

VILLAGE OF MAYO

POLICY STATEMENT

Name: Summer Student Hire Policy	By-law Reference:	Policy Number: 2018-01
Administrative Approval Date:	Council Approval Date: March 7, 2018	Effective Date: March 8, 2018

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 High School students (Grade 8 - 12) hired for summer student positions, during the period from the end of the school year until the beginning of the new 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 high school 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 may be given to residents of Mayo, or the Silver Trail area;
- b) be at least 16 years of age by May 1 (some exceptions may apply);
- c) priority may be given to students with good school attendance records (the Village may request proof of good school attendance);

- d) priority may be given to High School students, that will be returning to school or starting college or university in the fall;
- d) grade 12 Graduates must provide a copy of their acceptance letter from a College or University;
- f) students must have a Social Insurance Number;
- g) 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 advertised deadline, as listed on the bulletin boards and on the Village of Mayo website.

All applications for summer student employment will be reviewed after the closing date of the job postings. Applicants who have worked for the Village of Mayo in the previous year(s) and who have been given a positive end of season job performance evaluation may be give preference. Interviews may be held if more applications are received than positions are available.

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

Policy 2015-01 is hereby repealed.