



PROCEDURE

Name: SUMMER STUDENT HIRING PROCEDURE	Number: HR-200-2008
Administrative Approval Date: August 20, 2008	Council Approval Date:
Supersedes: New	By-Law Reference:
Most Recent Amendment Date: August 20, 2008	Effective Date: August 20, 2008
<p>1. POLICY:</p> <p>The District Municipality of Muskoka may employ students to perform work during the summer months.</p> <p>2. PURPOSE:</p> <p>To ensure the hiring process for summer students is defined and consistent.</p> <p>3. ADMINISTRATION:</p> <p>3.1 The terms and conditions of employment for summer students are detailed in District policy HR-007-2008, Non-Permanent Employees.</p> <p>3.2 The summer work term shall normally be between May 1st and Labour Day.</p> <p>3.3 Eligibility Requirements</p> <p>3.3.1 To be eligible for employment as a summer student, individuals must:</p> <ul style="list-style-type: none"> a) Be at least 16 years old. b) Hold a valid Ontario Driver's License, minimum Class G2. c) Be enrolled in full-time post secondary studies for the following school year with proof of enrollment provided to the Human Resources Department when requested. <p>3.3.2 To be eligible for rehire as a summer student, individuals must:</p> <ul style="list-style-type: none"> a) Have worked less than three (3) summer work terms in total with the District. b) Have received a satisfactory performance appraisal in the most recent summer work term with the District. c) Meet the criteria in 3.3.1. <p>3.4 Vacancies</p> <p>3.4.1 Managers must submit an approved Staffing Requisition form to the Human Resources department for each summer student position prior to the deadline established for the year or as required.</p> <p>3.4.2 Summer student positions will be available pending budget approval.</p>	

3.4.3 Staffing Requisition forms must be accompanied by a job description and/or a list of duties, qualifications and skills required for each different summer position.

3.5 Posting of Summer Student Positions

3.5.1 Summer student positions shall be advertised in the local newspaper and on the District website starting as early as mid-December.

3.5.2 All students who wish to apply, including those eligible for rehire, must submit a resume to the Human Resources department by email to human.resources@muskoka.on.ca. Resumes must be received within the time frame as indicated on the posting. Other resumes will be accepted however they will be considered after those received prior to the deadline.

3.5.3 The Human Resources department shall distribute resumes to the hiring managers.

3.6 Interviews and Reference Checks

3.6.1 The hiring manager shall short list applicants. The hiring manager and/or supervisor and/or a representative from the Human Resources department shall conduct the interviews.

3.6.2 The hiring manager or a representative from the Human Resources department shall contact at least one reference provided by the student applicant and document it for the file.

3.7 Hiring

3.7.1. Students shall be hired based on qualifications, experience, skills, abilities and course of study applicable to the position to be filled.

3.7.2. Subject to 3.7.3 below, relationship to another employee in the District shall not be a consideration in the hiring process.

3.7.3. Students may not be employed in a position that reports either directly or indirectly to a relative employed by the District.

3.7.4. The Human Resources department shall contact the successful candidates to extend an offer and will arrange for a new hire package and an offer letter to be sent.

3.7.5. The Human Resources department shall notify by mail the unsuccessful applicants who were interviewed.

3.7.6. Returning students who are eligible for rehire may be hired without an interview if they are returning to a similar position in the same department as the previous summer.

3.8 Performance Evaluations

3.8.1 Managers must complete a Performance Evaluation for each student and discuss the evaluation with the student prior to the end of the work term.

3.8.2 A copy of the completed performance evaluation shall be provided to the student and forwarded to the Human Resources department.

3.9 Other

3.9.1 All students shall attend a general orientation session and receive on-the-job training within their first week on the job. Forms required by the Human Resources department shall be completed and returned within the same time frame.

Name:
SUMMER STUDENT HIRING PROCEDURE

Number:
HR-200-2008

- 3.9.2 Students shall provide their own steel-toed safety shoes if they are required for the job being performed. The District will provide all other required safety apparel.
- 3.9.3 Students performing outside work will be provided with a uniform consisting of 2 District t-shirts and a hat. The hiring department shall cover the cost of the uniforms and additional uniforms if deemed necessary by the hiring manager.
- 3.9.4 The manager shall collect all District property at the end of the student's work term, including I.D. Badges and uniforms.

Forms:

- Staffing Requisition form
- Hire Letter Template
- New Hire Package (includes TD1, TD1ON, Employee Data Sheet, HR-007-2008)
- HR-900-2008 Performance Appraisal for Summer Students

Related Policies/Procedures:

- HR-007-2008 Non-Permanent Employees