

Kanesatake Employment and Training Service Center



A GUIDE FOR EMPLOYERS

Understanding KETSC's employment and training services and how they can benefit you

<https://kesc-kanesatake.com/>

About the logo

KHRO's logo has been a bird for a while and I thought it was so fitting-so why change it. A bird relies on its predecessor to give it the tools it needs to survive in the world. I re-imagined this logo with the bird flying off now, determined for great things. The helping hand underneath represents those at the center who assist in any way they can. The flint is an important symbol for us as Kanien'kehá:ka. We are the People of the Flint and this logo uses this important working tool as a way to represent the connectedness we share to our roots as community.

Niawenkowa,
Caira Karihwenhawi Nicholas

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Research and writing by [S.O.A.R. Solutions](#)



Acronyms and Definitions

Word or acronym	Meaning
AFNQL	Assembly of First Nations Quebec Labrador
CPR	Cardiopulmonary Resuscitation
ESDC	Employment and Social Development Canada
ETSC	Employment and Training Service Center
FAQ	Frequently Asked Questions
FNHRDCQ	First Nations Human Resources Commission of Quebec
HR	Human Resources
Kanehsatà:ke	Kanesatake
Kanesatake'ro:non	People of Kanesatake
Kanien'kéha	Mohawk Language
Kanien'kehá:ka	Mohawk (people, culture, worldview)
KETSC	Kanesatake Employment and Training Service Center (2020-)
KHRO	Kanesatake Human Resources Office (1996-2020)
MCK	Mohawk Council of Kanesatake
MERCs	Mandatory-Employment Related Costs
Tsi Shakotiio'tenhseraienawá:se	A place where they assist about work

Table of Contents

Acronyms and Definitions.....	3
Introduction	6
About KETSC	6
Mission	6
Location.....	6
Office Hours.....	7
A Brief History.....	7
The Agreement with Canada	8
KETSC’s Vision	9
The KETSC Team	9
KETSC Administrative Assistant	9
KETSC Employment and Training Counselor	9
KETSC Manager	10
How KETSC Functions.....	10
KETSC Expectations	12
Eligibility.....	12
Employability Measures	12
C1: Employability Measures	13
Administrative Tasks.....	14
Agreement Stipulates Payroll Through MCK.....	14
Agreement Stipulates You Will be Reimbursed for Salary	15
Communication with KETSC.....	15
Implementing Internal Policies	16
About Your Client.....	16
Eligible Clients.....	16
Measures for Clients	17
History, Strengths, and Barriers.....	18
The Client-Centered Approach.....	19
Orientation and Integration.....	20
Working Outside of Kanestate	20
Integration	20
Resources.....	21
Internal Resources	21
External Resources	22
Pertinent Literature	22
Conclusion.....	22
Annex 1: C1 Form.....	24
Annex 2: Appeal Form	25
Annex 3: Summer Employment Application Form.....	28

Annex 4: Tripartite Agreement	31
Annex 5: MCK Timesheet	36
Annex 6 : Instructions on Completing an MCK Timesheet.....	37
Annex 7: Client C1 Form	38
Annex 8: A Complete List of Measures offered by KETSC	41
Annex 9: FAQs	42
Annex 10: Employee Action Plan	44

Index of Figures and Tables

Figure 1: Map to KETSC	7
Figure 2: Excerpt from the ISETP Agreement	9
Figure 3: Process for Employer Requests	11

Table 1: Process to Appeal the KETSC Committee's Decision	11
Table 2: Summary of C1 Sub-Measures.....	13
Table 3: Summary of A and B Measures.....	17
Table 4: Orientation Checklist	20
Table 5: Actions to Support Integration	20

Introduction

The Kanesatake Employment and Training Service Center (KETSC) has been supporting future employees and collaborating with employers since 1996. This guide is designed for employers, located in Kanesatake and surrounding areas, who wish to work with employees and interns from Kanesatake. It is meant to help employers understand the Kanesatake Employment and Training Service Center as well as the services it offers. It is also intended to help employers better understand employees from Kanesatake and how to maximize their potential.

Reading this guide will allow you, the employer, to better understand:

- The programs and services offered at the Kanesatake ETSC.
- The different measures available to you when you hire an employee from Kanesatake.
- The support measures offered to your employee before they start working with you.
- How you can support your employee and make the project a success for your enterprise and your employee.
- Resources available to you as an employer in region 15 (the Laurentians) and in surrounding areas.

The guide is divided into five main sections. In the first section, you will learn about KETSC, its history, funding source and mission. The second section will present information regarding the different measures offered through KETSC, how you can access them and what KETSC would expect from you when you do. In the third, you will learn about your future employees, their history, and their strengths. The fourth section is devoted to information your future employee may need and how you can support them in acquiring this information. The resources available to you will be presented in the last section. These include supports offered through KETSC as well as others locally and provincially.

This guide is a tool to encourage you to hire Indigenous individuals from Kanesatake.

Any questions about this guide may be addressed to ketsc@kanesatake.ca.

About KETSC

The mission of the Tsi Shakotiió'tenhseraienawá:se – Kanesatake Employment and Training Service Center is to provide employment and training services to Kanesatake'ro:non as well as help and support them in their integration into the labour market.¹

Location

KETSC offices are located at 14C Joseph Swan Road, Kanesatake, QC, CA, J0N 1E0.

If you are trying to locate KETSC for the first time, it may be tricky as it is located at the back of the building which houses the Kanesatake Education Center and the Tsi Ronterihwanónhna ne Kanien'kéha Language and Cultural Center. The map in Figure 1 should help first-time visitors find their way.

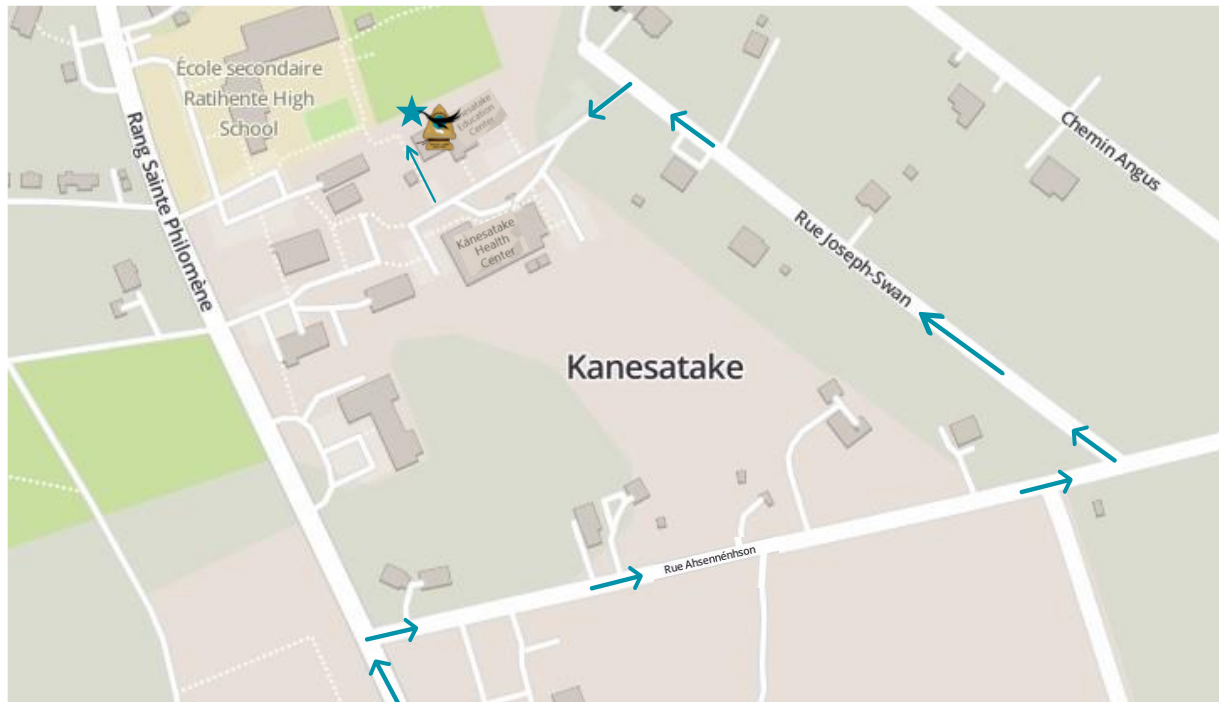


Figure 1: Map to KETSC

Office Hours

KETSC is open on weekdays (Monday to Friday) from 8:00 am to 4:00 pm.

KETSC follows the Mohawk Council of Kanesatake's calendar and emergency closures schedule. This means staff may benefit from summer hours in July and August or service closures when a community Elder passes. It is always best to call 450-479-8373 x 301 to schedule an appointment.

A Brief History

The Kanesatake Employment and Training Service Center (KETSC), previously known as the Kanesatake Human Resources Office (KHRO), started offering services to registered members of Kanesatake in 1996. It is one of the Mohawk Council of Kanesatake services. ²

¹ <https://ketsc-kanesatake.com/>

² <https://www.kanesatake.ca/wp/services/>

KETSC's history is one of collaboration and community development.

In 1996, Employment and Social Development Canada (ESDC), formerly known as the Department of Human Resources Development Canada (HRDC), eager to pursue the momentum created by the Royal Commission on Aboriginal Peoples, signed bilateral funding agreements with several Indigenous groups in Quebec, including one with the Assembly of First Nations Quebec Labrador (AFNQL).

The AFNQL is the politico-administrative arm of the Assembly of First Nations in Quebec. It was created in 1985 and unites 43 communities by bringing their elected leaders to explore common issues four times per year.³ The AFNQL supports administrative bodies called "commissions" to support the communities it serves. One commission, created to respond to the new agreement with ESDC, is the First Nations Human Resources Development Commission (FNHRDCQ). It brings together 29 First Nations communities around its table of representatives and enables each one to benefit from the agreement signed with ESDC. Kanesatake is one of the communities.

It is through a resolution from the Mohawk Council of Kanesatake (MCK) that KHRO (now KETSC) agreed to join the FNHRDCQ table of representatives. MCK continues to oversee services at KETSC, receive monies from FNHRDCQ and distribute them to KETSC and their clients, following an approval process of the KETSC Committee.

In 2019, the Director of the Tsi Ronterihwanónhnhha ne Kanien'kéha Language and Cultural Center, Ms. Hilda Nicholas, gave KETSC its Kanien'kéha name: Tsi Shakotiiotenhseraienawá:se, which means a place where they assist about work.

The Agreement with Canada

The FNHRDCQ continues to fund services offered at KETSC and to support KETSC by offering services and tools. KETSC continues to sit at FNHRDCQ's table of representatives. ESDC recently signed a ten-year (2019-2029) funding agreement with the AFNQL, known as the Indigenous Skills and Employment Training Program (ISETP), which will enable the FNHRDCQ to continue providing financial and resources support to KETSC.

Though the agreement is signed between the AFNQL and ESDC, each community that benefits from it is required to abide by it. The main tenets of the agreement are presented in Figure 2 below, which is an excerpt from the agreement:

³ <https://apnql.com/en/about-us/>

WHEREAS the Parties share the vision that this Agreement will:

- Support capacity-building by the Recipient to empower the Recipient to plan and invest in activities covered under this Agreement based on the Recipient's priorities;
- Be founded on a mutual accountability relationship whereby the Recipient is primarily accountable to its community while the Government of Canada and the Recipient are mutually accountable for the commitments they make to one another in pursuit of achieving the goals of this Agreement; and,
- Work toward reducing the employment, skills and earning gaps between the Recipient's Indigenous eligible clientele and non-Indigenous Canadians.

WHEREAS pursuant to the above, the Recipient will provide the activities of this Agreement for the benefit of its eligible clientele;

Figure 2: Excerpt from the ISETP Agreement

KETSC's Vision

To develop and promote the Indigenous workforce of Kanesatake in order to improve the quality of life for Kanesatake'ro:non. Indigenous labour development is focused on a client approach, the needs of the labour market of the region and quality services. To achieve the goal of labour market integration or reintegration, it is necessary to identify the true needs of the client. Investments in the development of human resources are vital in order to continue to adapt to labour market changes. One of the fundamental principles of the Kanesatake Employment and Training Service Center (KETSC) is to enhance the value of the Kanesatake labour force, and to this end, the responsibility of employment development and training must be shared by all potential partners in the community.

As an employer, you are a vital partner and your contribution to the achievement of KETSC's vision is invaluable.

The KETSC Team

When you have a question about one of your employees or about employment regulations in general, the KETSC Team is available to assist you. It is their job. Though there are only three full time employees at KETSC, they have many roles and responsibilities and offer many services to support future employees and employers.

KETSC Administrative Assistant

This is often the first person you interact with when beginning your process with KETSC. The Administrative Assistant will guide you in completing forms, answer your general questions and refer you internally to help support you.

The Administrative Assistant will also remind you to send an employee's timesheet (more on this later) and will answer any other administrative questions about your file with KETSC.

KETSC Employment and Training Counselor

You may or may not interact with the Employment Counselor as their main responsibility is ensuring future employees have the support they need to access training or employment. The Employment Counselor responds to client requests, set career goals and objectives, and

follows clients throughout their employment path. You may see them at local career fairs or meeting with training centers and employers in and around the community.

An Employment Counselor may review your application for funding to ensure it meets the requirements of the program before submitting it for approval. You may need to call upon this person if you need support with someone you hired on a measure from KETSC. Offering support to employees is part of their responsibility.

KETSC Manager

The KETSC Manager is responsible for the overall application of the ISETP in Kanesatake. Implementing the agreement, providing activity reports, and ensuring financial reports are submitted in a timely manner fall under the KETSC Manager's responsibilities. They are charged with representing KETSC at the FNHRDCQ table of representatives, creating partnerships, supporting the KETSC Team and linking with the KETSC Committee. They are also responsible for reporting on programs and results, both to MCK and to FNHRDCQ.

When you apply for an employability measure, it is the KETSC Manager who will inform you of the KETSC Committee's decision. The Manager is also responsible for preparing your contract, processing your payments and being your main point of contact on the project.

How KETSC Functions

All the measures offered by KETSC will be discussed in greater detail in a subsequent section of this guide. In this section, the general operations at KETSC will be described to provide you with a better understanding of how your application to a measure would be processed and by whom.

KETSC has a small team of three people to serve potential employees and employers. Most requests for services start with KETSC's Administrative Assistant. Files are then transferred to either KETSC's Employment Counselor or KETSC's Manager for review and processing.

KETSC's budget, received from the FNHRDCQ, is managed by the KETSC Manager, in consultation with the KETSC Committee.

The KETSC Committee meets monthly to review requests from potential employees and potential employers. They decide how the limited funds are allocated. The Committee is composed of elected official (Chiefs), the KETSC Manager as well as managers from other community services, such as economic development. No projects or measures may begin until they are approved by the KETSC Committee.

Employers who wish to benefit from measures offered by KETSC may start by contacting KETSC's Administrative Assistant, by phone or by email, to request a form (see Annex 1) to complete or may visit the [KETSC website](#) to download a form.

The duly completed form is then submitted to ketsc@kanesatake.ca for review. If eligible and consistent with priorities and measures, the KETSC Manager presents the request to the KETSC Committee at their next scheduled meeting. The KETSC Manager then informs the

employer of the decision and the next steps. The process, from start to finish, may take up to six weeks.

The process differs for potential employees. They benefit from a number of measures you will learn about in a subsequent section of this guide.

The process for employers is highlighted in the flowchart in Figure 1 below.

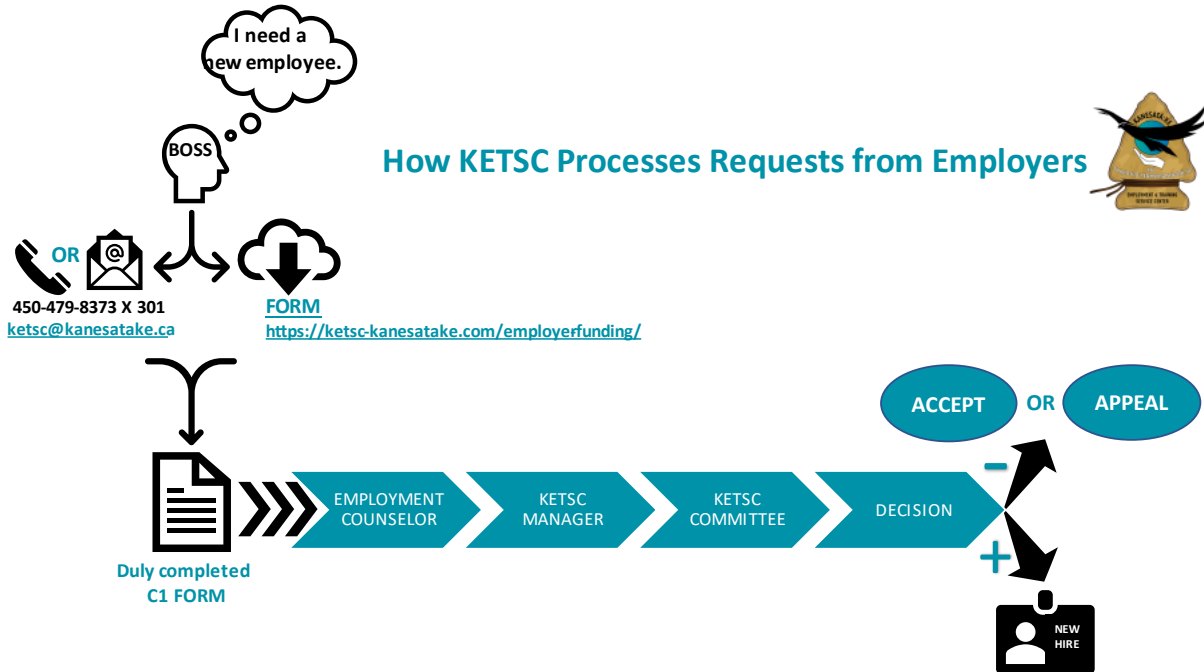


Figure 3: Process for Employer Requests

If the KETSC Committee approves of your request, you may hire a new employee. KETSC will provide you with an agreement to sign (see Annex 4) and will inform you of the amount of funding you will receive to provide an educational employment opportunity for a future employee.

If the request is denied, you may either accept the decision or appeal (see Annex 2). The appeal procedure is outlined in KETSC Policy document. It is summarized in Table 1 below.

Table 1: Process to Appeal the KETSC Committee's Decision

STEP 1	Complete the <i>Appeal Application Form</i> within 30 days of receiving the decision
STEP 2	Provide new elements that warrant review
STEP 3	Send duly completed appeal form to KETSC Manager
STEP 4	KETSC Manager calls an emergency meeting of the KETSC Committee (within 15 days)
STEP 5	KETSC Committee reviews appeal and new information provided
STEP 6	KETSC Committee decision is shared with the employer
STEP 7	Accept KETSC Committee's decision as it is final and irrevocable.

KETSC Expectations

KETSC expects their employers to

- meet eligibility criteria,
- understand the measures they are entitled to,
- complete certain administrative tasks,
- communicate regularly, and
- provide a safe working environment for future employees.

These expectations are highlighted in this section. Expectations are also outlined in KETSC's policy document. In the policy, employers are called promoters. The expectations are summarized in this section to ensure you understand your responsibility as an employer/promoter. This section also provides information about the measures you can access for funding.

Eligibility

To benefit from funding available through KETSC, you must:

- be a legally constituted entity.
- provide proof of civil insurance.
- have a physical premises, in the Laurentians⁴, or in the surrounding areas, from which you operate and ensure that all project activities with your future employee take place at the workplace.
- complete a C1 application form.
- sign an agreement with KETSC.
- use the funding from KETSC for the sole purpose for which it was intended.
- communicate with KETSC to transfer funding to another employer.
- offer a rewarding and positive work experience and training to your future employee by favouring a client-centered approach.

Employability Measures

There are three measures offered through KETSC that may benefit you as an employer. In this section, the C1 and summer employment measures will be explored. These measures are described in KETSC's policy document and are summarized below. Future employees are referred to as clients or participants. The terms are used interchangeably in the following sections.

⁴ The Laurentians, also known as region 15, includes businesses in Kanesatake and surrounding areas from Saint-Joseph-du-Lac to Rosemère and up to Mont-Laurier in the northern part of the region. A list of eligible municipalities is available at <https://www.mamh.gouv.qc.ca/repertoire-des-municipalites/fiche/region/15/>

C1: Employability Measures

The objective of the C1 measures is to offer guidance and support to increase the future employee’s potential so as to enable clients to move forward on the labour market in a sustainable manner, while making use of their knowledge, qualifications and skills.

There are four sub-measures that may benefit you, three of which are designed to provide an enriching work experience for participants. The fourth one is designed to support employee retention. Eligible employers who wish to benefit from either of these sub-measures are required to complete a C1 Form⁵ or the form for Summer Employment (see Annexes 1 and 3 respectively). The C1 form contains instructions on completing and submitting forms to KETSC.

Table 2: Summary of C1 Sub-Measures

C1: Employability and Job Creation Measures				
	Job Creation and Partnerships	Wage Subsidy	Summer Employment	Retention Supports
Purpose	Provide an incentive to employers to enable them to appreciate the skills, attitudes, and behaviours of the participant.	To provide a wage subsidy to encourage businesses to hire clients to acquire direct work experience or on-the-job training.	Provide a wage subsidy for students (or individuals between 16 and 30 years of age) to acquire relevant work experience.	To help employed clients keep their jobs by subsidizing equipment for training needed.
Means	Creating a job to benefit the participant and the community.	Providing the client with enough skills to find employment at the end of this time either with the same employer or another.	Providing individuals with an opportunity to develop and enhance employability and occupational skills with practical, on-the-job experience.	Designing and dispensing of training programs to satisfy current and future needs for qualified workers; up-skilling; professional advancement
Duration	Up to 52 weeks	Up to 52 weeks	Between 6 and 12 weeks	
Hours ^a	30 to 40 hrs/wk	30 to 40 hrs/wk	30 to 40 hrs/wk	
Amount ^b	100% of minimum wage up to 40hrs/wk + MERCs	For business in Kanesatake: 100%	100% of minimum wage up to 40hrs/wk + MERCs	Cost of training and travel

⁵ <https://kesc-kanesatake.com/wp-content/uploads/2021/07/2020C1-Employer-Application-for-Funding-Assistance-Form.pdf>

C1: Employability and Job Creation Measures				
	Job Creation and Partnerships	Wage Subsidy	Summer Employment	Retention Supports
		of minimum wage 40hrs/wk + MERCs For business in the Laurentians and surrounding areas: up to 50%		
Terms	<ul style="list-style-type: none"> ▪ Limited to public and not-for-profit organizations ▪ Signing of TRIPARTITE agreement ▪ Only new job eligible ▪ Must not lead to dismissal of current employees ▪ Job description and objectives must be shared with KETSC ▪ Job must begin within 60 days of KETSC approval 	<ul style="list-style-type: none"> ▪ Includes private businesses ▪ Same terms as Job Creation and Partnerships 	<ul style="list-style-type: none"> ▪ Provide individuals with work experience relating to their field of study, if applicable ▪ Individuals benefit CPR training ▪ Same terms as Wage Subsidy 	<ul style="list-style-type: none"> ▪ Limited to public and not-for-profit organizations ▪ Employer must provide a plan of the training to be offered internally or externally, for approval

^a May be reduced to accommodate persons living with a disability.

^b The amount of funding is always subject to the availability of funds and approval by the KETSC Committee.

Administrative Tasks

After completing the C1 or Summer Employment application forms, you will sign a tripartite agreement (see Annex 4) outlining the objectives of the measure, duration and the amount allocated.

Agreement Stipulates Payroll Through MCK

If your agreement stipulates that your employee will be placed on MCK’s payroll to facilitate the administrative burden of hiring a temporary employee, then you must ensure MCK payroll procedures are implemented.

You may need to ensure your employee has submitted his or her social insurance number to KETSC. He or she may also need to provide banking information and other information to obtain an MCK employee number, if he or she does not already have one. Employees who have previously benefited from measures offered through KETSC (as will be explored in a subsequent section) may already have an MCK employee number.

Each two weeks, you must ensure your employee completes the MCK timesheets (see Annex 5). Instructions on completing the timesheet are available to facilitate the process (see Annex 6). Then, you must verify and sign the timesheet before submitting it to KETSC as per the MCK Timesheet submission calendar. In general, timesheets are submitted every second Thursday before 4:00 pm and include the hours for two weeks (ten days) of work. Exceptions apply when there are statutory holidays. KETSC's Administrative Assistant will inform you of any changes to the timesheet submission calendar.

Failure to complete timesheets appropriately or submit them in a timely manner may have a negative impact on the project. Consequently, employees might not receive their pay on time, or the agreement may be annulled.

Agreement Stipulates You Will be Reimbursed for Salary

If your tripartite agreement requires the employee to be on your company's payroll, then your administrative task is to submit a monthly invoice for reimbursement of the employee's salary and MERCs. The amount should not exceed the amount agreed upon and outlined in the signed agreement.

Communication with KETSC

Employers may benefit from many services offered through KETSC when they communicate their needs on a regular basis. Employers are expected to keep KETSC informed of any changes to the agreement, unusual or concerning behaviours exhibited by the employee, employee vacation requests, if an employee resigns or ceases to present himself or herself to work. Before dismissing an employee, approving an extended leave, or permanently hiring the employee, you are encouraged to communicate with KETSC.

You are encouraged to share positive experiences as well. KETSC often features success stories on their website. Your company may be selected to highlight a success story.

You may invite the KETSC Employment Counselor to visit your employee on the job site. The Employment Counselor may provide support and accompaniment in order to ensure the project is a success. Your employee may choose to arrange regular meetings with KETSC for support throughout their employment at your company. Whenever possible, you are encouraged to permit your employee to assist meetings with KETSC without penalty.

You may submit a monthly report with your invoice, or with each second timesheet, to offer regular updates to the KETSC team. This will ensure all parties remain informed and can intervene before issues arise.

At the end of the project, you may be asked to evaluate the experience and provide feedback. KETSC is continuously improving their programs and services. Your feedback will enable them to ensure future employers have positive experiences when hiring Kanestate'ro:non on an employability measure.

Implementing Internal Policies

Whether an employee is paid through MCK payroll or your company's payroll, all your internal policies and procedures apply as soon as you hire an employee. This may cause confusion when an employee is paid through MCK as they may wish to benefit from MCK office closures or other MCK policies. However, as the employer, you implement your own policies and are encouraged to ensure your employee adheres to them.

As with any new employee, you are encouraged to provide a robust orientation and onboarding process. You are encouraged to share your policies and procedures with your employee and provide them with a mentor or buddy, if possible. Providing your employee with clear expectations and objectives to achieve will lead to a more successful employment experience. Regular, informal feedback may also allow your employee to better understand your needs and your expectations. Employers are also encouraged to ask for feedback from their employee and actively listen when interacting.

Employers outside of the community are encouraged to connect with KETSC regularly and, when invited, attend events in the community. This will allow you to better understand your employee and build trust. This may contribute to a better working relationship and more successful work experience.

In the next section, more information will be provided about your employee.

About Your Client

Whether you are an employer within Kanesatake or outside of Kanesatake, there may be things about your employee you are not aware of. In this section, eligibility criteria will be explored as will different measures available to KETSC clients before they become your employee. A brief exploration of the history and barriers experienced by Kanesatake'ro:non as well as the strengths they bring to the table will precede an exploration of the client-centered approach used by KETSC.

Eligible Clients

The following are the list of criteria a client must meet before benefiting from any of the measures offered at KETSC.

- a. A Kanesatake'ro:non registered on the MCK Membership list living within JON 1E0.
- b. A person with low income, or Employment Insurance (E.I.) benefits, or receiving Social Assistance, or a self-employed worker.
- c. An employed person wishing to take training or change career goals;
- d. Have a social insurance number.
- e. Be over 16 years of age and out of school for one year;
- f. Has not received funding from KETSC in the last two years with the exception of complementary specializations on a case-by-case basis.

Like you, a client wishing to benefit from the C1 employability measure must complete an application form⁶ (see Annex 7). To benefit from other measures, a client must make an appointment with a KETSC Employment Counselor.

Should you have an eligible client in mind, suggest they connect with the Employment Counselor at KETSC to validate their eligibility. All clients hoping to benefit from an employability measure must meet with an Employment Counselor 45 days before beginning their measure.

Measures for Clients

KETSC offers measures A and B to clients who need support entering the labour market. A complete list of measures is presented in KETSC’s policy document and in Annex 8. However, the main tenets of measures A and B are presented in Table 3 below. Your employee may have benefited from one or more of the measures listed below. Understanding these measures may allow you to better understand the knowledge and skills your new employee brings to the table.

Table 3: Summary of A and B Measures

	Measure	Purpose
A Measures	Career research and exploration	To allow clients to explore labour market information using computers at KETSC.
	Diagnostic assessment	To allow clients to obtain support from Professional Guidance Counselors.
	Employment counseling	To allow clients to benefit from career counseling.
	Job search preparation strategies	To offer clients the opportunity to participate in job finding clubs.
	Job starts supports	To permit the client to purchase work equipment/clothing/transportation in order to seek and attain employment.
	Employer referral	To provide a client with referrals to an employer to seek information about the company, occupation of interest or employment opportunity.
	Referral to agencies	To provide a client with a referral to another responsible agency to address one or more employment barriers (may be related to social housing services, social or health services, etc.).

⁶ <https://ketsc-kanesatake.com/wp-content/uploads/2021/07/2020C1-Employee-Application-Form.pdf>

	Measure	Purpose
B Measures	Occupational skills training	To support a client in achieving one of four types of skills, which will lead to either a certificate, a diploma, a university degree (in the absence of other funding), or an apprenticeship.
	Skills development	To allow clients to improve their essential skills or attend adult education for academic upgrading.
	Occupational skills training	This measure allows clients to obtain any number of industry recognized skills, including courses, licenses, certifications, permits, and attestations, such as language courses, safety certificates, etc.

Many of the skills acquired through A and B measures will better help prepare clients to achieve their full potential as employees. You may address any questions about their measures to your contact at KETSC. You may also ask your employee about their experience with these measures. Specifically, you may ask your new employee about his or her career objectives and the action plan he or she developed with KETSC.

If an employee does not have an action plan, you may wish to develop one with him or her. A template is available in Annex 10.

History, Strengths, and Barriers

Employers within Kanesatake already understand Kanesatake’ro:non, their shared history, the barriers they face as well as the strengths they bring to the table as employees. However, employers outside of the community or even other employees working within the community may not have the same level of understanding.

The history of colonization has impacted Kanesatake’ro:non and other Indigenous peoples around the world. An understanding of this history will allow all Canadians to work towards reconciliation. The realities of the Kanien'kehá:ka predate colonization. The experience of the Kanien'kehá:ka is unique. The community of Kanesatake also has a unique history and was impacted by the 1990 crisis in a way that differs from other Indigenous peoples. The resource section provides information allowing employers to learn more about this history. Additionally, KETSC offers training to employers, which touches upon this reality and provides concrete tools to better integrate Kanesatake’ro:non into your workplace.

The realities faced by Kanesatake’ro:non have impacted many in ways, which may manifest as barriers to employment. You may ask why some seem to be lacking basic skills related to workplace behaviour, or lack confidence, suffer from mental health issues, including addictions. Clients may appear to lack trust and exhibit unhealthy coping skills. These are the lasting impacts of the collective trauma experienced by Kanesatake’ro:non and most Indigenous peoples across Turtle Island.

These experiences have allowed some Kanesatake'ro:non to develop strengths, which benefit them in the workplace. Kanesatake'ro:non are learning to heal, both individually and collectively, as they emerge from the impacts of the collective trauma. Many are relearning their language and reappropriating their culture, which connects them to Mother Earth and a balanced approach to life. The resilience they have acquired as they learned to emerge from trauma has served them well. The values they live by and the worldview that guides them is an asset to any employer. Additionally, they pride themselves on their sense of humour, which has enabled them to deal with even the most devastating events. These are only a few of the strengths Kanesatake'ro:non would bring to their employer.

This shared history and experience is the reason why KETSC prefers to apply a client-centered approach when intervening with Kanesatake'ro:non.

The Client-Centered Approach

This approach is key to the successful development of the Indigenous workforce. KETSC uses this approach when working with their clients. Your understanding of this approach and your ability to apply it with your future employee may contribute to a positive work experience.

The Client Centered Approach for clients who benefit from KETSC services was developed by Ms. Tammy Martin⁷. The main tenets of this approach include:

- Placing the client and their needs at the center of all interventions and projects.
- Implementing a holistic and balanced approach to meet all an individual's needs, using their strengths, gifts, and abilities.
- Understanding the history and the barriers, which have contributed to past failures.
- Building trusting relationships.
- Removing administrative barriers to support client success.
- Creating tailored tools and programs.

This approach is necessary to empower individuals and contribute to their success as independent, contributing members of a community.

As an employer, you can better support your future employees by understanding their specific history, barriers, strengths, and gifts. This approach will allow you to maximize the potential of your future employees.

The next section will provide tips on how to orient and integrate your new employee from Kanesatake which may lead to a more successful work experience for you and your employee.

⁷ https://cannexus.ceric.ca/wpfd_file/tammy-martin-client-centred-approach-model/

Orientation and Integration

As with any new employee, you will orient and integrate them using the tools you have available at your company. This section will offer tools, which you already use, that may be helpful in creating a positive work experience for your employee.

Working Outside of Kanesatake

Depending on your future employee's level of experience, working at your company may be a first experience working outside of the community. As such, it is recommended to begin orientation before the first day of work. The checklist in Table 4 may be used to help with the orientation process. These actions may be organized in collaboration with the Employment Counselor and ensure the employee feels well supported both by KETSC and by his or her employer.

Table 4: Orientation Checklist

✓	Action to be Implemented by Employer before the First Day of Work
	Determine if the employee requires equipment or tools and make sure they are purchased.
	Ask employee if they know how to use the new equipment or tools.
	Model transportation to the workplace.
	Visit the workplace before the first day of work.
	Have employee meet their co-worker/mentor, the boss, their supervisor, and the HR person.
	Explain where they will park, who will greet them, and what their first day of work will consist of.
	Provide the team with cultural sensitization training so they can better understand Kanesatake'ro:non.

Integration

KETSC may be able to assist and support the development of a successful integration plan for your new employee. The plan will include instruction on topics with which your new employee may not be familiar. For this reason, it is recommended you pair your new employee with a more experienced employee, or mentor. If you, as the employer, have time to devote to your new employee's integration, this may help develop trust and build a lasting relationship with you and your company. The integration of the new employee may also be delegated to someone on your human resources (HR) team.

The following table provides some guidelines to help with a successful integration. It identifies areas which may be unfamiliar to your new employee. Each individual Kanesatake'ro:non has their unique skills, knowledge, and experience. The most successful integration plan is one you co-develop with KETSC, your HR team and your new employee.

Table 5: Actions to Support Integration

✓	Action to Consider Including in the Employee's Integration Plan
	Review internal policies and procedures.
	Provide an overview of the company's mission.
	Organize meetings with each co-worker.
	Explain the process for communicating absences, sick days, and requests for vacations (not through KETSC).
	Clarify expectations, objectives, and work-related outputs with realistic timelines.
	Organize regular feedback sessions with the direct supervisor.
	Review tripartite agreement and answer any questions related to it.
	Review how to complete a timesheet (whether it is an internal process or an MCK process).
	Explain how to read a payroll stub, what each deduction is for, and how income tax works for Kanesatake'ro:non. ⁸
	Organize weekly meetings with mentor/buddy/supervisor/HR, as the case may be.
	Share information about events happening in the community and allow employees to attend as part of a relationship building endeavour.

You will issue a record of employment (ROE) at the end of the project or upon termination. This is an opportunity to share the importance of the ROE and offer information about submitting the ROE. You may share that he or she may benefit from employment insurance. You may also share that they should connect with their Employment Counselor once again.

Regular communication with the KETSC's Team may ensure a more successful work experience, as outlined in a previous section.

Resources

Resources presented in this section are not a comprehensive list of all resources available to you. They offer a support to the elements identified in this guide.

Internal Resources

1. As mentioned throughout the guide, the KETSC Team is available to support you and your employee. These include accompaniment and support to employees while they work for you. When unsure, reach out to KETSC.
2. A list of frequently asked questions is offered in Annex 9. If the question you have is not listed, reach out to KETSC.
3. Cultural sensitivity training offered through KETSC.

⁸ Kanesatake'ro:non living and working in the JON 1E0 area, including the village of Oka, are exempt from income tax deductions on their pay.

Kanesatake'ro:non living in JON 1E0 and working outside of the community are subject to the same deductions as any other employee.

4. You may have access to measures for training and upskilling employees (B measures).

External Resources

1. External employers may benefit from wage subsidies through Services Québec, in some cases: <https://www.emploiquebec.gouv.qc.ca/entreprises/recruter/aide-financiere-a-lembauche/> (available in French only). KETSC can help link you to the appropriate partner.
2. Services Québec offers general HR information for employers: <https://www.emploiquebec.gouv.qc.ca/entreprises/gerer-vos-ressources-humaines/> (only available in French).
3. For information on training services offered to companies through Services Québec, consult: <https://www.emploiquebec.gouv.qc.ca/entreprises/investir-en-formation/> (only in French only).
4. FNHRDCQ has offices across the province, if you have other locations and wish to collaborate with other communities: https://www.cdrhpnq-fnhrdcq.ca/files/ugd/4f7b76_9de2e3be2a564cb2ae0da6f5be408949.pdf

Pertinent Literature

1. Kanesatake's history is unique. The community wrote a book about their experience and it is available for sale at the Tsi Ronterihwanónhna ne Kanien'kéha Language and Cultural Center: <http://www.kanehsatakevoices.com/at-the-woods-edge/>
2. Non-Indigenous employees and employers may benefit from this publication from the *Commission des droits de la personne et des droits de la jeunesse*, which clarifies certain myths and presents realities of the Indigenous peoples of this land: <https://www.cdpcj.qc.ca/storage/app/media/publications/AboriginalPeoples.pdf>
3. FHNRCQ has a guide to support the recruitment, integration and retention of Indigenous employees: https://www.cdrhpnq-fnhrdcq.ca/files/ugd/4f7b76_30549204dcb24abeb81355c4376e2eae.pdf
4. A university researcher worked closely with Indigenous organizations to create a practical guide to support the integration of Indigenous employees. Though it was developed to help integrate employees in the mining sector, its practical applications may be useful to employers in all sectors: <https://www.editionsjfd.com/en/shop/linsertion-sociale-et-professionnelle-des-travailleurs-autochtones-11190>

Conclusion

Kanesatake'ronon present a little known and underutilized demographic in the employment sector. They have many skills, strengths, and gifts they can share with employers both within and outside of Kanesatake.

The Kanesatake Employment and Training Service Center offers many services both to employees and employers in the Laurentians and surrounding areas. Employability measures are available to provide an incentive to employers to enable them to appreciate the skills, attitudes, and behaviours of the participant from Kanesatake.

This guide provides employers with useful information, permitting them to benefit from wage salaries and support services available to those who wish to hire Kanesatake'ro:non. Employers who use this guide may be able to provide a positive work experience for Kanesatake'ro:non while benefiting from the skills they bring to their company. After a successful employability measure, it is hoped employers will continue to employ Kanesatake'ro:non.

Though employers may access the KETSC Policy Document to find out about employability measures, this guide provides more concrete information about what employers can expect when hiring Kanesatake'ro:non. Additionally, employers can better understand all the services available at KETSC, the community and how they can best support employees.

Employer Application for C1 Funding Assistance

SECTION E: FUNDING DETAILS					
What are the funding needs for this project:					
<input type="checkbox"/>	Participant Wages	<input type="checkbox"/>	Overhead costs	<input type="checkbox"/>	Transportation
<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	Accommodation
Other costs, please specify:					
Is the employer contributing to any of the funding request? <input type="checkbox"/> Yes <input type="checkbox"/> No					
What will be paid by the employer?					
<input type="checkbox"/>	Participant Wages	<input type="checkbox"/>	Overhead costs	<input type="checkbox"/>	Transportation
<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	Accommodation

Employer / Coordinator	
Name (please print)	Position
Client signature	Date

Employer Application for C1 Funding Assistance

SECTION K: FOR KETSC OFFICE USE ONLY	
Entered into ALMASS on: 2010 01 01	KETSC Representative:
Has client previously accessed KETSC/URBAN funding? Yes <input type="checkbox"/> No <input type="checkbox"/>	
If Yes, what year? _____	What measure? _____
Career Cruising Yes <input type="checkbox"/> No <input type="checkbox"/> Date: 2010 01 01	
Notes:	
Employability/Training Measure	
<input type="checkbox"/> Vocational Training: B1	<input type="checkbox"/> General Academic Upgrading B2
<input type="checkbox"/> On the Job Training: B3	<input type="checkbox"/> Job Creation: C 1
<input type="checkbox"/> Assistance for Self-Employment C2	<input type="checkbox"/> Youth Initiative
Start of Measure:	
<input type="checkbox"/> Fall	<input type="checkbox"/> Winter
<input type="checkbox"/> Spring	<input type="checkbox"/> Summer
_____ KETSC Representative Signature	_____ Date



Kanesatake Employment & Training Service Center
14-C Joseph Swan Road
Kanesatake, QC, J0N 1E0
Tel.:(450)479-8373 ext: 301
Fax : (450)479-1103
E-mail : ketsc@kanesatake.ca

Notes for filling out this file

1. Click on any form and start typing to enter your information
2. Date fields have a calendar you can use to choose the date. Click on the down arrow that appears when you select the field
3. You may ignore the signature fields to sign them at KETSC offices
4. If you do not know how to fill out a specific field the Employee Counsellor at KETSC will help you complete the form during your appointment with them
5. There is a Print button at the top of this form. Click on it to open the print dialog box to print the document
6. There is a Clear Form button at the top of this form. Click on it to remove ALL the Information you filled in

Options for submitting this file before your appointment

You have multiple options to make your appointment go quicker by filling out this form before your appointment with your employment counsellor, they are as follows:

1. Fill out this form as completely as you can, save the file and email it to ketsc@kanesatake.ca using the form title as the subject so the employment counsellor has access to the forms you filled out before your appointment.
2. Fill out this form as completely as you can and print this document and bring it in when you come in for your appointment
3. If you are familiar with Adobe PDF files and Digital signature you may digitally sign your document and email it to ketsc@kanesatake.ca

If you require additional help with Adobe PDF or would like to learn more, you can click on the following link.

<https://helpx.adobe.com/ca/acrobat/using/filling-pdf-forms.html>

Annex 2: Appeal Form

1. IDENTIFICATION		
Name/Nom:		First Name/Prénom:
Nation:		Community:
Address/Adresse:		
City/Ville:	Province:	Postal Code/Code Postal:
Telephone/Téléphone:		Email/Courriel:

2. Reason for appealing:/Raison d'appel

3. Relevant sections of guidelines/Référence Pertinent du guide

Applicant's signature/Signature du requérant	Date
--	------

Annex 3: Summer Employment Application Form

Part A - EMPLOYER INFORMATION - <i>To be completed by applicant</i>		
		(NEQ):
13. Legal Name of Employer:		
4. Common Name of Employer:	5. Telephone:	6. Fax:
<input type="checkbox"/>	<input type="checkbox"/>	
7- Status of Organization: Not for Profit Organization Private sector Organization		
8. Name of Contact person:	9. Email Address:	
10. Organization existed since: (YY/MM/DD)	11. What is the main product or service of your organization?	12. # of employees
13. Service Language: <input type="checkbox"/> English <input type="checkbox"/> French Correspondence: <input type="checkbox"/> English <input type="checkbox"/> French		
14. Mailing address:		
15. Address of Summer Work Placement Program activity:		
16. Other funding - Has the employer, or will the employer apply for other funding for any of the jobs in this application? <input type="checkbox"/> No <input type="checkbox"/> Yes If yes, please specify:		
17. Workers Compensation (if applicable) Account number: _____ Rate: _____ Other Insurance (if applicable) Insurance Name: _____ Policy Number _____		
Part B - JOB TITLES AND RESPONSIBILITIES - <i>To be completed by applicant.</i>		
Please attach a job description and/or project activities. Add additional sheets if necessary. If you intend of hiring a Student or individual with a disability, please indicate so in the tasks and responsibilities of the job description.		
20. Name of supervisor and or Mentor and Title:		21. Phone number:
22. Describe how health & safety will be promoted in the workplace:		
23. Please indicate below the level of education suitable for this job: <input type="checkbox"/> High School <input type="checkbox"/> Cegep <input type="checkbox"/> University <input type="checkbox"/> Other		
24. Job title II:		25. Wage rate per hour:
26. Name of supervisor and or Mentor and Job Title:		27. Phone number:
28. Describe how health & safety will be promoted in the workplace:		
29. Please indicate below the level of education suitable for this job: <input type="checkbox"/> High School <input type="checkbox"/> Cegep <input type="checkbox"/> University <input type="checkbox"/> Other		
30. Job title III		31. Wage rate per hour:
32. Name of supervisor and or Mentor and Job title:		33. Phone Number:
34. Describe how health & safety will be promoted in the workplace:		
35. Please indicate below the level of education suitable for this job: <input type="checkbox"/> High School <input type="checkbox"/> Cegep <input type="checkbox"/> University <input type="checkbox"/> Other		

CALCULATION OF EMPLOYER'S TOTAL COST, INCLUDING CONTRIBUTION REQUESTED						
	# positions	Date	# Weeks	per week 30	hours	rate paid to individual
Total						

The Kanesatake Employment and Training Service Center and the Employer agree that, upon approval of the employer's application, the Employer will provide work for the number of hours per week and the number of weeks approved by KETSC.

Please be reminded that no late applications will be accepted after the deadline of December 16, 2022. All documents (i.e., job description) required must be submitted with application for processing. Tentative start dates are High school - July 3, 2023, Cegep/University, and individuals 15-30 yrs. could start in May of 2023.

***Dates are subject to change by KETSC.**

37. Signature of Employer/Supervisor:
Name (Print):
Title:
Date CYY/MM/ooi:

Annex 4: Tripartite Agreement

TRIPARTITE AGREEMENT

Measure – Job Creation Initiative (C1)

BETWEEN

(Blank), having its office at **(ADDRESS)**, as represented by **(Name of responsible person)**, and hereinafter referred to as the **Entrepreneur**.

AND

(Name of Employee) residing at **(ADDRESS)**, having completed employment counselling with the Local Nation Commission of Kanesatake, hereinafter referred to as the **Participant**.

AND

The Local First Nations Commission of Kanesatake, having its offices at **14C Joseph Swan road, Kanesatake, Québec, J0N 1E0**, as represented by Michelle Lamouche and hereinafter referred to as the **ETSC**.

Title of training:	POSITION
Duration of activity:	<u>From DATE TO DATE: (52wks).</u>
Objective of C1 measure:	The purpose of this measure is to offer (Participant) the opportunity to acquire work experience with (ENTREPRENEUR) while receiving supervision from _____. It also aims at providing access to personal and vocational development programs, job skills development and work experience by taking part in projects, workshops, etc.
Objective(s) of participant:	After receiving this employment training experience. The participant will have gained some experience in the field related to (THEIR JOB).

The **ETSC** agrees to pay the costs related to the **Agreement** according to the terms and conditions described here-below:

OBLIGATIONS OF THE ENTREPRENEUR AND ETSC (KETSC)

The **Entrepreneur** agrees to respect the objectives related to the employment measure throughout the duration here-below.

As part of the **Agreement**, the **Entrepreneur** is committed to mentor and supervise the **participant** in the position of **(TITLE OF THE POSITION)** and to respect the specific duties described in the job description.

The **participant** will work **(35)** hours per week.

In compliance with governing labour standards, and taking into account the funding of the **FNHRDCQ**, the **Entrepreneur** agrees to ensure adequate direction and supervision to this **participant**.

The **ETSC** is committed to make all payments and all mandatory related cost deductions required by law with respect to the **participant** situation.

At the request of the **ETSC** and whenever deemed reasonable, the **Entrepreneur** must permit the **ETSC** to enter his establishment for the purpose of monitoring and inspecting the project.

The **Entrepreneur** also accepts to submit a written notice if, for any reason, the participant quits or must withdraw from the measure during the course of the project.

In case of a disciplinary measure for the **participant**, the **ETSC** with the **Entrepreneur** must ensure that the following sequence is respected: verbal reprimand, written reprimand, temporary suspension without pay, and finally dismissal.

The **ETSC** agrees to pay wages or allowance to the **participant**. In order to receive payments in compliance with the present **Agreement**, the **Entrepreneur** must submit all pertinent documents (timesheets) and necessary supporting documents to the **ETSC**.

The **ETSC** is committed to issuing federal and provincial income tax forms to the **participant** who received salaries, according to the provisions of the Taxation Act.

OBLIGATIONS OF THE PARTICIPANT

The **Participant** must inform the **ETSC** of all types of income that he/she receives or that he/she expects to receive during the course of the training.

The **Participant** agrees to carry out the duties described in the job description. The **Participant** shall undertake to fulfill the objectives as described in the action plan established with his/her employment counselor.

The **Participant** will maintain communication with his/her **ETSC** to ensure adequate follow-up and monitoring.

The **Participant** agrees to respect all policies, procedures, decisions and instructions established by the **ETSC** or the **Entrepreneur**.

The **Participant** has the responsibility of informing the **ETSC** of any changes where he/she is involved and which may compromise the realization of his/her project.

OBLIGATIONS OF THE ETSC

The **ETSC** agrees to support the **Participant** in reaching the objectives of his/her action plan and ensures satisfactory monitoring.

The **ETSC** agrees to pay the approved amounts to the **Participant** in conformity with the present agreement.

FUNDING CONTRACT KETSC (2994)

PROJECT TITLE: C1) Job Creation

Participant name :	Employment Title :	Project number :
Social Insurance Number :	Employer :	Activity Period
		Start date :
		End date :
Address :	Address :	
Phone Number :	Phone Number :	Contract Status
		Original <input checked="" type="checkbox"/>
		Amendment <input type="checkbox"/>
Total Training Costs	Amounts	Notes

- When the participant receives allowance according to “Part 2” of the Employment-Allowance Act, he/she is not eligible to fringe benefit if he/she is active claimant.
- KETSC shall contribute up to a maximum of ~~\$0.00-~~.

Schedule of payments:

The ETSC is committed to pay the **Participant** on a bi-weekly basis according to the submitted timesheets.

GENERAL CONDITIONS

The amount of non-justified advances (payments made by error, overpayments and non-eligible amounts) shall be paid forthwith to the **ETSC** upon receipt of notice. Should the **participant** fail to reimburse, such an amount shall be recognized as being a debt due to the **ETSC**.

The **Entrepreneur** shall indemnify and save harmless the **ETSC** from and against all claims, losses, damages costs and expenses related to any illness, injury or death of a person, or loss or damage to property caused or alleged to be caused by the employer or his servants or agents in carrying out the activities described in the present **Agreement**.

Upon termination of the **Agreement**, the **ETSC** shall cease to have any obligation to make further contributions to the **Entrepreneur** and/or to the **Participant** in respect of costs incurred by the **Entrepreneur** and the **Participant** after the end date of the present **Agreement**. In addition, the amount of any unexpended advance shall be paid forthwith to the **ETSC** upon receipt of notice. Should the **Entrepreneur** and/or the **Participant** fail to reimburse, such an amount shall be recognized as being a debt due to the **ETSC**.

In case of default, the **ETSC** may apply one of the following measures: upon advance notice, the **ETSC** may suspend its obligations to make contributions or to continue to make contributions for the **participant's** activities, including its obligations to pay an amount due before the date of the advance notice until the **Entrepreneur** rectifies the circumstances causing the default or, upon advance notice, the **ETSC** may immediately end the **Agreement**. After termination, the **ETSC** will no longer be obliged to contribute to the costs of the employment measure nor to pay any amount due before the date of the termination of the **Agreement**.

Cases of default include receivership orders, bankruptcy, insolvency, winding up order, dissolution of the **Entrepreneur**, or if the **Entrepreneur** derogates from any commitment or obligation under the **Agreement** or he presents false declarations, false supporting documents or false reports.

To be valid, any amendment to this **Agreement** or waiver of its terms and provisions shall be presented in writing beforehand.

This **Agreement** shall not be assigned by the **Entrepreneur** in whole or in part without the prior written consent of the **ETSC** and any assignment made without that consent is void and of no effect.

The payment of the contributions described in this **Agreement** is conditional to the availability of funds that **Canada** is committed to paying to the AFNQL. These payments may be cancelled or reduced if **Canada** decides to end, reduce, or not renew its funding.

Annex 5: MCK Timesheet



Tsi ni Kahwistá:'eks/Time Sheet

Kahsén:na/Name: _____

Tsi Nón:we/Dept: _____

lakoió'te tsi Niiothia:ton/Employee Number: _____

Ehritá:Örsers	Awentá:kenhí:ka	Awentá:wén:ke	Ratironhia'kehronon:ke	Soséhne	Karistiáhne	Ronwaia'tanentaktónhne	Entákta	Tuaró:ron	Ehritá:Örsers	Awentá:kenhí:ka	Awentá:wén:ke	Ratironhia'kehronon:ke	Soséhne	Karistiáhne	Ronwaia'tanentaktónhne	Entákta	Tuaró:ron
MONTH / YEAR	SUN	MON	TUES	WED	THURS	FRI	SAT	TOTAL	MONTH / YEAR	SUN	MON	TUES	WED	THURS	FRI	SAT	TOTAL
								PERS. USED									PERS. USED
Rolotawelá:ton In								SICK USED	Rolotawelá:ton In								SICK USED
Rololákén:'en Out								OT GAINED	Rololákén:'en Out								OT GAINED
Rolotawelá:ton In								OT USED	Rolotawelá:ton In								OT USED
Rololákén:'en Out								VAC. USED	Rololákén:'en Out								VAC. USED
Rolotawelá:ton In								STAT. HOL.	Rolotawelá:ton In								STAT. HOL.
Rololákén:'en Out								OTHER	Rololákén:'en Out								OTHER
Kahwistá:'eks kaio'tén:'en Hours Worked								TOTAL HRS WORKED	Kahwistá:'eks kaio'tén:'en Hours Worked								TOTAL HRS WORKED

Tkaró:ron kahwistá:'eks enwatkária'ke/Total payable hours

FINANCE DEPARTMENT ONLY - OT HOURS PAID

Tkaró:ron kahwistá:'eks enwatkária'ke/Total payable hours

FINANCE DEPARTMENT ONLY - OT HOURS PAID

lotatén:ron/Balances

S/P	OT	VAC

lotatén:ron/Balances

S/P	OT	VAC

Sató:kenhs/NOTES Week 1

Awentatokenhtike/Sunday: _____

Awentatawén:ke/Monday: _____

Ratironhia'kehronon:ke/Tuesday: _____

Soséhne/Wednesday: _____

Karistiáhne/Thursday: _____

Ronwaia'tanentaktónhne/Friday: _____

Entákta/Saturday: _____

PRE-AUTHORIZED OT

Sató:kenhs/NOTES Week 2

Awentatokenhtike/Sunday: _____

Awentatawén:ke/Monday: _____

Ratironhia'kehronon:ke/Tuesday: _____

Soséhne/Wednesday: _____

Karistiáhne/Thursday: _____

Ronwaia'tanentaktónhne/Friday: _____

Entákta/Saturday: _____

PRE-AUTHORIZED OT

(lako)/(Ro)ió'te /Employee Signature

SEWATHÓN:TEK Ne watatshén:naren kaio'ténhsera tsi nikahwistá:'eks wentá:'on ienkaíen:take tsi tetionhwistanónhnhha ne 9:00am Awentatawén:ke (toká iah ó:ia té:iot tsi tekahia:ton ne tsi watkária'ks iakenhni'tahshetá:tha, Ohén:ton lé:iete tsi saio'te iéhawe) Toká' iah tháshion'te tsi nioterihwi:son, toká' ni iáh tetkaíe:ri tsi saná:non, enwá:ton kí'ne iáh thaesatkária'kse. ***WARNING*** APPROVED timesheets must be submitted by all departments to Finance on Mondays by 9:00AM (unless otherwise specified on the Payroll Calendar, available from your program director).

lakoka'enlónhon Verified
lakorhwanonhwe: 'on Approved

Annex 6 : Instructions on Completing an MCK Timesheet



Tsi ni Kahwistá:'eks/Time Sheet - Timesheet Guide for Summer Students SCP 2021

Everything in red is an example of how to fill in your timesheet - You will use black text or pen

Kahsén:na/Name: _____ **Print Your Name**

Tsi Nón:we/Dept: _____ **Name of Workplace**

Timesheets are submitted to your employer every two weeks - Enter time worked every day

lakó'ó'te tsi Nliothá:ton/Employee Number: _____ **(On your paystub)**

Month/Year is important!																				
MONTH / YEAR	SUN	MON	TUES	WED	THURS	FRI	SAT	TOTAL		MONTH / YEAR	SUN	MON	TUES	WED	THURS	FRI	SAT	TOTAL		
June/July 2021	27	28	29	30	1	2	3	PERS. USED		Jul-21	4	5	6	7	8	9	10	PERS. USED		
Ro/lotawé:á:ton In		8:00			Statutory Holiday			SICK USED		Ro/lotawé:á:ton In								SICK USED		
Ro/lotakén:'en Out		12:00							OT GAINED		Ro/lotakén:'en Out								OT GAINED	
Ro/lotawé:á:ton In		13:00							OT USED		Ro/lotawé:á:ton In								OT USED	
Ro/lotakén:'en Out		15:00							VAC. USED		Ro/lotakén:'en Out								VAC. USED	
Ro/lotawé:á:ton In									STAT. HOL.	6	Ro/lotawé:á:ton In								STAT. HOL.	
Ro/lotakén:'en Out									OTHER		Ro/lotakén:'en Out								OTHER	
Kahwistá:'eks kalo'tén:'en Hours Worked					leave blank			TOTAL HRS WORKED	24	Kahwistá:'eks kalo'tén:'en Hours Worked								TOTAL HRS WORKED		

SCP Leave of absence: Entitled to a day and a quarter after 30 days work. Calculated by the actual number of hours worked.

Please enter the time you started work in the morning and lunch break and time returned to work from lunch and time your day ended. There is also room for those whose hours are stretched out over the day. Add up your hours and enter the total in Hours Worked for each day. Then enter the total for the week in Total HRS Worked. Do the same for the following week.

Ilotatén:ron/Balances

S/P	OT	VAC

Kahwistá:'eks enwatkária'ke/Total payable hours **30**
 FINANCE DEPARTMENT ONLY - OT HOURS PAID

Ilotatén:ron/Balances

S/P	OT	VAC

Tkaró:ron kahwistá:'eks enwatkária'ke/Total payable hours
 FINANCE DEPARTMENT ONLY - OT HOURS PAID

Sató:kenhs/NOTES Week 1

Awentatokenhtike/Sunday: _____
 Awentatawén:ke/Monday: _____
 Ratironhia'kehronon:ke/Tuesday: _____
 Sosé:hne/Wednesday: _____
 Karistíá:hne/Thursday: _____
 Ronwaia'tanentakón:hne/Friday: _____
 Entákta/Saturday: _____

PRE-AUTHORIZED OT

Sató:kenhs/NOTES Week 2

Awentatokenhtike/Sunday: _____
 Awentatawén:ke/Monday: _____
 Ratironhia'kehronon:ke/Tuesday: _____
 Sosé:hne/Wednesday: _____
 Karistíá:hne/Thursday: _____
 Ronwaia'tanentakón:hne/Friday: _____
 Entákta/Saturday: _____

PRE-AUTHORIZED OT

Submit your timesheet to your Employer who will initial your whole timesheet here.

The KETSC Manager will verify then approve your timesheet here.

lakó'ka'enié:nihon Verified
lakó'rhwanonihwé: 'on Approved

Your Signature
 (lako)/(Ro)ó'te /Employee Signature

Very important for you to sign your timesheet. You are signing that you worked those hours indicated. You can use the Brushscript font if you prefer. As shown.

SEWATHÓN:TEK Ne watatshén:naren kalo'ténhsera tsi nikahwistá:'eks wentá:'on ienkaíén:take tsi tetionthwistanónhna ne 9:00am Awentatawén:ke (toká iah ó:ia tsi tekahá:ton ne tsi watkária'ks lakenhni'tahshetá:tha, Ohén:ton lé:iete tsi saio'te ié:hawe) Toká'iah tháshion'te tsi nioterihwi:son, toká'ni láh tetkaí:ri tsi saná:non enwá:ton ki'ne iah thaesatkária'kse. ***WARNING*** APPROVED timesheets must be submitted by all departments to Finance on Mondays by 9:00AM (unless otherwise specified on the Payroll Calendar, available from your program director),

Annex 7: Client C1 Form

Print Form Clear Form

Employment and Training C1 Client Registration Form



Kanesatake Employment & Training Service Center
14-C Joseph Swan Road
Kanesatake, QC, J0N 1E0
Tel.:(450)479-8373 ext: 301
Fax : (450)479-1103
E-mail : ketsc@kanesatake.ca

SECTION A: PERSONAL INFORMATION

First Name:		Last Name:	
Kanien'kéha Name:		Middle Name:	
Sex	Male <input type="checkbox"/>	Female <input type="checkbox"/>	Date of Birth: 2010 01 01 (yyyy/mm/dd)
Full Address			
Social Insurance Number: - -		10-Digit Band Number:	
Phone Number (Home): - -		Email Address:	
Phone Number (Cell): - -		Mother's Full Name:	
Phone Number (Work): - -		Father's Full Name:	
Marital Status:	Single <input type="checkbox"/>	Married <input type="checkbox"/>	Common Law <input type="checkbox"/>
	Divorced <input type="checkbox"/>	Separated <input type="checkbox"/>	Widowed <input type="checkbox"/>
Spouse's Full Name:		Is your spouse employed? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Name of Spouse's Employer:		Number of hours per week employed:	
Do you have a valid Driver's License? Yes <input type="checkbox"/> No <input type="checkbox"/>		Do you own your own transportation? Yes <input type="checkbox"/> No <input type="checkbox"/>	

TYPE OF LICENSE

<input type="checkbox"/> Class 1 (All heavy vehicles)	<input type="checkbox"/> Class 2 (Bus with more than 24 passengers)
<input type="checkbox"/> Class 3 (Truck over 4500 kg with 2 axels or any truck with 3 or more axels)	<input type="checkbox"/> Class 4A (Emergency vehicles)
<input type="checkbox"/> Class 4B (Buss or minibus with 24 passengers or less)	<input type="checkbox"/> Class 4C (Taxi)
<input type="checkbox"/> Class 5 (Vehicle under 4500 kg with 2 axels – Standard license)	<input type="checkbox"/> Learner's Permit
Languages: Check and rate your abilities on a scale of 1 – 5 (1 = poor; 5 = fluent)	
Language(s) Spoken:	<input type="checkbox"/> Kanien'kéha <input type="checkbox"/> English <input type="checkbox"/> French
Language(s) Written:	<input type="checkbox"/> Kanien'kéha <input type="checkbox"/> English <input type="checkbox"/> French
Language(s) Read:	<input type="checkbox"/> Kanien'kéha <input type="checkbox"/> English <input type="checkbox"/> French
Language of desired correspondence: <input type="checkbox"/> English <input type="checkbox"/> French	

SECTION B: ACADEMIC HISTORY

High School Attended	Level/Grade Completed	Diploma Granted?	Last Year Attended
		Yes <input type="checkbox"/> No <input type="checkbox"/>	
Post-Secondary Schooling	Program/Concentration	Diploma /Certificate Granted?	Last Year Attended
		Yes <input type="checkbox"/> No <input type="checkbox"/>	
Vocational Schooling	Program	Diploma/Attestation Granted?	Last Year Attended
		Yes <input type="checkbox"/> No <input type="checkbox"/>	

SECTION C: INCOME

Are you currently employed? Yes <input type="checkbox"/> No <input type="checkbox"/>		Name of Employer:	
Employer's Address:		Employer's Number: - -	
Full time (30hrs or more) <input type="checkbox"/>		Part-time (less than 30 hrs) <input type="checkbox"/> Self-employed Yes <input type="checkbox"/> No <input type="checkbox"/>	
Other sources of income:	Employment Insurance <input type="checkbox"/>	Former Employer's Pension <input type="checkbox"/>	
	Quebec Pension Plan <input type="checkbox"/>	Canada Pension Plan <input type="checkbox"/>	
	Société de l'Assurance Automobile du Québec (SAAQ) <input type="checkbox"/>		
	Commission des normes, de l'équité, de la santé et de la sécurité du travail(CNESST) <input type="checkbox"/>		
	Kanesatake Social Assistance <input type="checkbox"/>	Veteran's Pension/Allowance <input type="checkbox"/>	

Employment and Training C1 Client Registration Form

SECTION D: EMPLOYABILITY		
Are you available for work? Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes, please specify:		
Full time <input type="checkbox"/>	Part time <input type="checkbox"/>	Day shift <input type="checkbox"/> Evening shift <input type="checkbox"/> Night shift <input type="checkbox"/>
Employment Title:		
For this employment I have:	Experience <input type="checkbox"/>	Training <input type="checkbox"/> Desired Salary: _____
List any other additional training or certification:		
Do you identify with any sort of disability (physical, mental, learning)? Yes <input type="checkbox"/> No <input type="checkbox"/>		
Explain:		
Please indicate which areas you are ready to work		
Kanesatake <input type="checkbox"/>	Surrounding area of Kanesatake, (Deux-Montagnes, St-Eustache, etc.) <input type="checkbox"/>	
Laval <input type="checkbox"/>	Montreal <input type="checkbox"/>	Other, please specify: _____
Have you recently taken steps to look for employment? Yes <input type="checkbox"/> No <input type="checkbox"/>		
If yes, please specify:		
SECTION E: EMPLOYMENT HISTORY		
Name of Employer	Occupation/Job Title	Dates of Employment (yyyy-mm-dd)
		2021 01 01 to 2021 01 01
		2021 01 01 to 2021 01 01
		2021 01 01 to 2021 01 01
Reasons you are no longer employed:		
End of contract/Work shortage <input type="checkbox"/>	Change of employment <input type="checkbox"/>	Maternity leave <input type="checkbox"/>
Health issues <input type="checkbox"/>	Company closure <input type="checkbox"/>	Voluntary leave <input type="checkbox"/>
Dismissal <input type="checkbox"/>	Other <i>please specify</i> : _____	
SECTION F: DOCUMENTS REQUIRED		
Copies of the following documents		
<ul style="list-style-type: none"> • Band card • Birth certificate • Social Insurance Number(SIN) • School transcript (Most recent) • Cheque specimen for direct deposit • Proof of residency • Drivers license (If applicable) • Proof of Other Income 		
SECTION G: ADDITIONAL INFORMATION		
<i>In order to allow KETSC to meet your particular needs in assisting you please answer the following :</i>		
Do you have a criminal record or have you ever been convicted of a criminal offence for which you have been granted a pardon and such pardon has been revoked? Yes <input type="checkbox"/> No <input type="checkbox"/>		
SECTION H: WHAT SERVICES ARE YOU REQUESTING OF KHRO		
<input type="checkbox"/> Looking for employment and help with job searching.	<input type="checkbox"/> Wish to attend an academic program.	
<input type="checkbox"/> Seeking help and advice for resume writing, cover letter writing, program information, etc.	<input type="checkbox"/> Wish to attend a vocational program.	
<input type="checkbox"/> Was referred by another organization.	Name of program I wish to attend: _____	
Name of School I wish to attend: _____	<input type="checkbox"/> Other: _____	

***Note: Incomplete forms will not be accepted**

Employment and Training C1 Client Registration Form

SECTION I: DECLARATION

PROTECTED WHEN COMPLETED

I hereby agree that any and all information provided herein to the **Kanesatake Employment and Training Service Center** can be shared and discussed with the MCK Social Development Program, the Membership Department, the Kanehsatake Education Centre, the First Nations Human Resource Development Commission of Quebec, or any school I wish to attend, for the purpose of verification of information; determining program/funding eligibility, to aid in statistical analysis and program design. I hereby declare that all the information provided to the **Kanesatake Employment and Training Service Center** is accurate and true to the best of my knowledge. I am aware that providing false information may result in the suspension or loss of financial assistance, benefits, and/or service from the **Kanesatake Employment and Training Service Center**.

Client Initials

Client Signature:

Date:

Annex 8: A Complete List of Measures offered by KETSC

Measures	Sub-Measures	Interventions
A. Support and Guidance	A1: Labour Market Information A2: Professional Resources	<p>Career Research and Exploration Computers made available to clients for writing and for accessing the internet</p> <p>Diagnostic Assessment Professional Guidance Counselors.</p> <p>Employment Counseling Career counseling.</p> <p>Job Search Preparation Strategies Job Finding Clubs.</p> <p>Job Starts Supports Purchase work equipment/clothing/transportation for the client in order to seek and attain employment.</p> <p>Employer Referral Refer a client to an employer to seek information about the company, occupation of interest or employment opportunity.</p> <p>Referral to Agencies Refer a client to another responsible agency to address one or more employment barriers (social housing services, social or health services, etc.</p>
B. Training	B1: Professional Training B2: Academic upgrading	<p>Occupational Skills Training – Certificate Vocational training diplomas for non-apprenticeship professions/trades such as bookkeeping, cooking, etc.</p> <p>Occupational Skills Training – University Degree Use this measure for degrees granted by recognized universities, such as Bachelor’s, Master’s, Doctorate.</p> <p>Occupational Skills Training – Apprenticeship Diploma of Vocational Studies (DVS): such as carpentry, plumbing, etc.</p> <p>Occupational Skills Training – Diploma Attestations/diplomas granted by provincially recognized public or private institutes.</p> <p>Skills Development- Essential Skills Essential skills and literacy programs.</p> <p>Skills Development – Academic Upgrading Adult Education courses to acquire pre-requisites.</p> <p>Occupational Skills Training – Industry Recognized Courses, licenses, certifications, permits, and attestations, such as Language courses, Safety Courses, etc</p>
C. Employability	C1: Job Creation Initiative C2: Self-Employment Assistance	<p>Work Experience - Job Creation Partnerships To provide participant wage subsidy to provide employment experience.</p> <p>Work Experience - Wage Subsidy To provide a wage subsidy to encourage employers and businesses to hire clients to acquire direct work experience.</p> <p>Work Experience – Student Employment Provide a wage subsidy for students to acquire relevant work experience.</p> <p>Employment Retention Supports To help employed clients keep their jobs, example: work boots, equipment, etc.</p> <p>Self-Employment Participant allowance, entrepreneurial training, marketing, business plan, etc.</p>

Annex 9: FAQs

Q: I already have a Kanesatake'ro:non in mind that I'd like to hire. May I still apply for a C1 measure?

A: Yes, as long as the person is:

- On MCK's membership list
- Lives within JON 1E0
- Has low income, receives employment insurance, or social assistance.

Q: I am a private business, outside of Kanesatake. Can I apply for a C1 measure?

A: Yes, as long as you meet eligibility criteria, you may apply for a wage subsidy and receive up to 50% of the wage subsidy.

Q: Sometimes my employees have to work overtime. Is this amount reimbursed?

A: No, the wage subsidy only covers up to 40 hours of work per week.

Q: I have already received funding for a KETSC client. Can I apply for another C1 measure this year?

A: Yes, as long as you meet eligibility criteria, the position has not previously been funded, funds are available, and the KETSC Committee approves your request.

Q: I have signed a Tripartite Agreement and MCK pays my employee. Which policies apply to my employee?

A: Your internal policies apply to all employees you hire through KETSC, regardless of who pays them. The only exception is submitting a timesheet. Your employee must use the MCK timesheet and respect MCK procedures and deadlines.

Q: One of my employees is going on parental leave for eight months. Can I hire someone on a measure to replace the employee?

A: No, KETSC's clients are not meant to replace any of your current employees or lead to the dismissal of current employees.

Q: My employees are part of a union. Will you reimburse union dues?

A: No, union dues, contributions to pension plans, retirement plans and life insurance, and administrative costs payable by the employer and/or the employee are not covered by these measures.

Q: I need very specialized workers. Can you help?

A: If you are approved for a measure, we can help you distribute your job posting in our network to help you find the right person with the right skills. Who you decide to hire is up to you.

Q: At my company, we work 40 hours per week. Will this be a problem if the employee is on MCK payroll?

A: We will cover 40 hours of week at minimum wage. MCK employees usually work 35 hours per week and this may cause some confusion for your new employee. However, it is a good opportunity to remind your employee that your policies and procedures apply, and not those of MCK.

Q: I hired someone on a measure, but it is not working out. What should I do?

A: Communicate with KETSC. They will offer you several options. Ultimately, you are the employer and can decide to terminate an employee's contract. However, communicating with KETSC first may facilitate the transition.

Q: This week's timesheet must be submitted before the work week is over. How do I ask my employee to submit it?

A: This will happen occasionally when there is a statutory holiday or other MCK closure. We ask that you complete the timesheet as though it were a regular day and track any changes. You can reflect the changes on the next timesheet to make sure your employee is neither overpaid or underpaid.

Q: I noticed there are measures for entrepreneurs. I am an entrepreneur in Kaneshatake, may I access more measures?

A: Yes, it is likely you are eligible for more support from KETSC. Call us to find out how we can help.

Q: I suspect the employee I hired may have learning difficulties. Can you help?

A: Yes, KETSC offers measures to have adults undergo a psycho-educational assessment. Your employee may be eligible; have them contact us.

Q: I have to discipline my employee because they disrespect some of our internal policies. What do I do?

A: You may call KETSC for support or to inform them of the measures you will take. You may provide your employee with feedback and consequences, if you feel you do not need support from KETSC.

Q: My experience with my employee has been so positive, but I do not currently have the funds to hire her. Can KETSC help?

A: There is a possibility to renew your project. However, the KETSC Committee must agree and there must be sufficient funds to do so.

Q: How do I communicate with KETSC?

A: You can call, email, or drop by. The KETSC team is at your service, and we encourage ongoing communication with our employers.

Annex 10: Employee Action Plan

Personal Action Plan	
Name:	Date:

Goal 1:	
Goal 2	
Goal 3	
Goal 4	

ACTION STEPS:	BEGINNING DATE:	PROJECTED END DATE:
Goal 1		

Goal 2		

Goal 3		

Goal 4		

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