

# Hiring Summer or Co-op Students

## Administrative Procedure

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<b>Topic:</b>	<b>Hiring Summer or Co-op Students</b>
<b>Status:</b>	<b>Active</b>
<b>Effective:</b>	December 2011
<b>Revision Date:</b>	September 2023
<b>Review Date:</b>	September 2027
<b>Responsibility:</b>	Superintendent of Human Resources

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### **INTENDED PURPOSE:**

The Halton District School Board supports the hiring of summer and co-op 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:**

When hiring the same allocation of summer students as in the previous year, the hiring department may proceed to the posting process.

Administrative Council will review and approve/deny departmental requests for an increased summer student allocation. 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.

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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, through social media, campus job boards, etc. 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 and Placement of Relatives Administrative Procedure
- are able to provide an acceptable clear Criminal Reference Check with Vulnerable Sector Screen prior to commencing the position where appropriate;
- 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 candidate(s), a list of successful candidates will be forwarded to Human Resources.

Human Resources will forward offer letters and new hire documentation to successful applicants.

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Once all documentation has been submitted including a criminal record check with vulnerable sector screen, candidates will 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.

**Reference number:** pending

**Cross-Reference:**

**Board Policies, Procedures & Protocols**

Employment Equity