



Subject: Summer Student Hiring Policy

Service Area: Employment Practices

Source: Human Resources

Original Date: March 2004

Date: August 2011, June 2018

Purpose:

This policy will provide guidelines for the recruitment and selection of Summer Student employees that is fair, open and transparent and will comply with all relevant legislation.

Definition of a “Summer Student”

To be eligible for Summer Student employment with the City of Sault Ste. Marie, applicants must have completed their first year of post-secondary education and be returning to a full-time accredited institution for the following school term. Proof of attendance and/or proof of returning may be required.

Summer Student employment is defined as the time period commencing the last week of April through to the Friday following Labour Day.

Where student employment is not governed by a collective agreement, students may be employed at any time of the year at the student rate of pay. Where governed by a collective agreement, students who work during the summer months (May to September) may work from the third Monday in December to the first Friday in January and on special projects with the Union's concurrence where and as required.

Applicants are no longer eligible for Summer Student employment if they have been employed five consecutive years in the Summer Student program.

Change in Student Status

If proof of continuing education is not received prior to July 15th, employment may be terminated.

When a student advises a Supervisor or if the Supervisor becomes aware that a student no longer meets the definition of “Summer Student”, such student's employment may be terminated, based on not meeting the criteria for ‘Summer Student’.

Partiality

The Corporation of the City of Sault Ste. Marie recognizes the benefits of providing summer employment and training opportunities for students enrolled in post-secondary education. To be fair-minded to all applicants and residents of the City, the Corporation will not hire more than one student per family for the same employment period.

Procedure

- The deadline for Summer Student Applications will be posted each year.
- Late applications are only considered after all current applications have been exhausted.
- Department vacancies are determined by the annual budget.



- The Human Resources Department shall receive and retain applications for summer employment from all qualified students.
- HR will determine current vacancies, taking into account returning students.
- Department / Division Managers will work with HR to coordinate screening of applications.
- A ratio of 2:1 is recommended when determining the number of candidates to be interviewed in relation to the number of available positions.
- Department/Division is responsible for conducting interviews. Human Resources will assist as required.
- Interview questions will be consistent, structured, and previously approved by Human Resources.
- Job offers are made to those candidates, based on interview results; taking into consideration knowledge, skills, abilities, capability, and behavior.
- All Summer Students must attend mandatory legislative training as scheduled.
- No applications will be processed where an applicant has been offered tentative employment by a department and then advised to report to HR to formally apply for a position.
- Transfers are only granted under exceptional circumstances and must be reviewed and approved by the Director of Human Resources.
- With regard to relatives working together, refer to the “Hiring of Relatives Policy” (#1-3) for details. Further, related students will not be assigned to work in the same division.

Relative is defined as:

- Spouse: Person to whom the employee is legally married or in a common-law relationship.
 - Child: Natural, adopted and includes in-law and stepchildren
 - Parent: Includes father, mother, stepfather, stepmother
 - Sibling: Brother or Sister, half brother and half sister
 - In-Law: Father/Mother In-law, Brother/Sister In-law
-
- Department / Division must administer performance evaluations with all students.
 - Performance evaluations must be received by Human Resources prior to September 15th.
 - Results of performance evaluations will determine if a student is eligible for subsequent employment opportunities.
 - Regardless of the preceding, any concerns regarding employee conduct must be addressed real time.
 - This policy shall not apply to students given unpaid job placement experience for course credits through recognized co-operative education programs.
-
- The C.A.O. must specifically approve any exceptions to this policy.