

# THE TOWN OF FORT FRANCES

## Section: Human Resources

### Policy: Student Employment

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#### 1. Intent

To define student employment, and to set forth a fair and equitable procedure regarding the employment of student employees for the Corporation of the Town of Fort Frances ("The Town").

#### 2. Scope

The Town employs students on a seasonal basis to complement the services we provide through various departments. This policy applies to all post-secondary student employees of the Town, including both non-union positions, and positions represented by a bargaining unit.

#### 3. Definitions

For the purposes of this policy, the following definitions shall apply:

##### Application:

An application is a written expression of interest in response to at least one vacant position. Unsolicited or standalone resumes and/or cover letters are not considered applications, unless supported by an appropriate application form, which shall be publicly available on the Town's Employment Opportunities website and at the Civic Centre during active recruitment.

##### Job Performance:

Job performance refers to the work-related objectives expected of an employee and the degree to which those objectives were reasonably met.

#### Student:

A 'student' refers to a full-time student, as defined by the Canada Revenue Agency in its publication *Students and Income Tax [P105]*, which is subject to change from time to time.

#### Regular Employee:

A regular employee is an employee of the Town who works in a full-time, part-time, or seasonal capacity. This applies to all levels of staff, including management.

#### Returning Student Employee:

A returning student employee is a student who has successfully completed at least one (1) summer contract with the Town and has accepted employment with the Town for a subsequent summer contract.

#### Right of Rehire:

The right of a student employee to be rehired to the position in which they successfully completed the prior year's summer contract without the need to compete against other candidates for the position through a selection process.

#### Total Hours Worked:

Total hours worked shall include both regular hours worked and overtime hours worked.

#### Workplace Behaviour:

Workplace behaviour relates to the standards of conduct and deportment, which include workplace civility and individual contribution to a positive work environment. This applies to on-duty behaviour as well as off-duty behaviour as defined by the Social Media Conduct Policy (3.27).

### **4. Eligibility Criteria**

To be considered for student employment with the Town, an applicant must meet two (2) conditions ("the eligibility criteria"):

1. The applicant was registered as a full-time student for the two (2) semesters immediately preceding a given seasonal employment contract.
2. The applicant will be registered as a full-time student for the two (2) semesters immediately following a given summer employment contract.

The Town requires documentation from its student employees to support the eligibility criteria, both prior to the commencement of a summer contract, and also upon the successful completion of a summer contract.

Should a student employee fail to furnish reasonable evidence of having met the eligibility criteria, The Town reserves the right to deny any future employment reference requests on this basis. Please see Section 6 of this policy for further information regarding this outcome.

## **5. Right of Rehire**

At the discretion of the applicable supervisor(s), a returning student employee may be extended an offer of rehire to their most recently completed summer position. This determination shall be made on the basis of both job performance and workplace behaviour.

Provided that a student employee continues to meet the eligibility criteria, a returning student employee may be employed by the Town for a cumulative maximum of five (5) summer contracts.

Upon the extension of an offer of rehire, students will be provided a reasonable time frame to secure this option by responding to Human Resources with a written expression of interest. This shall be in the form of a rehire application form, which must be accompanied by proof of having met the eligibility criteria. All other supporting documentation, such as a resume and/or cover letter, are not required to accept an offer of rehire.

If a rehired student wishes to compete for a different student position with the Town, they shall have the right of first refusal on the position for which they were extended an offer of rehire. In such cases, a returning student would be at liberty to compete against the public for an entirely different student position, without consequence in regards to their offer of rehire.

Students are strongly encouraged to declare their intention to compete for other positions on the applicable section of the rehire application form. Failing to indicate this on a rehire application form will not preclude a rehired student from competing for other student positions, but it may limit their options to the extent that human resources planning is facilitated by the completion of this section of the application form.

Notwithstanding the provisions of the Ontario Human Rights Code, if a returning student employee voluntarily initiates a break in employment between two consecutive summer contracts for which they would ordinarily be entitled to the right of rehire, they would be considered ineligible for the right of rehire for the summer contract immediately following such a break in employment.

## **6. Post-Employment Reference Checks**

It is the obligation of each student employee to ensure that the Town has current records of their eligibility for student employment. Students who have failed to furnish such proof of eligibility may be denied any subsequent employment reference checks from their supervisor(s) on this basis.

In recognition of changing life circumstances, a student employee who does not return to school for both semesters immediately following their summer employment may still be entitled to a professional reference check from the Town, provided that their communications

in this regard have been forthright, and that they have demonstrated honesty in communication regarding their academic plans, in context of their employment with the Town.

## **7. Limit on Hours Worked:**

The Town reserves the right to impose a limit on the maximum hours a student employee may work during a given summer contract.

## **8. Recruitment and Selection Procedure:**

The Town invites applications from all applicants who meet the educational criteria for student employment. Hiring shall be on the basis of the best eligible candidate for a given position, and preference may be extended to applicants who have demonstrated cogent residential ties to the community and its local tax base.

Supervisors are obligated to disclose any personal, familial, and social relationships which may exist between themselves and a given candidate for student employment. Such disclosures shall be made to Human Resources.

Human Resources will initiate and coordinate the student rehire process, which shall remain open for a duration of two (2) weeks and shall close no later than 4:30pm CST on the Friday of the week of Family Day.

Notices of rehire will be sent to students by email one (1) week prior to the commencement of the two (2) week rehire process, which shall be followed by a hardcopy letter of rehire to the last address listed on the prior year application forms of each student, unless an updated address has been provided to Human Resources.

The Town shall accept applications for student employment from all qualified student applicants during a predetermined period which shall not exceed the Friday subsequent to March 31st of each calendar year.

All valid applications will receive a response from Human Resources by April 15, indicating the status of their employment. During the student hiring process, Human Resources will not respond to individual enquires regarding the status of applications, nor the recruitment and selection process. All information pertaining to the competition for student positions shall be made available to the public on the Human Resources section of the Town's website.

The Town is not permitted to disclose the particulars of student employment applications to any individual other than the applicant, including any members of an applicant's family who are not in a position of legal guardianship over the applicant.

## **9. Nepotism**

The Personnel Selection Policy shall direct the procedures governing student employment in cases where a potential job candidate is closely related to a regular employee of the Town.