



Summer Employment Policy

Approved: 2021-02-16

Motioned by Commissioner Van Kroonenburg

"I move that Village of Bible Hill revoke the Summer Staff Hiring Policy, and adopt the Summer Employment Policy."

Seconded by Commissioner Pitcher

Motion carried

Purpose

1. To establish standards and procedures respecting the hiring of summer staff.

Definitions

2. In this policy,
 - a. "Clerk and Treasurer" means the person appointed and employed by the Village as Clerk and Treasurer as described in the Municipal Government Act, and includes a person delegated the responsibilities of the Clerk and Treasurer by the Village Commission.
 - b. "employee" and "staff" means a person employed by the Village in a non-unionized, short-term position, typically referred to as a summer job.
 - c. "immediate family member" means father, mother, spouse, sibling, child, niece, and nephew.
 - d. "Village" means the Village of Bible Hill.

Principles Supporting Policy

3. The Village endeavors to hire the best-qualified applicants available for positions of employment, while also striving to ensure that applicants are fairly and competitively considered, and balancing service or program continuity.

Terms of Policy

Applications for grant funding

4. Following the approval of the annual budget of the Village, the Finance Officer shall prepare and submit timely application(s) to external government employment grant programs for funding of summer staff positions.
5. The Parks and Recreation Director and Maintenance Foreman shall provide support to the Finance Officer in preparation of such applications for positions under their supervision.
6. Such applications shall reflect the current year's objectives.
7. If such grant programs require application prior to the approval of the budget, the Finance Officer shall prepare such application based on the most recently approved budget and number of positions.

Advertising

8. Advertisement of available position(s) shall be made with a minimum application time limit of two weeks, and in such a way that targets a wide audience in the Village or region. Such advertising must be posted on the Village website and electronic sign, and also at least one of: newspaper; radio; community board within the Village; directly to local school(s); and an external internet website such as the Government of Canada Job Bank, or social media platform.
9. Qualifications and hiring of personnel shall, at a minimum, reflect the content and guidelines of approved external government employment applications.
10. Copies of the available position job description are to be made available upon request.

Screening, interviewing, and hiring of applicants

11. To be eligible for summer employment, a person must:
 - a. Be between 15 and 30 years of age (inclusively) at the time of selection;
 - b. Be registered as a full-time student in the previous academic year and intend to return to school on a full-time basis in the next academic year;
 - c. Be enrolled in a secondary, post-secondary, vocational, or technical program, but not attend full-time classes while employed;
 - d. Be a Canadian citizen, permanent resident, or person on whom refugee protection has been conferred under the Immigration and Refugee Protection Act;
 - e. Be legally entitled to work according to relevant Provincial legislation or regulation; and
 - f. Not hold any other full-time (30 or more hours) employment, while employed.
12. To aid the selection process, a comparison chart may be prepared outlining all pertinent information respecting each job applicant versus the requirements necessary for the job (i.e.: education, experience, technical skills). This information should come from the applications. Once this is complete, those applicants to be interviewed (number will vary depending on the interviewed position) will be chosen on the basis of the information acquired and comparisons made.
13. For recreation positions, the Parks & Recreation Director and Clerk and Treasurer shall short-list applicants and the Parks & Recreation Director shall arrange interviews.

14. For maintenance positions, the Maintenance Foremen and Clerk and Treasurer shall short-list applicants and the Maintenance Foreman shall arrange interviews.
15. The Clerk and Treasurer shall have the authority to hire summer staff positions and may designate such authority to an employee.
16. In any staffing category, all things being equal between applicants (grant guidelines being met, etc.), preference shall be given to the hiring of village residents and students who will be returning to full-time secondary or post secondary studies in the fall.
17. Hiring shall be contingent on a two-week probationary period.

Hiring of former employees

18. Those employees who, in the opinion of their supervisor and the Clerk and Treasurer, performed their duties in a satisfactory manner the previous year, may be first offered employment the following year provided they continue to meet the established requirements, funding is available, and no other more qualified candidate has applied. Such individuals are encouraged to be employed as a means of providing program continuity.
19. Former employees who left employment voluntarily or through no fault of their own and who make application for re-employment will be afforded the same consideration as any other applicants.
20. The number of years any one student may be hired for summer employment shall be restricted to a maximum of three years.
21. The Parks and Recreation Director and Maintenance Foreman may recommend former employees be employed for call-in shifts outside of summer months, without requiring external advertisement of such part-time casual position(s).

Hiring of relatives

22. Applicants shall not be hired that are closely related to a full-time employee or Village Commissioner. However, it is recognized that it may be necessary at some time to employ a relative because of the need for technical qualifications (i.e. lifeguards) or due to a low number of applications received.

Supervision

23. Summer recreation positions shall be directly supervised by and accountable to the Parks & Recreation Director, or as may be defined in individual job descriptions.
24. Summer maintenance positions shall be directly supervised by and accountable to the Maintenance Foreman, or as may be defined in individual job descriptions.
25. The direct supervisor of a summer position shall have the authority to recommend dismissal of such employees. Written documentation of the recommendation shall be forwarded immediately to the Clerk and Treasurer. The Clerk and Treasurer shall have the final authority to dismiss employees.

Policy Document Attestation


Date of Notice to Village Commission of Intent to Consider: 2021-XX-XX

Date of Passage of Policy: 2021-XX-XX

I certify that this Policy was adopted by Village Commission as documented above:



Chair



Date



Clerk and Treasurer



Date