

**TOWN OF
AMHERSTBURG**



POLICY NO.: HO2-00 STUDENT HIRING

SOURCE: COUNCIL MINUTES

SECTION: REPORT OF MUNICIPAL OFFICERS

DATE ENACTED: JUNE 13, 2005

DATE OF AMENDMENT: JUNE 27, 2011

SUBJECT:

STUDENT HIRING POLICY

INTENT:

To define the procedures for student hiring and student lotteries. These procedures shall reflect fair and equitable treatment for the hiring of student employees in the Town of Amherstburg.

SCOPE:

Hiring of any student employee by the Town of Amherstburg.

PROCEDURE / IMPLEMENTATION:

Definitions

1. “*Immediate Family*” is defined as father, mother (or alternatively stepparents, foster parents), brother, sister spouse (or common-law spouse residing with the student), dependent child, stepchild, ward, father-in-law, mother-in-law and relative permanently residing in the student’s household or with whom the student permanently resides.
2. “*Student*” includes any person who is enrolled full time in a secondary or postsecondary institution during the academic year in which he/she is applying for employment and has a legal right to work in Canada.

Request Procedure:

1. Department Heads are authorized to initiate the hiring process, select and interview prospective candidates and make a final selection of the most suited candidates under the student hiring policy.
2. The C.A.O. or designate has the authority for the approval of the hiring of a student.

3. Department Heads will submit a request to hire a student to the Manager of Human Resources which includes a job description outlining the qualifications required and the duties the student will be required to perform. Verification of the student wages being included in the current budget will also be required.
4. The Manager of Human Resources will review the request and supporting documentation for completeness and will inform the Department Head of the methods and timing to fill the vacancy.

Summer Student Lottery Hiring Program

Available Positions:

Available positions will be determined based on budget availability and departmental need at the beginning of the year. Positions of a highly specialized nature will be identified by Managers and approved by the CAO to be filled by other methods (see non-lottery).

Individuals applying for summer student positions must meet the following criteria:

1. Must be 16 years of age by May 1;
2. Must be in attendance at a secondary school, college or university and must be returning to school on a full time basis in September
3. Must be able to start work full-time on May 1st or the first working day thereafter.
4. Must be able to work the entire term that was advertised.
5. Must be legally entitled to work in Canada

Summer Student Lottery Hiring Procedure:

1. Only applications received on the Lottery Application Form will be accepted.
2. Applications must be received by the Town, either in person or by email or by regular mail, no later than the deadline established and advertised on the Town's website and in the newspapers.
3. Returning students will be allowed to apply and must meet the same criteria and use the same methods as stated within this policy.
4. Returning students must have a satisfactory performance review from the previous year to be considered.
5. No more than 50% of available positions in any category will be filled by returning students. In the event that more applications are received than available positions, a separate lottery will be held for those students who have applied as a returning student.

6. No student will be considered for employment for more than three (3) consecutive years.
7. Students filling positions that are limited to one opening are able to fill the position for no more than 3 consecutive years.
8. A random number generator program will be used to select the order in which students are selected for an interview.
9. Students selected for an interview will be contacted at the telephone number provided on the application form. Only three (3) attempts will be made to contact individuals and, if unavailable, their name will be eliminated from the process.
10. A successful applicant will be offered a position based on the results of their interview. If he/she refuses the position being offered, his/her name will be eliminated from the process and the next suitable candidate will be offered the position.
11. The selection process will continue using the numbers generated by the lottery process until all vacant positions are filled.
12. Should all applicants be assigned a position and vacancies still be available, then traditional hiring methods will be followed.
13. Offers of employment that result from the lottery program are not guarantees of employment for the entire summer. Acceptable performance and attendance and adherence to Town policy are required to maintain the position.
14. Students who cannot produce documentation when requested to confirm their eligibility and who do not comply with any of the requirements noted above will be eliminated from the lottery.

Filling of Vacancies (Non Lottery)

1. The Manager of Human Resources will determine the best method for filling the position based on the qualifications for the position. Possible methods include, but are not limited to on campus recruiting and colleges and universities, internship programs, advertisements in newspapers, etc.
2. An interview questionnaire will be developed for each vacancy. Applicants will be selected for an interview based on skill, ability, merit, education and experience that is best matched to the requirements of the position. Applicants will be interviewed by an interview team consisting of the hiring Supervisor, Office Manager, Department Head and/or Manager of Human Resources if

required.

3. Returning students will only be re-hired if their performance reviews were satisfactory in previous years. Interviews will be optional for returning students, however, their applications must be submitted within the timeframes that have been posted to be considered.
4. Students can be re-hired for a maximum of 3 seasons. These seasons do not have to be consecutive. Students can be hired for additional seasons if an exhaustive search does not produce a qualified candidate or where specialized qualifications or circumstances require consistency in personnel.

All Student Hiring

1. The Department Heads shall set the student's hours of work consistent with departmental practice.
2. Hiring of immediate relatives is only restricted in as much as they cannot be employed in situations where a direct supervisory relationship would exist.

Compensation

1. Subject to these regulations and any other amendments, a student is entitled to be paid an hourly rate for the services rendered, at the appropriate pay rate (see Appendix A).
2. A student shall be compensated for overtime, provided:
 - (a) The delegated manager requested the student to work overtime; and
 - (b) The student did not control the duration of the overtime period; and
 - (c) The delegated manager certifies the duration of the overtime worked, and authorizes the compensation.
3. The Public Works Department should not endeavour to participate in student overtime as to not adversely affect the hours of work of the regular unionized employees.
4. In lieu of vacation, students are entitled to vacation pay, equal to four per cent of their total regular and overtime earnings.
5. A student is entitled to pay for a designated holiday in accordance with the *Employment Standards Act*, 2000, S.O. 2000, c.41. and travel time in accordance with CRA guidelines if the travel time is requested by the immediate supervisor.

Travel by private motor vehicle for work related assignments may be authorized. In such cases, the student is entitled to the applicable kilometric rate plus the necessary costs incurred en route for tolls for roads, ferries, bridges and tunnels.

Employment Leave

1. A student is not entitled to leave with pay.
2. Students are not entitled to paid sick leave and do not accrue sick leave credits.
3. The delegated manager may grant leave without pay for any purpose, but not beyond the specified period of the student's assignment.

Lay-off

Layoffs will be in accordance with the Employment Standards Act.

Performance Review

1. All students are to receive a performance review from their immediate supervisor prior to the end of their assignment. The completed review will form part of their personnel file and will be used in the decision to re-hire the student in subsequent years.

APPENDIX "A"

RATE OF PAY FOR ALL STUDENTS

(with the exception of Lifeguards and students employed as Arena Attendants)

	Number of full time years completed						
	1	2	3	4	5	6	7 or more
High School	\$9.50 (03/31/09) \$10.25 (03/31/10)	\$9.50 (03/31/09) \$10.25 (03/31/10)	\$9.50 (03/31/09) \$10.25 (03/31/10)	\$9.50 (03/31/09) \$10.25 (03/31/10)	\$9.50 (03/31/09) \$10.25 (03/31/10)	\$9.50 (03/31/09) \$10.25 (03/31/10)	
College	\$10.50	\$11.13	\$11.80	\$12.51	\$13.26	\$14.05	
Undergraduate	\$11.00	\$11.66	\$12.36	\$13.10	\$13.89	\$14.72	\$15.60
Postgraduate	\$15.50	\$16.43	\$17.42	\$18.46			
Doctoral	\$18.00	\$19.08	\$20.22				

Notes:

1. For assignments requiring high school education, managers may offer the assignments to post-secondary students and pay them the high school rate of pay only when high school students are not available.
2. Rates of pay are determined at the initial appointment and reappointment stage and are based on the number of full academic years completed.
3. Where the rate of pay currently earned by a student differs from the rate in the state schedule, the employee will earn whichever pay rate is greater.
4. At the request of the manager and approval of Council, pay at any step above the minimum may be paid.

	Position			
	Assistant Instructor	Lifeguard/ Instructor	Assistant Manager	Manager
Lion's Pool		\$12.00	\$13.00	\$13.75

Notes:

1. Rates of pay are determined at the initial appointment and reappointment stage and are based on the level of responsibility for the position.
2. For every full summer completed at a Town of Amherstburg pool, the student rate of pay shall increase by \$0.10.