

## **3020 Employment of Summer Students**

Policy 3020

STATUS: ADOPTED

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### *EMPLOYMENT OF SUMMER STUDENTS*

Board Approved: March 25, 1985

Last Revised: June 19, 2013

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#### Description:

To the fullest extent possible, equal opportunity shall be provided to all local students for summer employment with the school district. When summer help may be required, the vacant position(s) shall be advertised and the successful candidates appointed in a selection process approved by the Superintendent of Schools.

*EMPLOYMENT OF SUMMER STUDENTS*

Board Approved: March 25, 1985

Last Revised: June 19, 2013; January 21, 2015

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**Description:**

For the purposes of this regulation, a “student” will be defined as an individual returning from or planning to attend a secondary or post-secondary educational institution on a full-time basis.

**Hiring Procedure:****1. Identify Needs:**

The Facilities Manager will communicate to the Director of Human Resources and Secretary Treasurer the needs for student employment with as much advance notice as possible, so as to enable the proper recruitment and selection process described below.

**2. Recruitment:**

The Director of Human Resources will then:

- i) advertise positions in local newspapers
- ii) post positions in SD #59 secondary schools
- iii) post positions on the SD #59 web site

**3. Selection:**

Selection of students will be based on the qualifications of all applicants. In assessing qualifications, personnel selection procedures will be utilized. These may include: employment interviews and/or reference checks and/or drivers' abstracts. All hiring is subject to the successful completion of a criminal record search by the Attorney General of Canada.

**4. Where possible, students will be hired and assigned within their home geographical areas.**