

## **SUMMER STUDENT EMPLOYMENT**

### **5.1 GENERAL REQUIREMENTS**

Priority in general terms will be given in the following order subject to the conditions following:

Group 1 - University and College students

Group 2 - Current year graduates from secondary school

Group 3 - Secondary school students (returning to secondary school)

Priority will be given to students who have resided in Elliot Lake in the year immediately preceding their attendance at post-secondary school and have at least one parent or one other care-giving family member currently residing in Elliot Lake. In the event that vacancies remain after qualifying applications from Group 1 and Group 2 above have been satisfied, the residency condition will no longer apply.

Students must be at least 16 years of age.

Students must be in full-time attendance at college or university for at least one semester during the year immediately prior to summer employment and intending to return to full-time attendance at college or university at the end of the vacation period. Satisfactory proof of this is to be provided to the Human Resources Department.

Students who have had previous satisfactory summer experience from the preceding year with the Corporation will be given priority. Summer students meeting this element have to submit an application each year.

Hiring will be limited to one (1) person per family with the following exceptions: Aquatics, where qualifications are paramount to service both beaches and pool or where studies are related to Municipal operations (i.e., urban planning, engineering, etc.) However, in the event that vacant positions remain after all applications have been processed, the limitation will not apply.

Except in the Aquatics area, summer student employment is limited to four (4) years or work terms. A work term consists of time worked for a minimum of six (6) weeks.

Students hired under grant programs are governed by conditions established under the contract. The conditions vary and the Manager of Human Resources in conjunction with the Director is given discretionary powers to determine the suitability of applicants.

Those students requesting consideration for a move from one department to another lose their right under the eligible for rehire list and consequently will be chosen in accordance with the third pool lottery selection system.

Adults enrolled in full-time post-secondary education who are not receiving money from EI or HRSDC, WSIB or any government retraining program will be considered on the same basis with the university or college applicants.

## **5.2 ACCEPTANCE OF SUMMER EMPLOYMENT APPLICATION FORM**

### **1. University and/or College Students**

The Human Resources Department will accept applications for summer employment only during the period of December 1<sup>st</sup> to March 31<sup>st</sup> inclusive.

### **2. Secondary School Students**

Secondary school students will be considered only after University and College placements.

## **5.3 SELECTION PROCESS**

### **First Pool**

During January of each year, the Human Resources Department will prepare a list of those summer student employees who are eligible for rehire. The decision to place an individual on the Eligible for Rehire List will be based on the Supervisor's Notice of Termination Form completed after the student's last tour of duty. Past employment with the City has to have been SATISFACTORY.

The students on the Eligible for Rehire List will be given priority for summer employment in the preceding term provided:

- (1) They continue to be students in full-time attendance at college or university immediately prior to summer employment and intending to return to full-time attendance at college or university at the end of the vacation period and proof of this is provided to the Human Resources Department.
- (2) They will be available for work when required. Positions will not be held if applicants are not available within 7 (seven) calendar days of the date required.
- (3) They were employed by the City the previous summer.

The complete Eligible for Rehire List will be forwarded to the applicable department by the Human Resources Department.

### **Second Pool**

Students enrolled in educational programs related to Municipal operations. This group will also be entered into the third pool.

### **Third Pool**

A lottery will be held for any remaining labour- intensive positions not filled through the first and second pools on or about April 15. The names will be placed in a “hat” and drawn until the requisite number of summer staff is achieved and/or all names have been drawn. The names will then be forwarded to the user Departments for conducting their interviews. The draw is conducted by a member of Council and recorded by the Manager of Human Resources or his/her designate. This pool will remain open until the end of the hiring season (September 15). In the event a name drawn from the pool is unwilling or unable to commence employment with the City on the date the applicant is required, his/her name will be withdrawn from the pool for the immediate employment year.

## **5.4 INTERVIEWS**

Interview arrangements will be made by the user department. The user department will conduct the interviews and advise the Human Resources Department of the successful applicants.

## **5.5 DOCUMENTATION**

User departments will ensure that documentation takes place prior to commencement of employment. Appointments for completion of documentation will only be made after consultation with the Human Resources Department.

## **5.6 QUALIFICATION REQUIREMENTS**

All summer students hired will attend an Orientation Session as scheduled by the Human Resources Department prior to commencing their duties.

Those students whose duties include working primarily with children will be required to provide a favourable Criminal Records Check obtained at their own expense prior to commencing employment.

Those students whose duties include driving City vehicles will be required to provide a driver's abstract indicating a clean driving record obtained at their own expense prior to commencing employment.