

DISTRICT OF FORT ST. JAMES
POLICY AND PROCEDURE MANUAL

POLICY GROUP:	Personnel
POLICY NO:	4.11
SUBJECT:	HIRING SUMMER EMPLOYEES
ADOPTED:	December 8, 2004
REVISED:	August 15, 2012
ADMINISTERED BY:	Department Heads

Objective: To offer summer work to students returning to school in order to assist them to pay for educational expenses.

Policy: When hiring summer employees for full time work , preference will be given to local residents with sufficient ability who are students returning to school.

Definitions: “Full time work” means thirty or more hours per week.

“Returning to school” means registered for a full time course of instruction at the secondary or post-secondary level commencing or resuming within three months of the completion of the summer job.

“Summer employee” means a temporary employee hired to work between May and September.

Procedures:

1. Each year, Department Heads will determine how many summer employees will be required.
2. Jobs will be advertised in the Caledonia Courier. The ad(s) must state “Preference will be given to local students of sufficient ability who are registered to return to school.”
3. Applicants must submit a resume to be used as a screening tool.
4. Department Head will prepare a short list of candidates to be interviewed.
5. The interview panel will consist of, at a minimum, the Department Head and another employee of the District of Fort St. James.
6. Notwithstanding section 3, the Department Head may at their discretion rehire a student with previous experience working for the District without a resume or interview, if the worker is returning to school. Department Heads shall place a note in summer employees’ files at the end of the summer employment indicating whether the student should be considered for hiring the following summer.

7. Summer employees are subject to the terms and conditions of the current Employment Standards Act of British Columbia. Rates of pay are determined by the Department Heads.
8. When summer employees are hired under grants from Senior government programs, the grantor's hiring criteria may supercede this policy.
9. In all other respects, the District of Fort St. James "Hiring Permanent Employees" Policy No. 4.13 shall be followed.