



*The Corporation of the  
City of St. Thomas*

**Policy No:**

**HR-02-13**

**Page:**

**1 of 3**

**HUMAN RESOURCES  
POLICY AND PROCEDURES  
MANUAL**

**SECTION:**

**RECRUITMENT, SELECTION & HIRING**

**SUBJECT:**

**STUDENT HIRING**

***Purpose:***

*To establish a system of hiring summer students for City Departments.*

***Definitions:***

- 1. For the purpose of this policy, **qualified student applicants** are interpreted to mean those who are hired between the end of one school year and the start of the next school year, attended **the previous school year full time** and will be **returning full time** to the next school term, or students on a post secondary co-operative placement from a recognized co-operative studies program.*
- 2. For the purpose of this policy, **closely related** shall be interpreted to mean mother, father, wife, husband, son, daughter, brother, sister, grandparent and grandchild and includes "step" and "common-law" relationships.*

***Policy Statement:***

*The Corporation shall accept applications for student (summer) employment from all qualified student applicants during a pre-determined period not to exceed March 31 of each year.*

***Procedure:***

*The Human Resources Department shall receive and retain applications for summer employment from qualified students.*

*Departments may only select their approved summer staffing needs from the applications on file in the Human Resources Department.*

*No applications will be processed where a tentative employee is offered employment and then advised to attend the Human Resources Department to complete an application.*



<b>Policy No:</b>	<b>HR-02-13</b>	<b>Section: RECRUITMENT, SELECTION &amp; HIRING</b>
<b>Page:</b>	<b>2 of 3</b>	<b>Subject: STUDENT HIRING</b>

*Selection Criteria:*

*A. Students who were employed by the Corporation during the previous years' summer program will be offered summer employment provided they are recommended for rehire on the performance Appraisal.*

*B. The Corporation shall only hire one (1) student per immediate family, unless family members are the only one's possessing the necessary qualifications. (eg. Lifeguard, Engineering, etc.)*

*C. Once the selection of students as in "A" above is completed and there exists vacancies, new, qualified applicants will be interviewed. Those selected as acceptable for employment will be placed in a General Student Lottery Draw. Students whose names are drawn will be offered employment. Names will continue to be drawn until all vacancies are filled.*

*All summer students shall have an evaluation of their work performance completed at the end of their work term each year by their immediate supervisor.*

*It shall be the practice of the Corporation to, wherever possible, hire students whose home address is within the Corporate limits of the City of St. Thomas.*

*Offer of  
Employment:*

*Departments shall make written recommendations (form SS-1) to hire to the Human Resources Department. Only the Human Resources Department may make job offers and advise employees to attend for documentation.*

*Tentative employees must possess the necessary qualifications for the position(s) they are being considered for.*

<b>Policy No:</b>	<b>HR-02-13</b>	<b>Section: RECRUITMENT, SELECTION &amp; HIRING</b>
<b>Page:</b>	<b>3 of 3</b>	<b>Subject: STUDENT HIRING</b>

**Relationships:**

*Requisitioning departments must indicate all personal (family) or social (teams, clubs, etc.) relationships that exist between the employee(s) being recommended and the supervisor making the recommendation. Failure to disclose such relationships shall be cause to negate the hiring of an employee.*

*No successful student applicant is permitted to be closely related to any person in the employ of the same section of a department of the Corporation.*

**Advertising:**

*Any advertisement for student hiring must be approved by and placed through the Human Resources Department.*

**Proof of Student Status:**

*The hiring department must verify at the interview that the student is eligible in accordance with this policy definition of a qualified student. The Human Resources Department may ask for proof of attendance and/or proof of returning to school.*

**Exceptions:**

*Any exceptions to this policy must be specifically approved by the Director of Human Resources.*

**Exclusions:**

*This policy shall not apply to students given unpaid job placement experience for course credits through recognized co-operative education programs.*

<b>EFFECTIVE DATE:</b>	<b>SUPERCEDES: July 18, 2005</b>
------------------------	--------------------------------------