

Number:	<i>To be determined</i>
Topic:	Hiring of Summer Students and Co-op Students
Effective:	Sept 2010
Cross-Reference:	None
Review/Revision Date:	September 2011
Responsibility:	Executive Officer of Human Resources

INTENDED PURPOSE:

The Halton District School Board supports the hiring of summer students for short-term employment opportunities and/or special projects occurring during the months of April through August. Such positions will be determined, approved and filled in accordance with the Board's hiring procedures and protocols as administered by the Human Resources Department.

PROCEDURES:*1. Admin Council Approval:*

In February of each year, prior to the summer employment period, the hiring department will provide to Administrative Council a list of summer employment opportunities that may be filled through the hiring of summer students. These positions will be in addition to the department's normal staffing complement and be funded through the normal operating funds provided to a department through the budget process. If additional funding is available for such positions (i.e. summer student employment grants), such information will be provided in conjunction with the department's request for approval. Included in the request will be the hours of work, the rate of pay and the term of employment.

Administrative Council will review and approve/deny departmental requests. Co-op students may be hired throughout the year, but similar Admin Council approvals are required.

2. Posting Process:

Approved requests will be forwarded to Human Resources who will advertise such vacancies on the Board's website. Applications will only be accepted from candidates who:

- are legally entitled to work in Canada;
- are in compliance with the hiring/reporting relationship requirements under the Board's Employment of Relative and Placement procedure
- are able to provide a clear criminal reference check with vulnerable sector screening prior to commencing the position;
- meet the acceptable physical standards for the position;
- possess the best qualifications for the position; and
- are currently attending secondary or post-secondary school full time and will be returning to school the following fall on a full time basis

All summer/co-op students shall receive a final performance appraisal. All summer/co-op students who receive a positive evaluation will be contacted by Human Resources to determine if they are interested in returning in the subsequent summer(s).

3. *Screening/Interview Process:*

Applications received for posted vacancies will be forwarded to the hiring department who will be responsible for selecting, interviewing, checking references and conditionally offering the position.

4. *Communications:*

Once the hiring department has selected the successful candidates, a list of successful candidates will be forwarded to Human Resources. All successful candidates will then be advised to contact Human Resources to complete their hiring requirements prior to commencing employment. Candidates who do not meet the minimum hiring requirements will not be eligible to commence employment.

5. *Placement:*

All selected summer/co-op students will be placed in positions in compliance with the Board's Administrative Procedure: Employment and Placement of Relatives