



**Policy Title: Student Hiring Policy**

**Policy #: HR 2020-06**

**Section: HUMAN RESOURCES**

<b>Initially Approved:</b>	<u>2007-04-02</u>
<b>Last Reviewed:</b>	<u>2019-07</u>
<b>Council Approval:</b>	<u>2020-02-10</u>
<b>Next Review Scheduled:</b>	<u>2021-07</u>

**PURPOSE:**

It is the intention of the Village of Warfield to hire college, university and/or trades students during summer months, as the annual budget permits, to undertake park and playground maintenance duties.

**POLICY GOAL:**

The goal of this policy is to provide a fair and equitable selection process for the hiring of students to fill summer casual labour positions from the beginning of May to the end of August. Demand for such jobs is often greater than the placements the Village can offer. As qualification and experience required for summer jobs is limited, the selection process should be defined.

**SCOPE:**

This policy applies to all management employees of the Village of Warfield responsible for hiring and to summer student employment applicants.

**PROCESS:**

1. The first requirement for interview selection shall be written confirmation that the applicant is registered to attend a bona fide college, university or trade training in the following autumn.
2. The second requirement shall be residence (personal or parents/guardian) in the Village of Warfield.
3. In accordance with Employment Standards legislation and the Collective Agreement CUPE 2087, gender is irrelevant in the selection process.
4. Student employment opportunities shall be made available to as many separate families as circumstances and requirements allow.
5. Successful student hires shall be for one summer, and only considered for a second summer placement when there are not enough qualified applicants for the position(s). This may be at the discretion of the hiring management employee if a formally employed student exhibited exceptional leadership skills

in their first summer placement, in consideration they may provide leadership and guidance to new summer student employees by returning for a second summer placement.

Related Policies, Bylaws or Legislation:

Canadian Union of Public Employees #2067 Collective Agreement  
*Employment Standards Act* [RSBC 1996] Ch 113