IMPORTANT

-You must follow the Saskatchewan Liquor and Gaming Authority Bylaws.

-All fundraising activities, regardless of where the activity is being held, or if it is outside of classroom hours has a zero tolerance for alcohol, cannabis, and/or illicit substances.

Fundraising Purpose (ie: jackets, grad, etc)

Fundraising Goal: _____

Activity Contact Signature: _____ Date: _____

Program Coordinator Approval: _____ Date: _____



Policy No: 5.2
Approved by:
Effective:
Revised:

5.2 SASKATCHEWAN URBAN NATIVE TEACHER EDUCATION PROGRAM

POLICY



GABRIEL DUMONT INSTITUTE

of Native Studies and Applied Research

Policy No: 5.2.1
Approved by:
Effective:
Revised:

5.2.1 STUDENT POLICIES

POLICY



GABRIEL DUMONT INSTITUTE

of Native Studies and Applied Research

Policy No: 5.2.1a
Approved by:
Effective:
Revised:

5.2.1a SASKATOON CAMPUS

POLICY



GABRIEL DUMONT INSTITUTE

of Native Studies and Applied Research

Policy No: 5.2.1b
Approved by:
Effective:
Revised:

5.2.1b REGINA CAMPUS

POLICY



GABRIEL DUMONT INSTITUTE
of Native Studies and Applied Research

Policy No: 5.2.1c
Approved by:
Effective:
Revised:

5.2.1c PRINCE ALBERT CAMPUS

POLICY



GABRIEL DUMONT INSTITUTE

of Native Studies and Applied Research

Policy No: 5.3
Approved by:
Effective:
Revised:

5.3 GABRIEL DUMONT COLLEGE

Gabriel Dumont College policies and procedures are consistent with those of the Saskatchewan Urban Native Teacher Education Program.



Policy No: 5.4
Approved by:
Effective:
Revised:

5.4 GABRIEL DUMONT INSTITUTE TRAINING AND EMPLOYMENT INC.



5.4.1 PROGRAM POLICIES

All programs provided by Gabriel Dumont Institute Training and Employment Inc. (GDITE) are subject to the same eligibility requirements for funded clients, funding sources, cost categories and maximum allowances, and application approval processes; any exceptions are stated explicitly under the program specific eligibility sections of each program policy.

FUNDED CLIENT ELIGIBILITY

To receive Gabriel Dumont Institute (GDI) sponsorship, the client must:

- 1) Be a Métis person;
- 2) Be a Saskatchewan resident;
- 3) Have barriers to employment that prevent them from securing long-term employment; and
- 4) Be unemployed or underemployed and actively seeking employment.

CLIENT FUNDING SOURCES

There are three funding allocations available to support a client's training and employment intervention. A client may access more than one allocation during their intervention. The order of allocation source for sponsorship is as follows:

- 1) Employment Insurance Part I (EI Part I)
- 2) Employment Insurance Part II (EI Reachback)
- 3) Consolidated Revenue Funds (CRF).

EI Part I clients are jointly administered through Service Canada, and benefit rates are determined by Service Canada. EI Reachback clients are administered by GDI, and Service Canada determines client eligibility for EI Reachback. Client eligibility for EI sponsorship is determined by a number of criteria that need to be assessed by an EI Inquiry. CRF clients are administered solely by GDI.

Clients eligible for EI Part I must apply for and be denied EI Part I benefits before accessing EI Part II or CRF resources.

Confirming Client EI Status

- 1) Client eligibility for EI Part I is determined by Service Canada when a client applies for a new claim, activates an existing claim, or renews an old claim. In some cases, a client may be a combination of Part I and Part II.
- 2) A client EI Inquiry must be completed by an Authorized User to determine eligibility for EI Part II Reachback. In some cases, a client may be a combination of Part I and Part II.
- 3) Clients may be eligible for Consolidated Revenue Funds (CRF) only if they are found to not be eligible for EI Part I or EI Part II Reachback.
- 4) EI Inquiries are one of the first steps in processing client sponsorship applications. EI Inquiries should be submitted a minimum of two (2) weeks in advance of the Selection Committee Meeting date, within two (2) weeks of the program start date, and prior to the expiry of EI Part I benefits. Failure to determine a client's EI status may jeopardize the client's benefits to the point where the client may be cut off from receiving EI benefits.
- 5) EI Inquiry responses will be return within a maximum of three (3) business days.
- 6) EI Inquiries should be resubmitted every two (2) weeks until the Authorized User indicates the answer is clear and/or benefit rates are known.

EI Part I Eligible Clients

- 1) EI Part I clients are jointly administered by Service Canada and GDI;
- 2) The duration of benefits under EI Part I is for a specific time period that will be indicated on the EI Inquiry form;
- 3) A client may become eligible for EI Part I benefits, as determined by Service Canada, after having an Interruption of Earnings in the past 52 weeks. An Interruption of Earnings may be the result of a layoff, a firing, a counselled quit (see 4), or from the client **not working and not receiving pay** for a period of at least seven days.
 - a) The Interruption of Earnings does not need to be with the client's most recent employer, it can happen with any employer in the past 52 weeks.
 - b) Clients may reduce to part-time hours, after a seven-day break in earnings, and not be required to quit their employment to access EI Part I benefits.
 - c) Clients who may be eligible for EI Part I benefits should not be referred to CRF, and should instead incur an Interruption of Earnings. (Distance Education and University students exempt from this rule).
- 4) As a Designated Authority, GDI may authorize a Counsel to Quit to allow a client to terminate their current employment up to 13 days prior to the start date of training in order to participate in a training program that leads to sustainable employment. The one (1) week waiting period will only be paid to clients who quit their employment within three (3) days of their training start date. In exceptional circumstances, such as where a client must relocate long distances, up to 27 days may be requested. If a client quits employment to go to school without receiving prior approval from GDI a Referral to Training will not be authorized and the client may be disqualified from receiving EI Part I benefits. The

following circumstances may be considered for Counsel to Quit:

- a) Client is employed part-time, seasonally or underemployed (underemployed means low wages, low skilled, no chance of advancement, and/or insufficient income to sustain family life);
- b) Client is in receipt of notice of imminent lay-off;
- c) The client's employment is threatened in the absence of training and the client will remain employed with the organization or business once the training is successfully completed;
- d) Client cannot continue present employment due to medical reasons;
- e) Client has existing training and is following the natural progression* of their career; and/or
- f) The client's action plan involves training and the client enters into temporary employment until the training commences. This option may not be used if the client is a continuing student.

*Natural Progression is defined as the process of moving upwards in a career or industry, where additional training is additive to existing training. For example, moving from an Office Administration Certificate into Accounting Diploma; moving from a CCA to LPN to RN to Additional Authorized Practice; moving from entry-level to management, etc.

As a guideline, clients receiving minimum wage or slightly higher can be defined as low wages but all other factors must be taken into consideration. All "Counsel to Quits" for EI Part I eligible clients must be approved by the Director's authority only. See for Request for Authorization to Quit Employment.

- 1) Clients receiving EI Part I benefits may be eligible for training allowance top-up.
- 2) Clients receiving EI Part I benefits may be eligible to receive supports during their one-week waiting period if they are in training during those dates. If a client does not have a one-week waiting period (i.e. reactivation clients, or quits seven (7) days prior to training), they are not eligible for supports.
- 3) Clients awaiting a determination of EI Part I benefits may be approved for a two-week income support advance if their claim is delayed by more than four (4) weeks, by the Director's authority only. The client will be in an overpayment for the advance, and must sign the Sponsorship Letter—Advance, acknowledging that they must repay the advance if they are found to be in an overpayment when their EI Part I benefit rate is determined.

Referral to Training and EI Benefits

There are three (3) possible situations for EI Part I clients:

- 1) Expected to qualify for a new claim—client completes EI application and advises EI that he/she has been referred to training and sponsored by GDI;
- 2) Needs to apply to renew (activate) an inactive claim—the client will advise EI that they would like to reactivate his/her claim and have been referred to training and sponsored by GDI; or
- 3) Already on an active claim—client advises EI that he/she has been referred to training and sponsored by GDI and continues reporting.

Referral to Training Timing

The Referral to Training can only be processed once the client sponsorship package is approved, and must be submitted to Service Canada to allow the client to receive Part I benefits while attending training. A client's EI claim may be delayed if the client answers "yes" to training when reporting to EI without the Referral having been submitted. Any delays in this process may result in the client not receiving his/her EI benefits on time. The Referral will be processed by the Authorized User and will be returned within five (5) working days.

A client's EI claim may be suspended if the client answers "no" to training when reporting to EI without Break Periods being recorded on their Referral. Break periods between 1 to 4 weeks should be updated by amending the Referral at least two (2) weeks prior to the Break Period.

During training, any changes in course or client information must be communicated and may require an amended Referral. This is then forwarded to Service Canada. Examples requiring an amended Referral may include: the client finishes early, drops out or the course date is extended. If the client's information does not match the information that Service Canada has, the client's EI benefits may be jeopardized.

If the course lasts longer than the EI claim, as indicated on the EI inquiry form, Part II or CRF money payments may be issued from GDI to cover the last portion of the course.

EI Part II Eligible Clients (Reachback Clients)

Part II clients are those former EI clients who are requesting assistance to receive employment benefits established under Part II of the *Employment Insurance Act*. Such eligible claimants are referred to as "Reachback clients."

Definition of a Reachback Client as determined by an EI Inquiry:

- 1) A former claimant for whom a benefit period is established or whose benefit period has ended within the previous thirty-six (36) months; or
- 2) For whom a benefit period has been established in the previous sixty (60) months and who was paid special benefits during the benefit period (maternity, parental, compassionate care and/or illness).

Voluntarily Quits Employment and Career Change

Quits Before Request of Services:

If a client voluntarily quits their employment within the previous three (3) months to their request of service, the client must provide documentation showing that they would meet a Counsel to Quit criteria during that employment to be eligible for GDI sponsorship. These clients would not be eligible for EI Part I benefits. An Employment Services Manager may approve Counsel to Quits that are for eligibility purposes only. Upon approval of the Counsel to Quit, clients would qualify for CRF and/or EI Reachback resources based on the results of the EI Inquiry.

Quits After Request of Service:

If a client voluntarily quits their employment after a request of service, they will be disqualified from all GDITE program resources (not services) if they cannot demonstrate they would have met Counsel to Quit criteria.

Career Change:

If a client has existing training and is not applying for support as part of a natural progression, it is a Career Change and funding is not eligible (e.g., Hairstylist retraining as Medical Transcriptionist). Exceptions may be requested on a case-by-case basis and must be pre-approved by the Director prior to being presented to a Selection Committee or Regional Manager for approval (e.g., medically required retraining).

ELIGIBLE COSTS

All eligible costs are taxable, but not insurable, and are paid in accordance with GDI Rates. GDI will issue a T4A to each sponsored client. Eligible costs are entered on the Contract Purchase Notice (CPN) and must be signed by the client.

Income Support

- 1) Income support rates are based on individual client's living arrangements, number of dependants, and education status (See 5.4.2e Client Allowance Rates);
- 2) Students may be absent from classes to a maximum of one and one quarter (1.25) days per month due to sickness. Absences more than the maximum may result in an adjustment to the student's income support. Special exemption may be granted in some cases with supporting documentation.
- 3) A dependant means a person who:
 - a) Is under the age of 18 or considered permanently disabled by a physician;
 - b) Is the biological or adopted child of the client or the client's spouse, who resides with the client, and is under the client's care. This includes a child who is adopted legally or a child in which the client or client's spouse is recognized as the legal guardian;
 - c) Spouse has an income that is not greater than \$175.00 per week; and
 - d) Wholly or substantially depends on the client for financial support;
- 4) Clients who are living with a parent, yet have dependents of their own (who are not dependents of the client's parents) will have their allowances adjusted by \$10 per day for the first dependent and an additional \$5 per day for each subsequent dependent to a maximum of \$55 per day;
- 5) Clients who are living with a parent who is a verified Social Assistance Recipient will have their allowance adjusted to \$55 per day; and
- 6) A dependant will normally reside in the residence maintained by the client.

Client Travel

- 1) These funds are paid in addition to client living allowances and are available to subsidize commuting costs or to cover travel costs associated with attending training programs outside of a client's home

community (See 5.4.2e Client Allowance Rates);

- 2) Clients who must relocate at least 100km to attend a training program outside of their home community may be eligible for a one-time Relocation Allowance of \$250;
- 3) Clients who must relocate at least 100km to attend a training program outside of their home community and experience a barrier specific to a rental/lease damage deposit requirement may be eligible for a one-time Damage Deposit Allowance of up to \$500 upon submission of proof of damage deposit requirement (lease/rental agreement), receipt must be provided after;
- 4) In exceptional cases, GDI may fund clients for other special travel costs (e.g., clients flying in from northern communities or practicum travel), according to Client Allowance Rates;
- 5) Clients who relocate may be eligible for Return-Trip Travel Allowance for one trip every two (2) months, to a maximum of \$600 per semester (approximately 4 months), to maintain family ties.
- 6) Clients may be reimbursed for bus passes or parking related to program activities with submission of original receipts. GDI may advance parking funds for the purchase of parking passes of one month or longer upon submission of a quote. GDI will reimburse to a maximum of \$600 per client per program year for bus passes and parking;
- 7) Daily Travel Allowance may not be paid when client is not in training (e.g., training frequency is less than 5 days per week, week-long training breaks, and Christmas). Class schedules are required; and
- 8) Excluding Daily Travel, the maximum combined travel allowances are \$2,550 per program year.

Living Away from Home Allowance

- 1) Additional accommodation allowances may be paid to clients who are required to participate in training, such as practicum or short training programs outside of their home community, and are maintaining two residences, up to a maximum of 16 weeks, including staying in a hotel. (See 5.4.2e Client Allowance Rates).

Day Care Reimbursement

- 1) Daycare Reimbursement is issued for any individual from birth to 11 years or an individual who is disabled as identified by a physician;
- 2) Daycare Reimbursement is paid based on hours of care required (e.g., training and commuting time) per day for each individual requiring care (See 5.4.2e Client Allowance Rates);
- 3) Daycare Reimbursement for private care may not be paid when the client is not in training (e.g., training frequency is less than 5 days per week, week-long training breaks, and Christmas). Class schedules are required;
- 4) Returning clients with subsidized daycare may qualify for up to three (3) months of Daycare Bridging Allowance prior to the beginning of their second year if they are at risk of losing their subsidized spot in the break between two interventions;
- 5) Each client requesting Daycare Reimbursement must submit a Daycare Verification Form in the Client Application Package completed by their daycare provider including the provider's Social Insurance Number or Business Number;
- 6) Receipts must be provided monthly. Failure to comply will result in discontinued benefits. Original receipts should be provided, copied, and then returned to client; and

- 7) The client must declare all financial support related to daycare.

Accessibility Supports

For the purpose of this section a disability means having any permanent physical, mental, psychiatric, sensory, or learning disability.

- 1) Accessibility support costs should enable clients living with a disability to participate fully in their training programs;
- 2) General supports (e.g., tutor, academic strategy) will be provided at the request of any client who self-identifies as having a disability requiring such support up to \$4,000 per academic year;
- 3) Accessibility support may be provided only after other funding supports have been considered. (e.g. SATCC, SaskPoly, CNIB, SaskAbilities, etc.);
- 4) Specific device recommendations will be supported when advised by a professional (e.g., doctor, SGI, physiotherapist, and/or education counsellor) up to \$1,000. Professional recommendation letters may be requested to ensure the proper device is supported, but will not be retained in the client file. Quotes may be required and receipts must be submitted; and
- 5) Diagnostics to assess a disability may be considered an eligible expense. Psychoeducational Assessments will be supported only as a reassessment of a diagnosed disability or as an initial assessment of suspected disability when referred by a Professional.

Tuition

- 1) Clients may receive support for tuition costs incurred at a recognized and accredited training institute that is student loan eligible and/or industry recognized;
- 2) GDI will pay a maximum in tuition costs of \$12,000 per year of study (12 months); and
- 3) Upon approval, GDI advises institute/school to send invoice to GDI. Tuition costs will be paid directly to the institute/school; and
- 4) Tuition costs incurred within 60 days of Intervention approval will be reimbursed to the client upon submission of receipts.

Books

- 1) Clients may receive support for textbooks as required in their course outline;
- 2) E-books and technology supplied by the program may be supported up to the estimated cost of traditional textbooks; and
- 3) A book letter or original book receipts must be provided, copied, and returned to client. If this is not possible, the client may submit duplicates. GDI may advance book costs as outlined for the course and approved on an individual Contract Purchase Notice upon submission of a course outline or book letter issued by the training institute. Any excess book costs must be substantiated with a receipt.

Supplies

- 1) Clients may receive support for required course supplies or materials up to a maximum of \$3,500. Apprenticeship clients are eligible for up to \$600 in employment-related supplies per year. Three quotes may be required.
- 2) GDI may advance supplies costs as outlined for the course and approved on an individual CPN basis upon submission of course outline or supplies letter issued by the training institute. Original receipts must be provided, copied, and returned to client. If this is not possible, duplicates may be submitted by the client.
- 3) GDI may reimburse employer for supplies amounts specific to contracted apprentice based on submission of receipts.
- 4) Clients may be eligible for a one-time reimbursement for National Exam Fees, Indenturing Fees Red Seal Fees, and Licensing Certification Fees, etc. Receipts must be provided.
- 5) Advanced Technology is not eligible for reimbursement, including, but not limited to, computers, tablets, cellular phones, and other hand-held devices.

Employment Transition

- 1) Clients who successfully complete their program may be eligible to receive a \$100 program completion bonus when they submit course completion documents to GDI (i.e., Certificate, Diploma, Tickets, and Final Transcripts) within four (4) months of completing their program;
- 2) Clients who successfully find employment, and who report that employment to GDI within six (6) months of completing their program may be eligible to receive a **one-time** employment transition allowance of up to \$300; and
- 3) Clients who successfully begin self-employment, and who report that self-employment to GDI with proof of the first sale within 6-months of completing their program may be eligible to receive a one-time employment transition allowance of up to \$300.

Wage Subsidy

- 1) GDI will reimburse in accordance with Employment Based Programming policy;
- 2) MERC is Mandatory Employment Related Costs, such as EI, CPP and Vacation Pay; and
- 3) GDI will reimburse employers upon receipt of verifiable records, such as a paystub and duplicate cheque, printouts from computerized payroll system, or other records as indicated in the Program Specific Policy. If the employer uses manual payroll, then a Payroll Verification Form must also be submitted.

Professional Services

- 1) Self-Employed clients may receive support for costs of professional services associated with creating, maintaining, or expanding a personal business;
- 2) Professional service providers must be a neutral third-party, and not related to the client;
- 3) GDI will pay a maximum in professional services costs of \$10,000 per individual; and
- 4) Professional Services funding for financial statements will be limited to the first year of business operations.

Note: Clients participating in distance learning programs are not eligible to receive client travel, living away from home allowance, or the daycare reimbursement, with the exception of mandatory in-class portions such as exams. However, they may be eligible to receive sponsorship for costs associated with income support equal to clients living at home with parents, accessibility supports, tuition, books, supplies, and employment transition. (See 5.4.2e Client Allowance Rates)

APPROVAL PROCESSES

- 1) **Selection Committee Approval Process**—Program applications for clients interested in receiving training-based interventions over \$2000 or longer than 10 active days will be referred to the regional Selection Committee for approval.
- 2) **Regional Manager Approval Process**—Program applications for clients interested in short training interventions (10 active days or less) with a total cost of less than \$2000, and clients interested in Wage Subsidy programming, may be approved without going to the regional Selection Committee. The regional Employment Services Manager may approve these clients, which are then confirmed by the GDITE Director.
- 3) **Three-Step Approval Process**—Program applications that require an expedited determination may be approved using a three-step review requiring signatures from three authorities specific to the Program, and listed in the Program’s Approval Process section.

RESCINDING SPONSORSHIP

Approval for funded programs may be rescinded upon written notice to the client. Rescinding sponsorship will be a last resort, and will be communicated from the Employment Services Manager to the Client with Director Approval. Clients must be informed of their right to appeal the decision. Sponsorship may be rescinded for reasons including, but not limited to:

- 1) Failure to remove reasonable package conditions within the first semester (4 months) of their program.
- 2) Gross misconduct, such as theft, physical violence, falsifying personal information, recurrent verbal harassment, etc.; and
- 3) Fraud, attempted or otherwise.



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5.4.1a CAREER ASSESSMENT PROGRAM

The Career Assessment Program (CAP) provides career research and exploration, diagnostic assessment, and employment counselling to all funded clients, non-funded clients, and persons who are not eligible clientele. The CAP also aims to assist eligible Métis clients who require monetary assistance to acquire documents, pay fees, or participate in micro-interventions necessary to advance the client's career action plan.

PROGRAM SPECIFIC ELIGIBILITY

- 1) To be eligible for funded assistance under this program, the client must have a documented economic barrier due to identified lack of financial means.
- 2) CAP eligible costs will be classified as Consolidated Revenue Funds (CRF), and will be limited to a maximum of \$200.
- 3) Costs eligible under the CAP include:
 - a) Supplies, and eligible expenses will include, but not be limited to:
 - i. Criminal Record & Vulnerable Sector Check;
 - ii. Accuplacer/IXL fees;
 - iii. Transcripts;
 - iv. Application fees;
 - v. Recertification of tickets/licences;
 - vi. Entrance exams;
 - vii. Testing mandatory for employment;
 - viii. Personal Identification (SIN, Birth Certificate, Driver's License); and
 - ix. Drivers abstract.

APPLICATION PROCESS

To apply for the CAP, Métis individuals must complete a Client Needs Assessment with an Employment Counsellor, sign the Client Consent and Release Form, and develop a Client Action Plan. Employment Counsellors are responsible to submit the CAP request to the Employment Services Manager.

APPROVAL PROCESS

The appropriate Employment Services Manager may approve funding requests for clients interested in the Career Assessment Program at the Service Delivery Office using the Regional Manager Approval Process.

- 1) Upon approval, payment will be issued in the form of cash from the regional Immediate Assistance fund. Clients will be required to sign a receipt of payment.
- 2) Clients are only eligible to receive Career Assessment supports with GDI approval after receipt of complete CAP request.
- 3) Each Employment Services Manager is responsible for a regional Immediate Assistance fund of up to \$500.

APPROVED CLIENTS

Employment Counsellors are responsible to follow-up with clients funded through the Career Assessment program to ensure clients submit original receipts along with the purchased documents. Employment Counsellors will take copies of the receipts and documents. Originals will be returned to client.

Clients are required to complete follow-up within 24 weeks to report employment or return to school outcomes.



5.4.1b PRE-CAREER AND SKILLS DEVELOPMENT PROGRAM

The Pre-Career and Skills Development Program aims to assist Métis clients to transition towards being ready, willing, and able to work; or to pursue post-secondary education or training.

PROGRAM SPECIFIC ELIGIBILITY

- 1) Clients who are currently enrolled in educational or training programs are eligible for the Pre-Career and Skills Development Program
- 2) Costs eligible under the Pre-Career and Skills Development Program include:
 - a) Income Support
 - b) Client Travel
 - c) Living Away from Home Allowance
 - d) Day Care Reimbursement
 - e) Accessibility Supports
 - f) Tuition
 - g) Books
 - h) Supplies
 - i) Employment Transition

ELIGIBLE TRAINING PROGRAMS

Both accredited and unaccredited programs are eligible, and will typically result in either a Grade 12 equivalency (such as Adult Basic Education, GED, Upgrading) or an increase in Essential Skills (such as financial literacy). Programs must be in-province, or offered through distance education/online.

APPLICATION PROCESS

To apply for the Pre-Career and Skills Development Program, Métis individuals must complete a Pre-Career and Skills Development Program Application Package and develop a Career Action Plan. Employment Counsellors are responsible to submit the Application Package to the Employment Services Manager. The Gabriel Dumont Institute requires 60 days to review and approve sponsorship requests.

APPROVAL PROCESS

The Pre-Career and Skills Development Program may use either the Selection Committee Approval Process, or the Regional Manager Approval Process as appropriate.

- 1) Upon approval, Employment Counsellors will be responsible to ensure the appropriate acceptance letters are generated and sent to the client and institute, if required.

APPROVED CLIENTS

Employment Counsellors are responsible to follow-up with clients funded through the Pre-Career and Skills Development Program to ensure costs remain eligible and to record outcomes.



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5.4.1c OCCUPATIONAL SKILLS TRAINING PROGRAM

The Occupational Skills Training (OST) Program aims to assist Métis clients to prepare for the workforce by attending recognized provincially- or federally-accredited institutes that will help them obtain and maintain long-term, quality employment.

PROGRAM SPECIFIC ELIGIBILITY

- 1) Students currently enrolled in the K-12 system are not eligible for the OST Program. In exceptional cases, ABE students may be eligible for the OST Program if the intervention does not interfere with their ABE programming.
- 2) Students that are currently enrolled in full-time post-secondary programs are not eligible for the OST Program for their current year. In extenuating circumstances, they may be eligible only if hardship (e.g., client at risk of eviction) will occur if assistance is not provided and all other avenues for financial support have been exhausted. University-level clients may apply under this exception once.
- 3) Clients on a recognized “Education Leave” are eligible for the OST Program, but are not eligible for costs that an employer’s professional development agreement would cover.
- 4) The Gabriel Dumont Institute (GDI) limits province-wide investment in estheticians, cosmetologists, hair stylists, and related programs to a maximum of two (2) interventions per Selection Committee Region. All esthetician, cosmetologist, hairstylist, and related program applications must include an approved Limited Funds Request.
- 5) Costs eligible under the Occupational Skills Training Program include:
 - a) Income Support
 - b) Client Travel
 - c) Living Away from Home Allowance
 - d) Day Care Reimbursement
 - e) Accessibility Supports
 - f) Tuition
 - g) Books
 - h) Supplies
 - i) Employment Transition

ELIGIBLE TRAINING PROGRAMS

Occupational Skills Training initiatives will always include a recognized and accredited education or training component. Programs must be student loan eligible or industry recognized, and will typically result in a ticket, certificate, or diploma.

Out-of-province, or out-of-Canada, training may only be considered if the applicant provides a clear rationale including:

- 1) Program availability within Saskatchewan/Canada;
- 2) Program accreditation or recognition in Canada;
- 3) Financial considerations, such as reduced intervention costs or scholarships; and
- 4) Demonstrated link to employment.

APPLICATION PROCESS

To apply for the OST program, Métis individuals must complete an OST Application Package and develop a Career Action Plan. Employment Counsellors are responsible to submit the Application Package to the Employment Services Manager. GDI requires 60 days to review and approve sponsorship requests.

APPROVAL PROCESS

The Occupational Skills Training Program may use either the Selection Committee Approval Process, or the Regional Manager Approval Process as appropriate.

- 1) Upon approval, Employment Counsellors will be responsible to ensure that the appropriate acceptance letters are generated and sent to the client and institute, if required.

APPROVED CLIENTS

Employment Counsellors are responsible to follow-up with clients funded through the Occupational Skills Training Program to ensure costs remain eligible and to record outcomes.



5.4.1d WORK EXPERIENCE PROGRAM

The Work Experience Program (WEP) aims to assist Métis individuals to transition to career related employment to develop marketable skills and experience.

PROGRAM SPECIFIC ELIGIBILITY

- 1) Client must be a minimum of 16 years of age; or clients aged 14 or 15 must have completed the Youth Worker's Readiness Course;
- 2) Client must not be a current employee of the Employer partner;
- 3) Client must not be an immediate family member of the Employer partner;
- 4) Employer must provide documentation showing that they are currently registered with the Workers' Compensation Board and the Canada Revenue Agency;
- 5) Employer must ensure a transparent hiring process;
- 6) Employer must have support from union where applicable;
- 7) Employment Counsellors may negotiate subsidies up 50% wages and 100% MERC (Mandatory Employment Related Costs, such as EI, CPP, and Vacation Pay);
- 8) With the recommendation of the Employment Services Manager, subsidies may be negotiated up to 80% wages and MERC with a demonstrated rationale for the higher subsidy (ex. non-profit);
- 9) Each year, one (1) Métis non-profit organization in each Métis Nation—Saskatchewan region that meets program criteria may be eligible for a full-time 4 to 18-week 100% subsidy (not exceeding minimum wage) plus MERC. The same employer will not be eligible for two (2) consecutive years unless there are no other applicants.
- 10) Employer partners are eligible for a maximum of three (3) subsidy positions per year, and may be approved for additional with demonstrated rationale and Director approval;
- 11) Employer must adhere to the Gabriel Dumont Institute (GDI)'s wage subsidy contract terms and conditions; and
- 12) Eligible Costs include:
 - a) Wage Subsidy
 - b) Accessibility Supports
 - c) Supplies

ELIGIBLE EMPLOYMENT

Employment eligible for the Work Experience Program includes:

- 1) Full-time employment up to 26 weeks where there is a reasonable opportunity for the client to be retained as part of the employer's workforce upon completion;
- 2) Full-time employment up to 18 weeks where the client is expected to further education.
- 3) Part-time employment for up to a maximum of 25 hours per week for 44 weeks while in full-time studies. Clients using this option are not eligible for Income Support for the duration of the subsidy if they are accessing other Gabriel Dumont Institute Training and Employment programs.

APPLICATION PROCESS

To apply for the WEP, employer partners must complete and sign a Subsidy Contract. Employment Counsellors are responsible to submit the Subsidy Contract to the Employment Services Manager for approval. **GDI requires 60 days to review and approve WEP Employer applications.**

To apply for the WEP, Métis individuals must complete a WEP Application Package and develop a Career Action Plan. Employment Counsellors are responsible to submit the Application Package to the Employment Services Manager for approval. **GDI requires 7 days to review and approve WEP client applications.**

APPROVAL PROCESS

The Work Experience Program uses the Selection Committee Approval Process for Employer Applications, and the Regional Manager Approval Process as for client applications.

- 1) Upon approval, Employment Counsellors will be responsible to ensure the appropriate acceptance letters are generated and sent to the client and employer as required.

APPROVED CLIENTS

Employment Counsellors are responsible to follow-up with clients funded through the Work Experience Program to ensure costs remain eligible and to record outcomes. Employment Counsellors are responsible to follow-up with employers to ensure clients are confirmed prior to hire and employers submit monthly payroll.



5.4.1e INDIGENOUS APPRENTICESHIP PROGRAM

To assist Indigenous individuals to secure apprenticeship positions with employers and to help them develop marketable skills and experience with a plan leading to journeyperson status.

APPLICATION PROCESS

- 1) All Indigenous clients are eligible for the Indigenous Apprenticeship Program (Métis, First Nations, Inuit) when Contribution Agreements specify a Pan-Indigenous eligibility.
- 2) Client must be a minimum of 18 years of age or have completed K-12 or equivalent;
- 3) Client must have a genuine interest in working in the trades;
- 4) Client must meet the eligibility requirements for registering as an apprentice in the appropriate designation; or have an intervention in place to address barriers to registering.
- 5) Employer must provide documentation showing that they are currently registered with the Workers' Compensation Board and the Canada Revenue Agency;
- 6) Employer must ensure a transparent hiring process and meet Subsidy Terms and Conditions;
- 7) Employer must have support from a union where applicable;
- 8) Employer must be eligible to have an apprentice, and have the appropriate Journeyman to Apprentice ratio or SATCC Green Sheet assessment;
- 9) Employer partners are eligible for a maximum of three (3) subsidy positions per year, and may be approved for additional with demonstrated rationale and Director approval;
- 10) Employer will be reimbursed upon receipt of verifiable and signed Form 6A "Verification of on the Job Experience";
- 11) Employer must adhere to GDI's Apprenticeship subsidy contract terms and conditions; and
- 12) Eligible Costs include:
 - a) Wage Subsidy
 - b) Accessibility Supports
 - c) Books
 - d) Supplies
 - e) Income Support—for training only
 - f) Client Travel (including Parking) —for training only
 - g) Living Away from Home Allowance—for training only
 - h) Daycare Reimbursement—for training only
 - i) Tuition—for training only

ELIGIBLE EMPLOYMENT

Employment eligible for the Indigenous Apprenticeship Program includes:

- 1) Employment up to 52 weeks at a time where sufficient trade time hours required to level-up in the apprenticeship system occur during the contracted period, and where the apprentice becomes registered within 90 days with Saskatchewan Apprenticeship and Trade Certifications Commission (SATCC) or immediately as required.

ELIGIBLE TRAINING PROGRAMS

- 1) SATCC required upgrader or technical training;
- 2) Occupational Skills Training relating to Apprenticeship Employment supported by employer or industry (e.g., Overhead Crane, Safety Tickets, HEO, 1A, Union hall skills training, etc.);
- 3) Pre-Employment Trades Training and other courses as approved by the GDI Board of Governors; and
- 4) Trades Qualifying Training, including GED, IXL Learning, and Upgrading.

APPLICATION PROCESS

To apply for the Indigenous Apprenticeship Program, Métis individuals must complete an Apprenticeship Application Package and develop a Career Action Plan. Employment Counsellors are responsible to submit the Application Package to the Employment Services Manager for approval. The Gabriel Dumont Institute (**GDI**) **requires seven (7) days to review and approve Indigenous Apprenticeship client applications.**

To apply for the Indigenous Apprenticeship Program, employer partners must complete and sign an Apprenticeship Subsidy Contract. Employment Counsellors are responsible to submit the Subsidy Contract to the Employment Services Manager for approval. **GDI requires 10 days to review and approve Indigenous Apprenticeship Employer applications.**

APPROVAL PROCESS

The Indigenous Apprenticeship Program uses diverse selection processes depending on the training or employment requested:

- 1) Employer Applications use the Three-Step Approval Process (Apprenticeship Manager, Gabriel Dumont Institute Training and Employment (GDITE) Director, and GDI Executive Director);
- 2) Client subsidy applications use the Regional Manager Approval Process;
- 3) Client Skills Training applications will use the Three-Step Approval Process (Apprenticeship Manager, Regional Employment Services Manager, GDITE Director).

APPROVED CLIENTS

- 1) Upon approval, Employment Counsellors will be responsible to ensure the appropriate acceptance letters are generated and sent to the client, employer, and institute, as required;
- 2) Employment Counsellors are responsible to follow-up with clients funded through the Indigenous Apprenticeship Program to ensure costs remain eligible and to record outcomes. Employment Counsellors are responsible to follow-up with employers to ensure clients are confirmed prior to hire and employers submit required documentation. In **exceptional circumstances**, client application may be completed within 10 business days of hiring; and
- 3) Employment Counsellors are responsible to ensure the client is registered with the Saskatchewan Apprenticeship and Trade Certification Commission within 90 days of commencement of the apprenticeship subsidy or immediately as required.



5.4.1f PATHWAYS FOR ENTREPRENEURSHIP

The Pathways for Entrepreneurship (Pathways) assists Métis clients to prepare for, create, maintain, and/or expand a personal business with a goal of increasing Métis entrepreneurship in Saskatchewan.

PROGRAM SPECIFIC ELIGIBILITY

- 1) Be 18 years of age or older;
- 2) Complete a credit check application; and
- 3) Have barriers to self-employment and/or business growth.
- 4) Eligible costs include:
 - a) Income Support
 - b) Travel
 - c) Mentors are eligible to be reimbursed for travel up to 4 times per client mentored at a rate of \$0.44 per kilometer up to a maximum of \$500.
 - d) Accessibility Supports
 - e) Tuition
 - f) Professional Services
 - g) Books
 - h) Supplies

BUSINESS ELIGIBILITY

- 1) Employees of the Gabriel Dumont Institute (GDI), or organizations under the Institute's umbrella, are not eligible for Pathways for Entrepreneurship-funded activities.
- 2) Clients intending on creating, maintaining, expanding, or acquiring a business involved in the following activities are not eligible for the Pathways for Entrepreneurship funded activities:
 - ∞ Direct alcohol production, marketing, distribution or sales;
 - ∞ Tobacco or cannabis production, marketing, distribution or sales;
 - ∞ Games of chance: casinos, bingo halls, gambling operations, etc.;
 - ∞ Sexually explicit materials, services, products, marketing, distribution and sales, including any web-based activities;
 - ∞ Pawnshops;
 - ∞ Cheque cashers, finance companies; refinancers; making small, short term high interest rate loans

such as payday loans, cash advance loans, cheque advance loans, postdated cheque loans or deferred deposit cheque loans;

- ∞ Passive investments (real estate) or any activity where the applicant is not fully involved; such as residential real estate, commercial real estate for the sole purpose of lease or rent to others. The applicants' business must occupy the majority of space and be commercially viable exclusive of the rental/lease income to receive support from GDI;
- ∞ Large-scale farming and ranching;
- ∞ Payments of dividends;
- ∞ Political bodies or political process, with the exception of Métis Economic Development Organizations and other arms-lengths Organizations.

NON-FUNDED ACTIVITIES

All clients are eligible for non-funded services, such as self-employment counselling, creating a self-employment action plan, access to Pathways resources, referrals to training and support organizations, and assisted self-service amenities (fax, phone, computers, etc.).

FUNDED ACTIVITIES

Funded activities in the pathways include:

- 1) Professional Support—Mentorship
 - a) Clients who have completed a professional business plan may be linked with mentors to provide professional support to the business planning, start-up, maintenance, or expansion phases, for up to 8 sessions within four (4) months.
 - b) Clients may be reimbursed for travel to meet with mentors during the first four (4) months.
 - c) Mentors may be reimbursed for travel to meet with clients, and are eligible to receive an honorarium for their time during the first four (4) months.
- 2) Business Training & Development—Occupational Skills Training Program
 - a) Clients may be recommended to training to gain the skills necessary to succeed in self-employment.
 - b) Training leading to a Blue Seal designation is eligible, along with all accredited training, and unaccredited training when linked directly to need. Training programs up to a maximum of 12 months' duration are eligible.
 - c) Supports may include tuition, books, income support while in training, travel, daycare reimbursement, accessibility supports, supplies, and living away from home allowance.
 - d) Clients may be eligible to receive support for costs associated with developing their business plan, where other resources are unavailable.
 - e) Clients may be eligible to receive supports for costs of professional services associated with creating, maintaining, or expanding a personal business. Professional service providers must be a neutral third-party, and not related to the client.

- f) New business start-ups may be eligible to receive \$500 when significant milestones on the Pathways for Entrepreneurship are met.
- 3) Self-Employment Transition Allowance—Income Support
 - a) Clients who are in the business planning and/or start-up phases may qualify for a short-term transition allowance of no longer than 26 weeks to alleviate the financial barriers to starting a new business. Clients with a pre-existing business are not eligible.
 - b) Clients employed outside of their registered business over 25 hours per week, or on an active Employment Insurance claim, are ineligible for the Self-Employment Transition.
 - c) Clients must meet milestones on their Pathways document within an agreed amount of time in order to continue to be eligible for the transition allowance.
 - d) Only one Métis owner per business will be eligible for the Self-Employment Transition Allowance.

APPLICATION PROCESS

To apply for the Pathways, Métis individuals must complete a Client Screening Package. Client Screening Packages are reviewed by the Entrepreneurship Screening Committee, and approved clients are linked with the Business Counsellor to develop a Self-Employment Action Plan and complete approved funding packages. **GDI requires 10 business days to review and approve Client Screening Packages.**

APPROVAL PROCESS

The Pathways for Entrepreneurship uses the Three-Step Approval Process via the Entrepreneurship Screening Committee for Training and Mentorship applications, Professional Services applications, the Self-Employment Transition Allowance applications, and the Milestone bonus. The Three-Step Approval Process—Gabriel Dumont Institute Training and Employment (GDITE) Self-Employment Manager, GDITE Director (or Designate), and GDI Executive Director (or Designate)—is used for partnership and community development requests.

- 1) Upon approval, the Business Counsellor will be responsible to ensure the appropriate approval letters are generated and sent to the client as required.

APPROVED CLIENTS

The Business Counsellor is responsible to follow-up with clients funded through the Pathways for Entrepreneurship to ensure costs remain eligible and to record outcomes.



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5.4.1g EMPLOYMENT MAINTENANCE PROGRAM

The Employment Maintenance (EM) program aims to assist Métis clients who require assistance to start, or to keep their job, including monetary assistance and upskilling.

PROGRAM SPECIFIC ELIGIBILITY

- 1) Have a letter of offer for guaranteed employment from an employer, or
- 2) Have graduated from a training intervention under one of Gabriel Dumont Institute Training and Employment (GDITE)'s Programs within the past two (2) years, and
- 3) Clients are not eligible for costs that an employer's professional development agreement would cover.
- 4) EM eligible costs will be classified as Consolidated Revenue Funds (CRF), and will be limited to a maximum of \$2,000. Employment Transition will amount to a maximum of \$300 when they report an employed result.
- 5) Eligible Costs under the EM include:
 - a) Employment Transition
 - b) Tuition
 - c) Books

ELIGIBLE UPSKILLING

Programs under 24 hours of instruction are eligible, and will typically result in an increase in a skill specific to the client's employment (e.g., Excel, Project Management, Presentation Skills, Facilitator Training, etc.). Micro-Credential programs over 24 hours of instruction are also eligible. Programs must be in-province or offered through Distance Education/Online.

APPLICATION PROCESS

To apply for the Employment Maintenance Program, Métis individuals must complete an EM Application Package and develop a Career Action Plan or produce a letter of offer for guaranteed employment from an employer. Employment Counsellors may contact employers to verify employment. GDI aims to release funds as quickly as possible but may require up to five (5) days for reviewing and approving Employment Maintenance funding requests.

APPROVAL PROCESS

The appropriate Employment Services Manager may approve funding requests for clients interested in the Employment Maintenance Program at the Service Delivery Office using the Regional Manager Approval Process.

- 1) Upon approval, payment will be issued in the form of cash from the regional Immediate Assistance fund. Clients will be required to sign a receipt of payment.
- 2) Clients are only eligible to receive Employment Maintenance supports with Gabriel Dumont Institute approval after receipt of complete EM request.
- 3) Each Employment Services Manager is responsible for a regional Immediate Assistance fund of up to \$500.

APPROVED CLIENTS

Employment Counsellors are responsible to follow-up with clients funded through the Employment Maintenance Program to ensure employment success.



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5.4.1h MÉTIS NATION UNIVERSITY SPONSORSHIP PROGRAM

The Métis Nation University Sponsorship Program aims to assist Métis students to close the education gap by attending accredited university-level programming and is fully funded by the Métis Nation—Saskatchewan (MN—S). Students will be selected using a blind adjudication process, and ranked on criteria to meet MN—S priority areas. Priority areas will be set yearly by the MN—S.

PROGRAM SPECIFIC ELIGIBILITY

- 1) Clients must be a registered Métis citizen; priority will be given to registered MN—S Citizens and to self-identified Métis who have applied for MN—S citizenship;
- 2) Clients must be enrolled in full-time university-level programming, or full-time equivalent for students with an identified disability. Part-time students may be considered for Education Benefit only.
- 3) Students who are currently enrolled in full-time post-secondary programs are not eligible for Métis Nation University Sponsorship for their current semester. In extenuating circumstances, they may be eligible to apply to the Occupational Skills Training Program only if hardship (e.g., client at risk of eviction) will occur if assistance is not provided and all other avenues for financial support have been exhausted.
- 4) Clients on a recognized “Education Leave” are eligible for Métis Nation University Sponsorship, but are not eligible for costs that an employer’s professional development agreement would cover.
- 5) Costs eligible under Métis Nation University Sponsorship include:
 - a) Education Benefit: Education benefit will provide a flexible benefit to a maximum of \$4,250 for each Fall and Winter semesters, and \$2,125 for each Spring and Summer semesters; for a maximum benefit of \$12,750 for the full academic year.
 - b) Client Travel
 - c) Daycare Reimbursement
 - d) Accessibility Supports

ELIGIBLE TRAINING PROGRAMS

The Métis Nation University Sponsorship Program targets university-degree level programs, including:

- 1) Undergraduate/Bachelor’s Degree
- 2) Professional Degree (Medicine, Pharmacy, Dentistry, Optometry, Veterinary Medicine, etc.)
- 3) Graduate/Master’s Degree
- 4) Postgraduate/Doctoral Degree

APPLICATION PROCESS

To apply for Métis Nation University Sponsorship, Métis individuals must complete a Métis Nation University Sponsorship Application Package and develop a Career Action Plan. Applications must be submitted to Director by February 15th, July 1st, and October 1st annually.

APPROVAL PROCESS

Métis Nation University Sponsorship applications are adjudicated and ranked by the Regional Selection Committee. Applications are selected based on criteria that meet yearly priority areas of the MN—S . Métis Nation University Sponsorship will be adjudicated three times per year: in March, July, and November.

- 1) Upon approval, Employment Counsellors will be responsible to ensure the appropriate acceptance letters are generated and sent to the client and institute, if required.

2022-2023 MN—S PRIORITY:

Funding is limited, and not all students may be approved for sponsorship. Sponsorship will be allocated as follows:

1. *First Undergraduate/Bachelor's Degree (Early Learning, Education, Finance & Commerce, Business Administration, Indigenous Self-Governance, Health Sciences, Social Services, Housing, Public Administration, Information Technology, Engineering, Agriculture, Justice, Environment, Métis Studies & Michif Language, Arts & Science);*
2. *Professional Studies (Law, Advanced Commerce or Accounting, Medicine, Nursing, Pharmacy, Dentistry, Optometry, Veterinary Medicine etc.);*
3. *Graduate/Master's Degree (Law, Health, Education, Medicine, Nursing, Public Administration, Indigenous Self-Government, Pharmacy, Veterinary Medicine, etc.);*
4. *Postgraduate/Doctoral Degree.*



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5.4.1i PARTNERSHIP PROGRAM

PROGRAM OVERVIEW

The Gabriel Dumont Institute (GDI) has the ability to participate in partnership programming with other organizations to improve training and employment services to Métis clients in Saskatchewan. Usually, partnership programming involves a memorandum of understanding (MOU)/agreement. GDI may provide an in-kind and/or monetary contribution to the partnership agreement.

APPLICATION PROCESS

To apply for partnership programming, all interested parties, including GDI must develop a partnership agreement. Once the terms of the agreement are known, a partnership document will be created and signed by all partners. Financial obligations by all parties will be clearly outlined in the agreement. Any organizations, including non-profit organizations, for profit organizations and all levels of government are eligible for the partnership program. Any organizations interested in participating in a partnership program should contact GDI.

Clients applying for approved partnership programs will use the application identified in the partnership agreement or MOU. If no application is identified, clients will use the Short-Notice Program Application. These clients are approved using the Regional Manager Approval Process

APPROVAL PROCESS

Partnership programs with a monetary contribution of less than \$10,000 that directly support the approved Annual Operating Plan may be approved using a three-step process, including the Employment Services Manager, GDITE Director, and GDI Executive Director. The GDI Board of Governors has ultimate authority on decisions regarding approval of partnership programs with monetary contributions of \$10,000 or more, or those which fall outside the approved Annual Operating Plan. Partnership programming that has no financial commitments may be approved by the GDITE Director. Once an agreement has been approved, it will be signed by GDI.

APPROVED AGREEMENTS

Employment Services Managers are responsible to ensure all partners sign the agreement and receive a signed copy. Employment Services Managers are responsible to ensure follow-ups are done periodically throughout the agreement to ensure the success of the partnership.



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5.4.1j EMERGENCY BRIDGING PROGRAM

The Emergency Bridging Program (EBP) aims to assist Métis clients to prepare for future education or employment opportunities through a curriculum of professional development and cultural learning. This program is only offered in times of crisis, such as when a State of Emergency is declared by local, provincial, or federal governments, and requires the authorization of the Executive Director to be active. This program will fill gaps in government relief programs and will not duplicate services.

PROGRAM SPECIFIC ELIGIBILITY

- 1) To be funded through the Indigenous Skills and Employment Training ISET Program (ISETP), clients must be currently on a funded intervention, or have recently completed a funded intervention within the past six (6) weeks.
- 2) To be funded through sources other than ISETP, clients must meet the eligibility requirements specific to the funding provided. For example, funding from the Métis Nation—Saskatchewan.
- 3) Clients must be unable to secure full-time employment due to a state of crisis.
- 4) Income Support will be eligible as a top-up to EI or other government relief, not to exceed Gabriel Dumont Institute (GDI) rates. Clients who do not qualify for EI or other government relief are also eligible for Income Support.
- 5) The funded intervention will not exceed 16 weeks, and will only start after any currently funded intervention has completed.
- 6) To remain eligible for the Emergency Bridging Program, clients must complete a minimum of two (2) eligible activities each month, and report progress to their Employment Counsellor.
- 7) Costs eligible under the Emergency Bridging Program include:
 - a) Income Support
 - b) Tuition
 - c) Books
 - d) Supplies
 - e) Employment Transition

ELIGIBLE ACTIVITIES

Clients must complete a minimum of two (2) skills development or cultural learning activities each month to remain in the Emergency Bridging Program. Costs associated with approved activities are eligible following

GDITE guidelines for Tuition, Books, and Supplies. Eligible activities include:

- 1) Métis cultural activities—including resources and workshops offered by the GDI Department of Métis Culture and Heritage.
- 2) Professional Development—short courses you can list on a resume, such as Excel, Project Management, Presentation Skills, Leadership, etc.
- 3) Personal Development—mental health, professional social networking, self-awareness, etc.
- 4) Resume & Interview skills—when accessed through a GDITE Employment Counsellor.
- 5) IT Skills Development—both paid programs and self-learning.
- 6) Volunteering and Community Involvement.
- 7) Other activities may be considered and approved by the Director on an individual basis.

APPLICATION PROCESS

To apply for the Emergency Bridging Program, Métis individuals must complete an Emergency Bridging Program Application with a Gabriel Dumont Institute Training and Employment (GDITE) Employment Counsellor. Employment Counsellors are responsible to submit the Application Package to the Employment Services Manager.

APPROVAL PROCESS

The Emergency Bridging Program uses the Three-Step Approval Process (Employment Services Manager, GDITE Director, and GDI Executive Director);

- 1) Upon approval, Employment Counsellors will be responsible to ensure the appropriate acceptance letters are generated and sent to the client as required.

APPROVED CLIENTS

Employment Counsellors are responsible to follow-up monthly with clients funded through the Emergency Bridging Program to ensure costs remain eligible and to record outcomes. Follow-up must be completed on the Emergency Bridging Follow-up Form.



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5.4.2 FINANCIAL AND ADMINISTRATIVE POLICIES

POLICY

Gabriel Dumont Institute Training and Employment Inc. will have in place operational policies and procedures relating to the fiscal management of Canada's contribution and the administration of programs.



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5.4.2a STRATEGIC PLANNING

Gabriel Dumont Institute Training and Employment Inc. (GDITE) will submit an Annual Operational Plan to Canada no later than 30 days before the beginning of each fiscal year. The Annual Operational Plan will be submitted to the Gabriel Dumont Institute (GDI) Board of Directors for approval, and will include at a minimum:

- 1) Planned Activities for the fiscal year;
- 2) Planned Expenditures for the fiscal year; and
- 3) Performance measurement for Planned Activities

GDITE strategic plans will be modeled on a results-based accountability framework aligned with the GDI Strategic Plan.



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5.4.2b FINANCIAL REPORTING

Gabriel Dumont Institute Training and Employment Inc. (GDITE) will submit to Canada no later than 120 days following the end of the fiscal year an annual report. The annual report will be submitted to the Gabriel Dumont Institute (GDI) Board of Directors for approval, and will include at a minimum:

- 1) Overall success achieved in implementing the Annual Operational Plan, including the activities and expenditures for the fiscal year;
- 2) Audited financial statements signed by the designated official certifying that costs reviewed and claimed by GDITE are accurate and in accordance with the Contribution Agreement(s);
- 3) Overall success achieved in meeting GDI Strategic Priorities
- 4) The challenges and lessons learned during the year in implementing activities; and,
- 5) Partnership activities.

The GDITE Annual Report will be made available to the public electronically and at GDITE regional offices.



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5.4.2c PURCHASES AND DISPOSITION OF ASSETS

All capital assets acquired by Gabriel Dumont Institute Training and Employment valued at five-thousand (\$5,000) dollars or more acquired with the contributions provided by Canada will not be disposed of unless Canada provides written authorization for the disposition.



GABRIEL DUMONT INSTITUTE

of Native Studies and Applied Research

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5.4.2d CLIENT ALLOWANCE RATES

INCOME SUPPORT RATES

Dependents	Part-time Weekly	Full-time Weekly	Part-time Weekly Residing with parents/Distance	Full-time Weekly Residing with parents/Distance
No Dependents Basic Allowance	\$110=\$22/day	\$275=\$55/day	\$60=\$12/day	\$125=\$25/day
1 Dependent	\$125=\$25/day	\$300=\$60/day	\$110=\$22/day	\$175=\$35/day
2 Dependents	\$135=\$27/day	\$325=\$65/day	\$135=\$27/day	\$200=\$40/day
3 Dependents	\$150=\$30/day	\$350=\$70/day	\$160=\$32/day	\$225=\$45/day
4 Dependents	\$160=\$32/day	\$375=\$75/day	\$185=\$37/day	\$250=\$50/day
5 or more dependents	\$175=\$35/day	\$400=\$80/day	\$210=\$42/day	\$275=\$55/day

Note:

- ∞ The training allowances payable are based on a full-time or part-time weekly rate structure.
- ∞ Part-time = 16-25 hours per week (or less than 3 classes) Full-time = 26 or more hours per week (or three classes or more)
- ∞ Self-Paced programs are not eligible for income support, except where the student can demonstrate they are unable to secure employment due to the time commitment to their program.
- ∞ Gabriel Dumont Institute Training and Employment (GDITE) may elect to use the definitions set by the educational institute or disability professional, upon approval of the Employment Services Manager.
- ∞ For simplicity of administration, in cases where hours are irregular, allowances may be paid based on the average weekly hours over the period involved.

LIVING AWAY FROM HOME ALLOWANCE RATES

Living Away from Home Allowance of \$25 per day for up to 16 weeks may be available for clients who are required to participate in training, such as practicum or short training programs outside of their home community and are maintaining two residences. Clients must provide evidence they are maintaining two residences.

DAYCARE REIMBURSEMENT RATES

Hours of Supervision	Hourly Rate	Daily Maximum
1 Dependent	\$5.00	\$30.00
2 Dependent	\$7.50	\$45.00
3 or more Dependents	\$10.00	\$55.00

Daycare Reimbursement may be paid to a participant when:

- ∞ The participant has one or more eligible dependents requiring paid supervised care while the participant is attending the program and/or travelling to and from the program site; and
- ∞ The participant signs a Course Purchase Notice, declaring that the payment of an additional amount in respect of the care of these dependents is required to take part in the program.

Daycare Reimbursement Rates are paid based on actual costs incurred, supported by receipts (e.g., training and commuting time) per day for each dependent as defined by the GDITE-approved Daycare Reimbursement Rate Table. Receipts must declare all financial support related to daycare.

TRAVEL ALLOWANCE RATES

Daily Travel Allowance is for travel to and from the training location each day and is not paid simultaneously with Living Away from Home Allowance.

Return-Trip Travel Allowance is to cover non-daily travel costs associated with attending training programs outside of a client's home community and may be paid along with Living Away from Home Allowance.

Travel Allowances are based upon .30 cents per kilometre from the client's land location or the town closest to the participant's residence to the training location, if it is further than 30 kilometres for a round trip, to a maximum of 100 kilometres per day.



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5.4.2e PAYMENTS TO CLIENTS

ISSUING OF CLIENT FUNDS

- 1) The Gabriel Dumont Institute (GDI) Department of Finance and Operations transmits all program funding directly to the client via direct deposit (or in exceptional circumstances—via cheque);
- 2) The GDI Department of Finance and Operations processes client benefits every two (2) weeks;
- 3) If a client has any questions or concerns regarding their funding, these should be addressed at the Service Delivery Office;
- 4) Service Delivery Offices are responsible for processing all required documentation to ensure a timely allocation of funds;
- 5) **IMPORTANT:** To avoid delays in the processing of payroll, any changes to a client banking information must be received by the Gabriel Dumont Institute Training and Employment (GDITE) head office no later than eight (8) business days prior to the payment date.

First Payment

- 1) All clients receive their first training allowance on the pay period following their program start date or date of approval, whichever is the latter. If the program start date is directly after Approval Process, or if conditions are pending, the first payment may be delayed;
- 2) It is important that clients are informed of their first pay period prior to the start of their intervention. This can be critical information when clients are required to travel to attend training;
- 3) Clients who start training prior to approval are only eligible for allowances effective the date of the Approval Process;
- 4) Under no circumstances will clients be allocated advances for costs other than books, supplies, and travel; and
- 5) Client advances will normally be paid on the pay date before or after the training start date whichever is closest, and may be requested up to one month prior to the training start date.

Direct Deposit

- 1) All clients are required to use direct deposit, and deposits will only be made to an account belonging to the client;
- 2) Payment by cheque will only be authorized if a client is unable to obtain a bank account. Clients must

provide a letter/statement from a minimum of two financial institutions (verification from one institute will be accepted if the client can prove that this is the only financial institution within a reasonable distance of their community);

- 3) Clients may be eligible for payments by cheque if they can demonstrate that payments by direct deposit will lead to financial hardship thereby jeopardizing their chance of success;
- 4) Cheques will be mailed to the address provided to their counsellor; and
- 5) Payment by cheque will only be authorized for a maximum of three months. After three months, the client will have to either switch to direct deposit or provide further verification. Failure to do so may result in a disruption of payment.

Timing of Payment

- 1) All allowances are disbursed on a two-week schedule; Employment Counsellors are responsible for reviewing each payroll for accuracy;
- 2) Allowances will be deposited into the client's designated bank account by Friday at 12am;
- 3) The schedule will be provided to clients by their Employment Counsellor; and
- 4) Supplementary payments will not be processed; however, emergency payments may be processed in exceptional circumstances when a written request is received from the regional Employment Services Manager and approved by the GDITE Director. Emergency cheque requests will be submitted on behalf of the client by the GDITE Director to the GDI Department of Finance and Operations.

Overpayments

- 1) An overpayment is any amount received by a client that exceeds their eligibility, including all amounts not verified through an original receipt or dollars provided when a client did not attend training;
- 2) Clients are required to pay back any overpayment and unresolved overpayments will affect future allowances; and
- 3) Clients may have allowances stopped until a repayment plan is in place.

Client Follow-up

- 1) Clients are required to submit regular attendance and progress reports;
- 2) Clients are required to meet with an Employment Counsellor during on-site monitor if applicable;
- 3) Clients receiving Living Away from Home Allowance, Accessibility Supports and/or Daycare Allowance must submit receipts no later than the 15th of the following month, and failure to do so may affect future allowances;
- 4) Student daily travel allowance will not be provided during breaks four (4) days or longer (e.g., Christmas and Spring Break). Dependent Care Allowance will be provided as needed with receipts. Supplementary allowances must be amended prior to the client training break; and
- 5) In certain circumstances, clients who are having difficulty abiding by the Student Contract may be

required to complete a Client Improvement Plan with their Employment Counsellor.

Change in Circumstance

- 1) Clients are responsible to submit documentation for any changes in circumstance to their Employment Counsellor;
- 2) Changes in circumstance include, but are not limited to, address, daycare provider, dependent status, employment status, employment hours, financial circumstances, practicum arrangements, travel arrangements, and changes in curriculum; and
- 3) GDI must be notified immediately of changes in employment status (layoff, termination, quit, etc.) or training status (full/part time, withdrawn).

Eligible Leaves

- 1) Clients are only eligible for funded leaves up to 3 consecutive weeks; and
- 2) Eligible leaves are at the discretion of the training institute but may include: breaks in training, maternity leave, medical leave, or family leave.

Discontinuation

- 1) Clients are considered ineligible for support payments when they discontinue, terminate, or take an ineligible leave from any GDI sponsored program;
- 2) The client is responsible to notify GDI immediately following the change; and
- 3) Failure to do so will result in an overpayment where the client will be responsible for an immediate repayment plan.

Program Completion

- 1) Upon completion of the program, the client will report his/her employment status and complete a final follow-up within six (6) months;
- 2) Counsellors are responsible to continue working with clients until a favorable result is recorded;
- 3) Clients are responsible to submit a photocopy of their final Transcript/Certificate/Diploma/Degree/Tickets; and
- 4) Clients who successfully complete their program may be eligible to receive an employment transition bonus.

Supplies Payment – Indigenous Apprenticeship Only

- 1) Client/Employer will receive payment for supplies amount on the first available pay period following receipt of required documentation.

Subsidy Completion

- 1) Upon completion of subsidy, client will report their employment status and complete a final follow-up within 6 months; and
- 2) Clients are responsible to submit any outstanding documentation.

Subsidy Records

- 1) Subsidy Records include records required for wage subsidy reimbursement-Payroll for Work Experience Program, Form 6A for Indigenous Apprenticeship Program.
- 2) Subsidy Records are to be submitted monthly for the duration of the contract. All subsidy records must be submitted within 60 days of the contract end date. Failure to provide subsidy records may jeopardize reimbursement;
- 3) Subsidy records must be verifiable, such as computerized payroll, cheque stubs, or signed Form 6A;
- 4) Payroll Verification Form must be attached if payroll records do not provide sufficient verification of payment;
- 5) Reimbursement payments will be processed within 30 days of receipt of subsidy records; and
- 6) Reimbursement payments will be made by cheque or Direct Deposit.

Client Application for Subsidy Employment

- 1) Eligible clients must complete the required Application Package, or have a signed Client Eligibility Confirmation prior to hiring to be eligible for wage reimbursement; and
- 2) In exceptional circumstances, the Employment Services Manager may allow the package to be completed within 10 days of hiring.

Contract Follow-up

- 1) Employers are required to submit regular progress reports;
- 2) Employers are required to meet with Employment Counsellor during the on-site monitor. All contracts over 18 weeks in duration must complete at least one on-site monitor, unless exempted by the Employment Services Manager under exceptional circumstances;
- 3) Employers will be notified in writing within 14 days of contract expiry for unfilled contracts. Contract expiry date is listed on Subsidy Contract;
- 4) Employers will be contacted for Indigenous Apprenticeship Program contract extension prior to contract expiry; and
- 5) Existing contracts must be closed out, and all follow-up and pay records received, prior to approval of new contracts for existing employers.

Subsidy Completion

- 1) Upon completion of subsidy, employer will complete a final follow-up;
- 2) All subsidy records and follow-up must be submitted within 60 days of subsidy completion.



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5.4.2f APPROVAL AUTHORITY FOR AMENDMENTS

- 1) Any changes to the client situation require an amendment to the CPN; and
- 2) Client signatures are required on all amendments except for: budget source changes, Wage Subsidy, and personal information where verified in writing from the client.
- 3) Any amendments having financial implications will be processed according to the following approval authority:
 - a) Downward Amendments—Employment Services Manager;
 - b) Upward Amendments less than \$1999—Employment Services Manager;
 - c) Upward Amendments greater than \$2000—Director.
- 4) Actual amendment amounts will be clearly calculated in the “Changes to Original” section.



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5.4.2g CONTRACTING FOR GOODS AND SERVICES

Gabriel Dumont Institute Training and Employment Inc. (GDITE) shall use a competitive process when contracting for goods and services valued at \$25,000 or more (excluding GST/HST) in relation to the administration of activities funded under its Contribution Agreement with Canada.

GDITE shall select the bid or proposal from the Vendor offering the best value to accomplish the objectives of the Programs and will not divide a single requirement for goods and services into several smaller contracts simply for the contracts to be below the \$25,000 threshold. In considering “best value,” GDITE may choose to apply a Métis preference procurement process.

GDITE will inform Canada of any exception to the requirement to use a competitive process under by including this information in its annual report. A rationale needs to be provided by the Recipient to Canada as to why a competitive process was not used (e.g., working in partnership with an established training delivery partner who is an active party to the success of the program).



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5.4.2h CONFLICT OF INTEREST

All goods or service contracts, regardless of their value, entered into between Gabriel Dumont Institute Training and Employment (GDITE) and:

- 1) A GDITE officer or director;
- 2) a member of the immediate family of a GDITE employee;
- 3) a business in which a GDITE employee, or a member of their immediate family, has a financial interest; or
- 4) a business, which is related to, or associated or affiliated with, GDITE

require that prior notice of such intent be communicated to Canada, including a copy of the proposed contract and confirmation that the goods and services do not exceed fair market value.

Gabriel Dumont Institute (GDI) employees (including GDITE, Dumont Technical Institute, Gabriel Dumont College, and all other companies sharing the GDI Board of Governors) are ineligible for funded programs administered by GDITE, with the sole exception being Student Assistant Positions (Summer Students, Student Librarians, Casual Student Assistants, etc.). See GDI Policy 3.12 Conflict of Interest.



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5.4.2i OTHER SOURCES OF FUNDING

If a client has employment income or is receiving financial support (partial or otherwise) through another agency, all income and supports must be reported to the Gabriel Dumont Institute (GDI) to ensure an overpayment situation does not occur. Failure to report these funds could result in the termination of GDI funding. Other sources of income or sponsorship that must be reported include:

Provincial Training Allowance (PTA)

Clients who are eligible for and receiving PTA supports are not eligible for GDI allowances. Clients who are enrolled in PTA programs must provide proof that they have been denied PTA supports to be eligible for GDI allowances.

Scholarships & Bursaries

Scholarship amounts must be reported. Client scholarships and/or bursaries that are for specific support (e.g., supplies or tuition) will be allocated for that specific item and will be deducted from that specific GDI support. For example, if a client receives a scholarship designated for tuition in the amount of \$1000, GDI will not support the client for that \$1000; and

In total, the first \$5000 of scholarships and/or bursaries will not be deducted from GDI support, except in the circumstances listed above. Any amounts over \$5000 will be deducted from GDI's client GDI. The \$5000 limit does not apply to clients receiving only tuition and book sponsorship, except in the circumstance listed above, and these clients are not required to report non-specific scholarship amounts.

Other Agency Sponsorship

All amounts received through other sponsorship agencies, such as ICT Labour Market Services, Congress of Aboriginal Peoples, or Native Women's Association of Canada, etc. must be reported to GDI.

When an eligible client is receiving assistance through another organization, GDI will top-up that support to our maximum eligible amount. This will include any eligible support costs (See 5.4.2e Client Allowance Rates).

Student Loans

ISSET funded clients that have been approved for a student loan must provide a copy of their Student Loan Assessment Notice to ensure that GDI resources are fully declared and will not affect the status of the student loan. Provided all GDI resources are declared on the Student Loan Assessment as Educational Funding, the client may accept all, or a portion of, the student loan without a reduction in their GDI sponsorship. Student loan grants are not counted towards the \$5000 scholarship/bursary maximum. If a client cancels their student loan, a cancellation notice must be submitted. Students who do not declare GDI resources as Educational Funding to student loans may be in overpayment with student loans.

Personal Employment Income

Clients attending full-time training and receiving income support or Employment Insurance may work in part-time or temporary employment up to 25 hours per week in addition to the program without affecting allowances. Clients must report employment income by providing monthly paystubs. Any client earning over 25 hours per week will be deducted from his/her eligible income support only, other allowances will not be affected. Clients who are not receiving income support or Employment Insurance, are not limited in the number of hours worked.

Other Sources

Other sources of income, such as Workers Compensation Board (WCB), or Disability, etc., should be reported to ensure that GDI resources would not affect those sources of income. Clients receiving income from other sources must provide a letter stating the client is capable of working in their chosen field and that GDI funding will not disqualify them from that source of income (e.g., Workers Compensation). Receiving GDI supports may impact other sources of income.

Saskatchewan Income Support

Clients on Saskatchewan Income Support, or other social assistance programs, must declare these programs to their Employment Counsellor who can work with Social Services to ensure GDITE supports will not negatively affect client allowances (e.g., clients who require Supplementary Health Benefits).



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5.4.2j CLIENT TOP-UPS

When an eligible client is receiving assistance through another source, Gabriel Dumont Institute Training and Employment (GDITE) will top-up that support to the GDITE maximum eligible amount. This will include any supplementary allowances (e.g., Dependent Care Allowance, Living Away from Home Allowance, or Client Travel, etc.).

Example 1:

A single client receives \$185/week through another agency. GDITE's weekly rate is \$275/week. The client would be eligible for a top-up of \$90/week from GDITE.

Example 2:

A single client receives \$400/week on EI Part 1 Benefits and travels daily a 80km-round trip to attend training. The client would not be eligible for a top-up because, using GDITE assessment guidelines, they would be eligible as follows: Income support—\$275/week and Travel—\$120/week = Total—\$395/week. As the client is already receiving more than this amount, they will not be eligible for a GDITE top-up.



5.4.3 PROGRAM MONITORING

To ensure a high quality of service to Métis clients, Gabriel Dumont Institute Training and Employment (GDITE) performs yearly program monitoring to:

- 1) provide Service Delivery Offices with insights to improve program delivery;
- 2) confirm compliance with Contribution Agreements; and
- 3) confirm that results are accurately recorded in the Client Management System.

FREQUENCY/METHOD OF MONITORING

Program monitoring is conducted once per year at each Service Delivery Office.

ELEMENTS OF MONITORING

The monitoring process will include:

- 1) A random sample equal to 10% of client files in the current fiscal year;
- 2) Confirmation of client paper file, including amendments, receipts, and follow-up;
- 3) Confirmation that client paper file and Client Management System file match; and
- 4) Confirmation that Service Delivery Office is adhering to GDITE policies.

FOLLOW-UP TO MONITORING PROCESS

Should any issues be identified during the monitoring process, the Regional Employment Services Manager will be notified immediately. All issues will be detailed in the Monitoring Report, and the Employment Services Manager will be responsible to address any issues or problems identified. Monitoring Reports will be provided to the Director within one (1) month of the completion of the program monitor.



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5.4.4 APPEALS PROCESS POLICY

The Appeals Process is available to ensure fair and equitable access to training and employment programs to individuals and organizations whose applications have been refused by the Regional Selection Committee, or otherwise deemed ineligible. This process plays a key role in ensuring that the integrity and transparency of the Institute are of high quality.

ELIGIBILITY

Métis individuals or organizations that have been officially refused funding by the Regional Selection Committee, or otherwise deemed ineligible, are eligible for an appeal. Lack of funding is not a reason for an appeal.

PROCESS —DEEMED INELIGIBLE

- 1) If a client is deemed ineligible for funding, they will be notified by telephone or e-mail. Once notified, the client must contact the Gabriel Dumont Institute (GDI) within 10 working days of notification. The Employment Services Manager will provide verbal explanation of the decision in question. The Employment Services Manager is required to document the verbal discussion and include this in the client's file.
- 2) If the client is not satisfied with the verbal explanation by the Employment Services Manager, the client will be required to make a written appeal to the Gabriel Dumont Institute Training and Employment (GDITE) Director. This written appeal must be received within five (5) working days of the verbal discussion with the Employment Services Manager. Clients can obtain the Client Appeal Request Form from, and submit it to, the Employment Services Manager.
- 3) Appeals for client eligibility are reviewed by the GDITE Director. The appeal request will be reviewed to determine if policy and procedure were followed. New evidence supplied by the client may be reviewed. The client will be informed of the decision in writing. If the decision is upheld, the Director will include the specific GDI Policy relevant to the ineligibility in the response.

PROCESS —REFUSED BY REGIONAL SELECTION COMMITTEE

- 1) If a client is denied funding, an initial attempt will be made to notify them by telephone or email. Upon receipt of written notification of funding denial, the client must contact GDI within 10 working days of notification that the funding has been denied. The Employment Services Manager will provide verbal

explanation of the decision in question. The Employment Services Manager is required to document the verbal discussion and include this in the client's file.

- 1) If the client is not satisfied with the verbal explanation by the Employment Services Manager, the client will be required to make a written appeal to the GDITE Director. This written appeal must be received within five (5) working days of the verbal discussion with the Employment Services Manager. Clients can obtain the Client Appeal Request Form from, and submit it to, the Employment Services Manager.
- 2) Appeals are independently viewed by two (2) Institute senior managers not involved in the case. The senior managers will have ultimate authority and will decide whether the client has grounds for an appeal and if the process will continue. If both senior managers recommend an appeal, it will move to an appeal. If both senior managers agree with the Selection Committee, the decision will be upheld and will not move to an appeal. In the event that the decision is split, the case will automatically be referred to an appeal. This will be complete within 10 working days upon receipt of Client Appeal Request Form.
- 3) In the event of an appeal, the Director will establish an Appeals Committee and meet within 10 working days. The applicant will be notified of the meeting and will be invited to participate. The client will be informed in writing of the outcome of the appeal

Appeal Committee Process

- 1) The Appeal Committee will consist of the following members:
 - a) Senior manager or designate (who will act as Chair);
 - b) Métis community member; and
 - c) GDI staff member not involved with the application.Appeal Committee members must declare any conflict or perceived conflict and not participate.
- 2) The Appeal Committee will review the appeal to determine if policy and procedure were followed, and not as a re-evaluation of the merits of the client's funding application. The Appeal Committee may consider new evidence supplied by the client that may have changed a policy decision.
- 3) The goal of the Appeal Committee will be to find consensus in the decision. If consensus is not attained, the final recommendation will be made by majority vote.
- 4) The Appeal Committee will review all information including related policy pertinent to the decision in question and prepare a written decision. The client will be informed within five (5) working days.

Upholding the Verdict

Appeal decisions cannot be appealed, and a case can only be reviewed once. Therefore, it is important that all information relevant to a case be presented for review.

Coverage of Cost

All Appeal Committee members, including the client travelling for the appeal will have their accommodations, meals and travel covered by GDI-approved rates. Métis community members who participate in Appeals Hearings

are eligible to receive an honorarium based on GDI approved rates.

Location

All Appeal Committee meetings will be held at the affected Service Delivery Office or virtually.



5.4.5 ETHICAL CONDUCT

ETHICAL CONDUCT GUIDELINES

Clients are expected to conduct themselves in a professional and ethical manner. If any client's behaviour reflects negatively or is harmful to the Gabriel Dumont Institute (GDI) or the Service Delivery Office, they will receive disciplinary action which may include suspension or termination from their program/allowances. The following are minimal guidelines for all clients:

- 1) Follow all government laws, including those pertaining to copyright, human rights, libel, unauthorized use of facilities or property, and indecent acts;
- 2) Follow all program policies and procedures, such as those regarding attendance, receipts, and follow-up;
- 3) Clients may be suspended or terminated from the program/allowances if the client has:
 - a) Persistently displayed overt opposition to authority;
 - b) Refused to adhere to GDI's rules;
 - c) Wilfully destroyed GDI property; and/or
 - d) Engaged in any other type of gross misconduct, such as physical violence, recurring harassment, falsifying personal information, theft, or fraud.
- 4) Clients must behave responsibly. This includes:
 - a) Not threatening or subjecting anyone to physical or mental harassment, indignity, defamation, injury, or violence;
 - b) Not disturbing, disrupting, or interfering with the studies or activities of staff, students, or other clients; and
 - c) Not attending classes while under the influence of alcohol or drugs.
- 5) Internet use in GDI resource centres is restricted to research and employment purposes only. Clients are not to utilize the Internet to access social media, streaming services, e-commerce, banking/investing, or other sites with illicit material. Clients' Internet use may be monitored.

Clients will first receive a written warning for a first offence, with the exception of gross misconduct or fraud being cause for immediate suspension. A second or third offence will result in a minimum suspension of one week's allowance. A fourth offence will result in termination from program/allowances.



5.4.6 SELECTION COMMITTEES

PURPOSE

To provide prioritized, systemic, open, and transparent student sponsorship selection for the Gabriel Dumont Institute Training and Employment (GDITE) related to labour market need that will result in measurable outcomes.

LOCATIONS

- ∞ Northern Selection Committee will meet in Prince Albert or Meadow Lake and will review packages from Northern Regions 1, 2 and 3, and Western Region 1.
- ∞ East-Central Selection Committee will meet in Prince Albert and will review packages from Eastern Regions 1 and 2, and Western Region 2.
- ∞ West-Central Selection Committee will meet in Saskatoon and will review packages from Western Region 1a and 2a
- ∞ Southern Selection Committee will meet in Regina and will review packages from Western Region 3, and Eastern Regions 2a and 3.

COMPOSITION

Each selection committee will be composed of six (6) voting members. A GDITE manager will facilitate meetings. The facilitator is a non-voting member.

RESOURCE PEOPLE

Resource people from the following organizations may be invited to attend Selection meetings:

- ∞ Two (2) Gabriel Dumont Institute (GDI) staff members
- ∞ Post-secondary representative
- ∞ Employment and Social Development Canada (ESDC) representative
- ∞ Saskatchewan Labour Market Services representative

The role of the resource people will be to provide information relating to labour market needs.

VACANCIES, NOMINATION AND SELECTION OF COMMITTEE MEMBERS

- 1) Call for resumes from the impacted region;
- 2) Determine the applicants' skill and qualification; and
- 3) Ensure that consideration will be made to provide adequate regional representation and gender equity.

The GDI Board of Governors appoints these committees.

QUALIFICATIONS OF COMMITTEE MEMBERS

The following principles will apply when composing the Selection Committees:

- 1) Members must be Métis and must have a solid knowledge of Métis history and culture;
- 2) Members must possess knowledge, skills, and expertise in training and employment;
- 3) Members must have knowledge of labour market and training trends within the area of impact; and
- 4) Members must be reputable with a solid history of community service.

Métis Nation—Saskatchewan elected officials or their immediate family members, GDI Board members, and GDI staff members are ineligible to serve on a selection committee.

TIME COMMITMENT

Selection Committees generally meet six (6) times per year, or as required, and each meeting will last a maximum of six (6) hours. All new members will go through an orientation training prior to participating in their first Selection Meeting.

TERM OF COMMITTEE MEMBERS

Selection Committee Members may serve a term of up to three (3) years and may re-apply for subsequent terms.

CALL OF MEETINGS

Each meeting called will require seven (7) days' notice.

QUORUM

Quorum shall consist of three (3) voting members.

ATTENDANCE

A member missing two (2) consecutive meetings will be required to show cause acceptable to the other Committee Members, otherwise they will be replaced.

CONFIDENTIALITY

All information from applications, interviews, and discussions held during Committee meetings will be kept confidential. Committee members will sign a confidentiality agreement at the start of their term. Violation may result in the termination of membership on the committee.

CONFLICT OF INTEREST

- 1) Committee members must declare any affiliation with a specific applicant and any other potential conflict of interest;
- 2) Committee members should avoid situations which are an actual conflict of interest and also those that may be perceived by others as a conflict of interest;
- 3) If unsure, members should discuss the concern of a potential conflict of interest with the GDITE Director; and
- 4) If there is a conflict of interest, committee members must remove themselves completely from the discussion and decision concerning the applicant.

PROFESSIONALISM AND AMBASSADORSHIP

All committee members are expected to promote GDITE's purpose and objectives in a positive and professional manner. Any member of the Selection Committee may be removed by the GDI Board of Governors.

REIMBURSEMENT OF EXPENSE

Committee members will be reimbursed for eligible travel and sustenance expenses in accordance with GDI policy. GDITE will provide an honorarium to members for their participation according to GDI policy 4.2.5 Honoraria and Travel for Presenters and Outside Professionals, as follows:

- 1) In-person meetings lasting longer than 3 hours, or where 60 client packages or more are reviewed, a full meeting rate of \$110.
- 2) In-person meetings lasting less than 3 hours, or where less than 60 client packages are reviewed, a half meeting rate of \$55.
- 3) Virtual or Conference Call meetings lasting less than 3 hours, or where less than 60 client packages are reviewed, a half meeting rate of \$55

REPORTING

The Administrative Assistant for each Selection Committee will ensure that the minutes of all committee meetings are kept and made available to the GDITE Director and to GDI's Executive Director.

SELECTION CRITERIA

All approved program and training allocations must meet Contribution Agreement requirements and align with the GDITE Annual Operating Plan.

Committee members are relied on as experts in the areas of labour market need in their region. The Selection Committee will assess client and partnership applications-based factors including, but not limited to:

- 1) Availability of funding
- 2) Client eligibility (e.g., career change)
- 3) Labour market outlook/research
- 4) Client's existing education, and barriers to employment
- 5) Employment Counsellor recommendation
- 6) Quality of client Action Plan
- 7) Intervention/Program aligns with client's labour market goals

SELECTION PROCESS

- 1) Packages will be available for review ninety (90) minutes prior to meeting start;
- 2) Committee members will assess the applicants according to the established selection criteria and determine allocations of programming and training; and
- 3) Committee members will aim for a consensus model in reaching their decision. If consensus cannot be attained, a majority vote will be required for approval.

FREQUENTLY DISCUSSED TOPICS

- 1) Métis Status—GDI uses a “self-declaration” regarding Métis status. There is no flexibility on this issue and discussion regarding this issue at the Selection Committee meetings should not occur.
- 2) Client Eligibility—The Selection Committee will only review client applications that meet the basic eligibility criteria. Eligibility should only be discussed for program specifics and career changes.
- 3) Financial Need—GDITE programming that is approved by regional Selection Committees is not based on financial need. Universal rates are established for all programs.
- 4) Blind Process—Client names and personal identifiers will not be visible for Selection Committee Members. This will provide confidence in the system, and will prevent discussion among committee members regarding client identity. This practice ensures that adjudication decisions are based on the merits of the application as it relates to labour market attachment.

GDITE SELECTION COMMITTEE MEETING AGENDA

- 1) Review Period
- 2) Call to order
- 3) Prayer
- 4) Regional Labour Market/Training Overview
 - a) GDI Staff members
 - b) Post-Secondary Rep
 - c) ESDC/Labour Market Services (LMI)
- 5) Declaration of Conflict of Interest
- 6) First pass of applications by Sector (discussion)
- 7) Decision pass of applications by Sector (prioritizing if necessary)
- 8) Adjourn



Policy No: 5.4.7
Approved by:
Effective: December 2021
Revised: July 2022

5.4.7 PROTECTION OF PERSONAL INFORMATION POLICY

To provide training and employment services to clients, Gabriel Dumont Institute Training and Employment (GDITE) is required to collect and maintain personal information about clients. The GDITE Protection of Personal Information Policy outlines expectations for the collection and management of personal information by GDITE and summarizes reasonable measures to ensure the security, confidentiality and integrity of information that is collected, stored, and exchanged.

PERSONAL INFORMATION

Section 3 of the *Privacy Act* defines personal information (in part) as: information about an identifiable individual that is recorded in any form including, information relating to the race, national or ethnic origin, colour, religion, age or marital status of the individual; information relating to the education or the medical, criminal, or employment history of the individual or information relating to financial transactions in which the individual has been involved; any identifying number, symbol, or other particular assigned to the individual; the address, fingerprints, or blood type of the individual; and the name of the individual where it appears with other personal information relating to the individual or where the disclosure of the name itself would reveal information about the individual.

PRIVACY IMPACT STATEMENT

All clients registering for services must sign the privacy impact statement (contained in the application package) as a part of regular client intake before any personal information is recorded.

ELECTRONIC, AND PHYSICAL ACCESS, SHARING AND STORAGE

GDITE will collect only the personal information that is needed for the purpose of providing relevant client services and to meet reporting requirements. Personal information will only be accessed and shared on a “need to know” basis.

GDITE will not share any personal information outside of Canada. In the case of clients attending international training, GDITE clients may attend training institutions in the United States when there are clear benefits to the client. These clients will be instructed to provide any necessary personal information directly to the training institution, and will be informed that by providing their personal information to an organization within the United States, their personal information will be subject to United States laws and acts.

Electronic Storage and Transmission

Electronic storage and transmission of files and/or databases containing personal information in the care and control of GDITE may only be authorized where personal information is encrypted and protected at all times while in transit.

- ∞ Personal information will be stored on GDITE computer systems only. All systems will be password protected.
- ∞ Client information will not be saved to an external hard-drive, flash drive, CD, or any other storage media not approved by GDITE.

Email

Personal information should only be transmitted electronically by first placing the information in a password-protected document before attaching it to an email. The password for the attached document should then subsequently be shared either by phone or by using a separate email (“password” must not be specified in the subject line) with the authorized party receiving the document.

- ∞ Client information will not be shared through email unless necessary and only in the way described in the Secure Emails standard.
- ∞ GDITE specific client identifiers will be used instead of personal information whenever possible.

Public Areas

Publicly accessible areas must be kept clear of personal information except when client’s files are under the direct care and control of GDITE employees.

Printing

When printing is necessary, documents containing personal information and sent to shared printers will utilize a secure print option encrypted with a password.

Physical Storage

Physical documents containing personal information in the care and control of GDITE will be stored using locked cabinets or secure containers. Such documents may be kept temporarily on open shelving within areas that are continually monitored and where access is controlled and limited to authorized personnel of the organization or security staff

- ∞ GDITE personnel may transport physical documents containing personal information from Service Delivery Offices to Outreach Sites in secure containers only when those documents are being transported to provide client services.

Paper Retention and Destruction

All paper records with personal information in the care and control of GDITE will be retained for a period of six (6) years after completion. Once this six-year period is complete, paper records will be destroyed using a commercially available strip-cut shredder.

Mailing in Canada

When personal information in the care and control of GDITE needs to be sent as letter mail, it will be in a double envelope, gum-sealed, with no security markings on the outer envelope.

Fax Transmission

Personal information will only be faxed between parties using a secure fax equipped with the appropriate and compatible security software.

- ∞ All fax transmissions containing personal information will include a fax cover sheet.

Transportation in Canada

All paper records with personal information in the care and control of GDITE that are transported outside of a controlled area will be in an appropriately addressed, gum-sealed double envelope, with no security markings on the outer envelope. In instances where delivery is urgent, transportation should be managed by a reliable courier service or similar postal service with a record of transit and delivery, packaged as for communication letter mail.

- ∞ The reliability of a courier service must be established through verification with other clients, the Better Business Bureau, or the local police.

NIGHTLY CLOSING

All GDITE employees must remove all personal information from their desks and store it in a locked cabinet before they leave for the day. They also must remove all documents containing personal information from printers and fax machines and place the documents in a locked cabinet. All GDITE employees must log out of all computers, lock the doors, and secure the premises (i.e., enabling the alarm system and locking the doors, etc.) at the end of each workday.



GABRIEL DUMONT INSTITUTE

of Native Studies and Applied Research

Policy No: 5.5
Approved by: GDI Board of Governors
Effective: Feb. 27, 2015
Revised: Jan. 30, 2015

5.5 GABRIEL DUMONT SCHOLARSHIP FOUNDATION

PURPOSE

The Gabriel Dumont Institute has been administering scholarships for Saskatchewan’s Métis since the early 1980s. The scholarship fund is based on a \$2.34 million capital investment. Scholarships are awarded on the interest earned on the fund’s principal and through several corporate partnerships and donations.

The Gabriel Dumont Scholarship Foundation (GDSF) was established to encourage Saskatchewan Métis people to pursue full-time education and training in academic studies that lead toward their social, cultural, economic, and personal growth.



GABRIEL DUMONT INSTITUTE

of Native Studies and Applied Research

Policy No: 5.6
Approved by:
Effective:
Revised:

5.6 LIBRARY AND PUBLISHING

POLICY



GABRIEL DUMONT INSTITUTE

of Native Studies and Applied Research

Policy No:
Approved by:
Effective:
Revised:

X.X HUMAN RIGHTS POLICY

POLICY

Intent:

The Gabriel Dumont Institute (GDI) is committed to building and preserving an open, inclusive, and healthy working environment for its employees based on mutual respect. In accordance with the Saskatchewan Human Rights Code (SHRC) and *The Saskatchewan Human Rights Act* (HRA), GDI does not condone or tolerate acts of discrimination or harassment in the workplace against or by any employee. GDI is also committed to upholding the SHRC in all of its practices and policies.

The Human Rights Policy is not meant to stop free speech or to interfere with everyday interactions. It must be understood that what one person finds offensive, others may not. Harassment can be distinguished from normal, mutually acceptable socializing. It is important to remember that it is the perception of the receiver of the potentially offensive message, whether spoken, or is a gesture, a picture, or some other form of communication which may be deemed objectionable or unwelcome that determines whether something is acceptable or not.

Definitions:

Discrimination: any form of unequal treatment as is explicitly set out in the HRA; whether imposing extra burdens or denying benefits. It may be intentional or unintentional. It may involve direct actions that are discriminatory, or it may involve rules, practices or procedures that appear neutral but have the effect of disadvantaging certain groups of people. Discrimination may take obvious forms, or it may occur in very subtle ways. In any case, even if there are many factors affecting a decision or action, if discrimination is one factor, that is a violation of this Policy.

Disability: Any degree of physical disability, infirmity, malformation or disfigurement and, may include but not be limited to the following:

- ∞ Epilepsy;
- ∞ Any degree of paralysis;
- ∞ Amputation;
- ∞ Lack of physical co-ordination;
- ∞ Blindness or visual impediment;
- ∞ Deafness or hearing impediment;
- ∞ Muteness or speech impediment;
- ∞ Physical reliance on a service animal, wheelchair or other remedial appliance or device; or

Any of:

- ∞ An intellectual disability or impairment;
- ∞ A learning disability or a dysfunction in one or more of the processes involved in the comprehension or use of symbols or spoken language; or
- ∞ A mental disorder.

Mental Disorder: means a disorder of thought, perception, feelings, or behaviour that impairs a person's:

- ∞ judgment;
- ∞ capacity to recognize reality;
- ∞ ability to associate with others; or
- ∞ ability to meet the ordinary demands of life.

Religion: includes all aspects of religious observance and practice as well as beliefs.

Prohibited Ground: as explicitly outlined in the HRA

- (i) religion
- (ii) creed
- (iii) marital status
- (iv) family status
- (v) sex
- (vi) sexual orientation
- (vii) disability
- (viii) age
- (ix) colour
- (x) ancestry
- (xi) nationality
- (xii) place of origin
- (xiii) race or perceived race
- (xiv) receipt of public assistance
- (m.1) "receipt of public assistance" means the receipt of:
 - (i) assistance as defined in The Saskatchewan Assistance Act; or
 - (ii) a benefit as defined in The Saskatchewan Income Plan Act;

The intent of GDI's Human Rights Policy is to provide a working environment for all employees that foster openness and tolerance. The Policy is intended to ensure that GDI's practices and the practices of all our employees are free from direct and indirect discrimination as well as any form of harassment.

GDI is committed to support the accommodation of all employees and job applicants who require workplace accommodation under any of the grounds described in the HRA. The Institute will work to achieve a workplace free of barriers by providing accommodation for the needs of those individuals covered by the SHRC, up to the point where it causes undue hardship. Every effort will be made, in conjunction with the Saskatchewan Government and General Employees Union (SGEU) (for unionized staff) to ensure that the impact of any accommodation will not discriminate against another group protected by the HRA.

In accordance with workplace rights set out under the SHRC, every employee has a right to freedom from:

- ∞ Discrimination with respect to employment because of race, ancestry, place of origin, citizenship, creed, sex, sexual orientation, age, record of offence(s), marital status, family status, disability, colour or ethnic origin, or any other grounds described in the HRA.
- ∞ Discrimination from another employee on the basis of a prohibited ground.

Application of this Policy:

GDI will not tolerate any form of harassment or discrimination against any individual, including job candidates, employees, managers, or clients, on any grounds. This commitment applies to, but is not limited to such areas as training, performance, assessment, promotions, transfers, layoffs, remuneration, and all other employment practices and working conditions.

Every employee shall be held personally accountable and responsible for enforcing this policy and must make every effort to prevent discrimination and/or harassing behaviour. As such, employees must report every incident of harassment and/or discrimination immediately, whether it was observed, happened to them personally, or if the problem was reported to them.

For the purposes of this policy, harassment can occur:

- ∞ At the workplace;
- ∞ At employment-related social functions;
- ∞ In the course of work assignments outside the workplace;
- ∞ During work-related travel;
- ∞ Over the telephone, if the conversation is work-related; or
- ∞ Elsewhere, if the person is there as a result of work-related responsibilities or a work-related relationship.

Duty to Accommodate:

GDI will work to ensure that individuals protected under the HRA are able to work effectively by making adjustments or modifications to the work or the work environment, up to the point of undue hardship.

GDI will work with the individual that requests accommodation, and the SGEU if applicable, in an effort to ensure that the measures taken are both effective and mutually agreeable. The Institute encourages individuals to make any needs for accommodation known to their immediate supervisor and the Human Resources Department via the attached form, and to work with the Institute in addressing the issue(s).

Accommodation:

Accommodation shall be provided for individuals where a disability or religious requirement requires that the work be modified or adjusted, up to undue hardship, to address the needs of the individual, based on protected grounds of discrimination under human rights legislation.

The Institute shall provide accommodation as appropriate, using a consultative approach that involves the company, the individual, and as appropriate, any applicable union representatives, healthcare professionals, and other third parties that are required to assist in the accommodation process.

Accommodation may be temporary, or permanent, based on the requirements of the individual.

Accommodating Employees with Disabilities:

Any employee requesting accommodation must make a request to their immediate supervisor and the Human Resources Department. The Human Resources Department, in consultation with the immediate supervisor and the Director of the entity where the employee is operating, is responsible for ensuring that a written description of the accommodation plan is prepared for the employee(s) in question.

The Human Resources Department shall create an accommodation plan, if accommodation is deemed as appropriate and possible, and attempt to determine methods of achieving the requirements for success in the position in alternative manners.

In the creation of an accommodation plan, the Department shall:

1. Identify the need for accommodation.
2. Determine objectives for performance in the role and potential barriers.
3. Create a plan for achieving the objectives in an alternative manner.
4. Examine the options for accommodation, and select the most appropriate avenue for accommodation.
5. Implement the accommodation process.
6. Provide training as appropriate.
7. Review and revise based on feedback.

Inability to Accommodate:

In the event that it is deemed impossible or an undue hardship to provide the accommodation as requested or if an employee cannot be accommodated in a current position, it may be reasonable to accommodate an individual in another position. As options are investigated, the Human Resources Department will work with appropriate officers, the employee, and the SGEU if applicable, to ensure that there is no undue hardship placed on the Institute and that the Collective Bargaining Agreement (CBA) is not contravened. If placing the employee in another available position is determined as appropriate, there may be a requirement of utilizing the assistance of third parties with specialized expertise. This determination will be made on a case-by-case basis.

Where an employee is placed in an alternate position, the Institute shall ensure that the employee has the requisite qualifications and skill set necessary for success in the position and is capable of performing the tasks associated with the position. The employee and the SGEU, if applicable, must agree that the alternate work is acceptable.

Job Redesign:

In the event that the accommodation requires a substantial change in the position, involving duties or hours, the Institute will work with the employee and the SGEU, if applicable, to redesign the job to accommodate.

Accommodating Job Applicants:

GDI will meet all legislative requirements in providing accommodation to job applicants as well as employees. Any applicant that communicates the need for accommodation shall be considered in a manner that is non-discriminatory, and respectful of our human rights obligations.

Religious Accommodation:

GDI is committed to respecting the religious beliefs and practices of all employees. GDI will strive to accommodate employees that require any type of accommodation or absence from work for all or part of a regularly scheduled working day due to a bona fide religious obligation.

Institute employees that require religious accommodation are directed to provide as much advance notice as is possible, and we will strive to provide the required time off through the normal scheduling of work.

In the event that a day of religious observance falls on a day the employee is scheduled to work, and the organization is unable to accommodate the request, the employee shall be entitled to use standard provisions for time off with pay, or receive the day off without pay.

Dress Code: GDI will strive to allow for religious accommodation where the accommodation does not conflict with established Health and Safety Policies, or where the work uniforms can be modified easily to permit the person concerned to wear the required item(s) of clothing. Clothing or gear with a health or safety rationale may constitute a reasonable occupational requirement.

Breaks: GDI recognizes that it may employ employee individuals who practice religions that require the observation of prayer periods at specific times. While this requirement may create a conflict with standard hours of operations, the Institute will work to accommodate the employee's needs, short of undue hardship. Where possible, the Institute shall allow for a modified schedule for breaks.

Employee that Requires Accommodation:

The employee will be required to notify their immediate supervisor and the Human Resources Department regarding their request for accommodation, providing information regarding their needs.

The employee must cooperate with the process of determining a reasonable accommodation.

The Human Resources Department will assist in the creation and implementation of the accommodation plan. The Department shall document all forms of accommodation granted annually, including numbers of religious days granted, and shall compile data for reporting on accommodation types and costs.

Where the accommodation required necessitates an investment in materials, equipment or increased budget for the position, requests for financing must be directed to the Director of the entity in which the employee works and to the Department of Finance.

In the event that the employee requesting accommodation feels that their needs have not been met in a reasonable manner, they may file a written complaint through the Human Resources Department.

Undue Hardship:

GDI shall work to provide workplace accommodation up to the point of undue hardship. Undue hardship may occur where all options have been considered and it is established that no forms of appropriate accommodation exist, or where the creation of accommodation would cause excessive costs that create undue hardship for the organization, or where the accommodation would create a health and safety hazard.

Where the provision of accommodation is found to cause undue hardship on the organization, the Institute shall work to find a fair and equitable compromise that meets the needs of the employee and the organization to the greatest extent possible.

Accommodation Request Form

Questions to clarify accommodation requirements:

Outline the specific accommodation that you are requesting. If you are unsure please provide details on what the issue is.

Is the accommodation request time sensitive? _____

Questions to document the reason for the accommodation request:

What, if any, job function(s) are you having difficulty performing?

Detail what is limiting your ability to perform your job fully, if applicable.

Have accommodations been put in place to aid with this issue in the past? If so, please detail their success or inadequacy.

If you are requesting a specific accommodation, how will that accommodation assist you?

Have you consulted with a medical professional regarding the issue and accommodations?

Did the medical professional prescribe accommodation and if so, what exactly was the recommendation?
(Please provide any documentation)

Is the accommodation for one of the following:

- ☐ Family care, including family status
- ☐ Illness
- ☐ Disability
- ☐ Other, please provide some detail:

Other information:

Employee name: _____

Signature

Date

Location and company:

Position and role:

Following completion, please submit form to Human Resources.