

POLICY-PROCEDURE MANUAL

TITLE: STUDENT SUMMER EMPLOYMENT
POLICY NUMBER S-11

Page 1 of 2

<u>PREPARED BY:</u>	<u>AUTHORIZED BY:</u>	<u>DATE OF ISSUE OR REVISION:</u>
D.G. Morris	Council	May 24, 1988
J. Gustafson	Council	May 25, 1992
J. Iannarelli	Council	February 7, 1994
W. McLellan	Council	April 3, 1995
B. Gibaldi	Council	July 24, 2017

General

1. It shall be the policy of the District of Kitimat to promote educational upgrading by providing students with summer employment opportunities within the District's operation, as far as practicable, on special programs and projects, as summer vacation replacements, and as summer casuals and temporaries within the regular workforce.
2. Further, it shall be District of Kitimat policy to participate in Senior Government Student Employment Programs, as appropriate.

General Requirements

3. All applicants for Summer Student Employment shall be required to meet the following:
 - a. Legally entitled to work in Canada;
 - b. Meet acceptable physical standards;
 - c. Possess the best qualifications for the job;
 - d. Have an established local Kitimat residence base;
 - e. Were a full-time student for the Fall Semester (September to December) and Winter Semester (January to April) immediately prior to hiring and registered in a minimum of three full credit (3 credits) courses. Students with a permanent physical or mental impairment must be registered in a minimum of two full credit (3 credits) courses;
 - f. Committed to continuing education in the Fall Semester (September to December) and Winter Semester (January to April) immediately following their Summer employment and registered in a minimum of three full credit (3 credits) courses. Students with a permanent physical or mental impairment must be registered in a minimum of two full credit (3 credits) courses.

Hiring Criterion

4. Preference will be given to full time students registered at and attending a recognized post-secondary institution. In the event that there are not enough qualified applicants attending post-secondary education, consideration will then be given to the hiring of full-time students who have graduated from Grade 12 and who are registered to attend a post-secondary institution in the Fall (September to December) and Winter (January to April) semesters. Following these students, consideration will then be given to hire full-time high students who will be entering Grade 12 in September, then students who will be entering Grade 11.
5. Generally, students will not be hired for more than three summers. Exceptions may be made where specific qualifications are required and/or there are not enough suitable candidates for vacancies.
6. The appropriate Department Head shall determine whether any specific qualifications or experience is required for the position.
7. Hiring shall be on the basis of the best eligible candidate for the position.
8. Special government program criterion shall be adhered to when participating in such programs.
9. Wherever feasible, and in consideration of any specialized skills or qualifications required, a system of random selection shall be used among qualified applicants to hire new employees. Previous student employees with successful work experience at the District will be given priority to return to their previous work area.
10. Students will be required to provide the following documentation with their application for employment:

A copy of their transcript confirming that they were registered in a minimum of three, 3 credit courses for the September to December term and are currently enrolled in a minimum of three, 3 credit courses for the January to April semester, or in the case of applicants with a permanent physical or mental disability, a copy of their transcript confirming that they were registered in a minimum of two, 3 credit courses for the September to December term and are currently enrolled in a minimum of two, 3 credit courses for the January to April semester;

A letter from the Registrar's office confirming that they are currently a student in good standing and will be eligible to return to the school in the Fall;

In the case of students who will be attending a different academic institution the following year, a copy of their accepted application to the school.

High School Students to provide a copy of their interim report card for the September to December term and a letter from the school confirming that they are a full-time student.

Students will be required to provide a copy of their final transcript/report card prior to their hire date.