

VILLAGE OF MAYO

POLICY STATEMENT

Name: Summer Student Hire Policy	By-law Reference:	Policy Number: 2015-01
Administrative Approval Date:	Council Approval Date: <i>April 1, 2015</i>	Effective Date: April 2015

1.0 POLICY STATEMENT

The Village of Mayo is committed to offering High School and Post Secondary students valuable learning assignments that represent structured pathways from a school environment to the world of employment. While students are not to be regarded as lower-cost alternatives to regular employees, they are recognized as trainees and do not receive the same benefits as permanent full time employees.

2.0 Scope

This policy applies to all students hired for summer student positions, during the period from the end of the school year until the beginning of the school year (late June to late August).

3.0 Policy Objective

To provide employment opportunities for Mayo and Silver Trail area students that will:

- have them think about safety before action;
- promote responsibility and initiative;
- enrich their academic programs;
- help fund their education and encourage them to complete their studies;
- develop their employability skills and improve their ability to find good jobs after graduation;
- offer insights into future employment opportunities; and
- help them evaluate their career options within the Municipal Public Service.

4.0 Policy

Individuals applying for summer student positions must meet the following criteria:

- a) priority will be given to residents of Mayo, or the Silver Trail area;
- b) must be at least 16 years of age by May 1 (some exceptions may apply);
- c) priority will be given to local residents attending high school, and to local residents who are high school graduates and who have gone on to College or University;
- d) priority may be given to students with the better school attendance records (Applicants must provide proof of their attendance record at time of application);

- e) High School students, College or University students must be returning to school/ college or university on a full time basis, in the fall (or within one year of having graduated from Grade 12);
- f) Grade 12 Graduates must provide a copy of their acceptance letter from a College or University;
- g) College and University Students must provide a list of Courses signed up for in the upcoming semester;
- h) Students must have a Social Insurance Number;
- i) must submit their applications (cover letter and resume) to the Village of Mayo, either in person, by regular mail, or by email, no later than the deadline established and advertised on the bulletin boards in the community of Mayo, and on the Village of Mayo website.

All applications for student employment will be reviewed after the closing date of the job postings, and interviews will be held if more applications are received than positions are available.

This policy will come into full force and effect upon approval by Council.



Mayor



Chief Administrative Officer