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<th><strong>Human Resources</strong></th>
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<td><strong>Summer Student Recruitment &amp; Selection Procedure</strong></td>
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**PURPOSE**
The purpose of this Procedure is to outline the City of Hamilton’s process for recruiting and selecting summer students. Departmental, applicant, and Human Resources responsibilities for Summer Student placements are outlined.

Note: applicants should note the timelines for receipt of student applications in the Application Process section as these timelines are critical to their eligibility.

**DEFINITIONS**

- **Summer Student**
  An Employee with the City who occupies a full time summer student position during his or her regular school, college, or university vacation period and will be returning to full-time studies in the fall.

- **Returning Summer Student**
  An individual who held a Summer Student position the previous summer, received a favourable end of season performance evaluation, and continues to meet the conditions of Summer Student employment with no break in summer work-term service. Returning Summer Students have the right to the same position (home position) the following summer season contingent upon budget approval. A break in summer work-term service will remove returning rights.

- **Displaced Summer Student**
  A Summer Student without a ‘home’ position to return to due to department budget cuts.

- **Special Project Summer Student**
  Summer Students that are hired for one summer season only as the department has received funding for the current season only. Special Project Summer Students do not have returning rights as they do not have a home position to return to.

- **New Hire Summer Student**
  Summer Students who have never held a Summer Student position at the City, or an applicant who has previously worked as a Special Project Summer Student.

**SCOPE**
This procedure applies to Hiring Managers, Human Resources, and all City Summer Student candidates including:
- Returning Summer Students
- Displaced Summer Students
- Special Project Summer Students
- New Hire Summer Students
| CONDITIONS OF EMPLOYMENT | Students must meet all conditions of Summer Student employment and will be required to sign a statement acknowledging that they understand, meet and agree to all conditions (Appendix A).

False statement or breach of any of the conditions of summer student employment may disqualify the applicant from employment or cause termination of employment.

Students hired into a position for the first time that requires a police background check must obtain a Criminal Records Check or a Vulnerable Sector Check as required at their own expense in accordance with the Police Background Checks Policy. Returning Summer Students will be required to sign an attestation form provided that they return to the same position the following year. |
| --- | --- |

| MAXIMUM YEARS OF SUMMER WORK-TERM SERVICE | There are a maximum of four (4) Summer Student work-terms with the City of Hamilton when in a General Labourer, Culture or Administrative/Office position. There is not a restriction of 4 work-terms in Recreation as many high school students who have July/August positions apply for May-August positions when they become university students.

The four (4) work terms do not need to be consecutive provided that the Summer Student continues to meet the mandatory requirements for summer employment.

In the event that a Summer Student is hired back through the new hire process in another year, the summer work-term service 'count' will continue. For example, in 2011 the Summer Student is in their 2nd work-term season, does not return in 2012; applies and competes through the new hire process in 2013 and is successful, the student will then commence their 3rd summer work-term with the City of Hamilton.

A partial Summer Student Work-term (student starting late in the work-term) will be counted as a full summer term.

No extensions to work terms in categories with a four (4) year maximum will be considered.

In the event where a Summer Student from Recreation applies, competes, and is successful for a position within the categories where a ‘maximum summer limit’ is in effect, the student will begin the count at 1st summer work-term season. |
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<th>APPLICATION PROCESS</th>
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<tr>
<td>In November of each year, the Summer Student Information webpage on the official website of the City of Hamilton will be updated by Human Resources with details for the upcoming recruitment.</td>
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<td>The webpage will contain information pertaining to various positions that may be available through the summer recruitment program, the hiring process and the resume submission deadline. <strong>Applications are only accepted through the online recruitment program.</strong></td>
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<tr>
<td>Online Resume Submission Timeframe:</td>
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<td>- Open date: Last Monday of November</td>
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<td>- Close Date: Last Friday of January</td>
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<td>The availability of a Summer Student applicant will determine the positions they may be considered for:</td>
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<td>1) May to August availability - will be considered for positions within the following categories: General Labour, Culture, Recreation and Specific to Course of Study/Administrative.</td>
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<td>2) June, July and August availability - will be considered for positions within the following categories: Recreation (Summer Camps, Wading Pool and Change Room Attendant Positions).</td>
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<td><strong>Returning Summer Students who have met all mandatory requirements:</strong></td>
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<td>- Returning Summer Students are required to apply to the Returning Summer Student Category during the resume submission period. Failure to apply by the deadline shall indicate they are not interested in returning.</td>
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<td>- Returning rights only apply when the summer work-terms are consecutive. A break in summer work-term service will remove the returning rights and the student will need to apply as a new Summer Student applicant.</td>
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<td>- Returning Summer Students wishing to apply for a position other than their ‘home’ position they held the previous season, will need to apply as a New Summer Student applicant to the category(s) in which they would like to be considered. Returning Summer Students may also apply to their previous position while applying as a New Summer Student in a different category in</td>
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order to secure their previous position.

All Summer Students who do not meet the conditions of summer student employment will be disqualified and any extended offer rescinded.

Special Project Summer Students (from previous work term):

- Students who were previously hired as Special Project Summer Students are required to apply to the categories where they would like to be considered. They will compete through the new hire process. These applicants are not eligible to apply as Returning Summer Students in subsequent competitions.

New Hire Summer Students:

- Students are required to apply to the categories where they would like to be considered. They will compete through the new hire process.
- New Hire Summer Students who are selected for Special Projects will be made aware of the status of the position and the terms and conditions associated with employment in this categorization at the time of interview.

Students are allowed to apply to all Summer Student categories that they qualify for based on the category definitions by applying to each category individually, answering the online questionnaire and attaching a resume.

NOTE: Applications will not be transferred from one category to another. An applicant must apply to all categories that they would like to be considered for.

**NOTIFICATION OF VACANCIES**

Hiring managers must submit a requisition no later than the end of February to Human Resources. Upon receipt of the requisition, Human Resources will advise the hiring manager of eligible returning Summer Students, as well as their contact information.

Following receipt of request, Human Resources will contact the department to discuss the skills and qualifications that the position requires.

*Note – Late requests to fill a vacancy may be honoured beyond the February deadline in consultation with Human Resources.
| **SCREENING PROCESS** | **Returning Summer Students:**
Upon receipt of their online application and resume, information relating to their end of season performance evaluation and rehire status shall be reviewed by Human Resources. Applicants that have attained a favourable review will have their information forwarded to the appropriate hiring manager for placement.

**Special Project Summer Students and New Hire Summer Students:**
Resumes shall be screened by Human Resources using a two tier screening process: (1) online screening followed by (2) hard copy review of resumes to verify information. Those meeting the qualifications of the position shall be forwarded to the hiring manager for further review and possible interview.

**For multiple incumbent vacancies (5+):**
A ratio of three (3) screened in resumes per vacancy will be forwarded to the hiring manager. In the event a high number of candidates are screened in via the first tier of screening (online screening), then the earlier date the applications were submitted shall be used as a further screening tool prior to the review of hard copy resumes.

**For single incumbent vacancy:**
In the event that a high number of candidates screen in via the first tier of screening (online screening), then the earlier date the applications were submitted shall be used as a further screening tool prior to the hard copy review of resumes.

A department that has secured a budget to rehire for a position that was intended to be a Special Project in the previous summer term may be able to rehire the incumbent provided that the Student applies in the same category. Hiring managers should contact Human Resources for guidance in these situations. |

If there are no returning Summer Students, all displaced Summer Student resumes will be reviewed. Those that match the skill set of the position will be forwarded to the hiring manager for review and possible interview/placement.

If there are no returning Summer Students or Displaced Summer Students, screening of New Hire Summer Student applicants will take place.
| INTERVIEW PROCESS | A New Summer Student applicant who screens through more than one (1) category will be granted only one (1) interview at the discretion of HR upon review of the candidate’s skill match to the positions. Having only 1 interview does not preclude the student from being considered for another job. Applicants interviewed shall be those who:  
- have not previously worked for the City of Hamilton in the capacity of a Summer Student; or  
- have worked the previous summer season as a Summer Student, and are not being returned to their previous department where work is not available, or in the case where the returning Summer student has applied to another category as a new Summer Student applicant and has screened in; or  
- held a Special Project Summer Position in the previous year and applied and screened into another category in the current year; or  
- held a Summer Student position in a previous year but had a break in summer work-term service and thus are reapplying through the new applicant category. Returning Summer Students who meet the criteria for rehire are placed in their previous positions and do not go through the interview process. Students interviewed for Special Projects will be informed of the status of the position when contacted for an interview and again at the start of the interview. |
| REFERENCE CHECKS | Due to the high numbers of Summer Students hired within a short timeframe, the checking of references will be left to the discretion of the hiring manager. In the event that reference checks will be conducted, 3 (three) references are required. Letters of reference will be accepted. |
| AVAILABLE STUDENT LIST | Each division/section must create an Eligible List of interviewed new applicants where there are multiple incumbent vacancies. Those with single incumbent vacancies may also create an Eligible List to accommodate any anticipated turnover, but are not required to do so. |
The Eligible List shall note all names and scores of the interviewed Students, placed in score order (ranking highest to lowest). In areas where there are various locations and skill sets within their section (examples Parks and Cemeteries Section, including Horticulture and Forestry), the student’s skill set (example greenhouse experience relevant to Horticulture) shall take precedence in the placement of the successful applicant.

All Eligible Lists will be created by the hiring manager with a copy sent to Human Resources for review prior to any conditional offers of employment extended.

For single incumbent vacancies, hiring managers must forward to Human Resources the names and scores of all interviewed applicants prior to extending a conditional offer of employment, as well as identify the successful incumbent.

Applicants interviewed but not awarded a position or applicants that did not screen in may apply the following season and participate in the new applicant hiring process.

Students who turn down a job in the current season, for reasons other than the ability to do the job, shall not be considered for other Summer Student positions during that current season. They may apply the following season and participate in the new applicant hiring process.

Students who are hired and subsequently resign before the end of the work assignment due to reasons other than returning to school, so as to disrupt the completion of the assignment, shall not be considered as having "returning rights" for the subsequent year. They must apply as a new applicant the following season, if desired, and participate in the new applicant hiring process.

**NOTE: Students who were granted an interview in the previous hiring season are not guaranteed an interview in the following season**

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<td>The hiring order of summer students is as follows:</td>
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<td>All returning Summer Students that have met the rehire criteria may be extended conditional offers of employment by the hiring manager (end of February to mid-March).</td>
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<tr>
<td>New successful applicants may be extended conditional offers of</td>
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| **EXHAUSTED RETURNING STUDENT POOL** | Employment (by the hiring manager) once all returning Summer Students and Displaced Summer Students have been placed (mid-March to April, May, June and July).

Human Resources will provide Supervisors/Managers with an offer letter template.

Managers are responsible for completing offer letters and sending them to successful applicants. Signed letters should be returned to Human Resources for filing.

If one section has exhausted all of its available returning Summer Students, and additional students are still required, the hiring manager shall consult with Human Resources for any returning Summer Students, who may have been displaced, and who match the skill set of the position.

Displaced Summer Students (Returning Summer Students without positions to return to due to department budget cuts) must be considered before any new students are hired.

| **STUDENTS HOLDING MORE THAN ONE POSITION** | All Summer Student positions have full-time hours. As such, in accordance with the Employees Holding More Than One Part-Time Position Procedure, Summer Students are not permitted to hold more than one position during a Summer work term.

Successful Summer Student applicants who already hold a part-time position with the City of Hamilton must advise their home supervisor that they will not be able to work their part-time position for the duration of the summer term

| **STUDENTS APPLYING FOR POSTINGS DURING THEIR WORK TERM** | While employed as a Summer Student for a summer work term, Summer Students are ineligible to apply for internal job postings.

Summer Students are eligible to apply for external job postings; however, they shall not be able to commence any new assignment until they have fulfilled their commitment to the summer work-term, as agreed upon by both the supervisor and summer student, and as noted in their offer letter of employment. |
| SUMMER STUDENT ORIENTATION | Departments must arrange and deliver orientation for all Summer Students at least two weeks prior to the start date.  
All Summer Students are required to attend departmental orientation before the work term commences.  
All Summer Students, including returning and transferring Students, are required to complete a new hire package provided by the department during Summer Student Orientation. |
| MID TERM AND END OF SEASON PERFORMANCE REVIEW AND REHIRE STATUSES | Two (2) performance evaluations shall be conducted on each Summer Student: the 1st at the mid-point of the work-term and the 2nd at the end of the summer work-term. The hiring manager or supervisor shall meet with each Summer Student on both occasions to review their performance, with the rehire status being determined upon completion of the end of season evaluation. At this time, the Summer Student shall be made aware of their rehire status (by their hiring manager or supervisor). If the student is not in agreement with the rehire status, they are asked to contact Human Resources for further review.  
The rehire statuses are as follows:  
No Rehire Corporate Wide – Student shall be advised that their application shall not be considered for any position with the City of Hamilton.  
No Rehire Current Position – Student shall be advised that their application shall not be considered for any summer student position.  
No Re-application – Student did not fulfill their commitment to complete the term of summer employment and their returning rights are removed. They may apply as a new summer student providing they meet all requirements and conditions relating to the summer student recruitment.  
Rehire - Shall be given the opportunity to return to the section/position where they worked in the previous summer provided work is available.  
Transfer requests are not accepted (between divisions or departments).  
Students requesting another work location within their section will need to make this request to the City of Hamilton Summer Student contact for their section. |
| STUDENTS ENDING THEIR WORK-TERM PRIOR TO THE ASSIGNED END DATE | Students who do not fulfill their commitment of completing the term of summer employment (leave prior to their assigned and agreed upon end date) shall be coded as **No-Reapplication** which will remove their returning rights to any summer student position for the following summer season and all subsequent summer work-terms. These students are invited to apply as new Summer Student applicants and participate in the new hire process, providing they meet all conditions and requirements attached to the summer recruitment. |
| STUDENTS NOT RETURNING TO FULL-TIME STUDIES IN THE FALL OF THE CURRENT SUMMER WORK-TERM | Students who decide during the summer work term that they will not be returning to school will not be terminated at that time, as a commitment to complete the work term has been made. At the end of their work-term, Human Resources will code the student as a No-Reapplication and their returning rights will be removed. |
| APPROVAL | Human Resources Leadership Team 2014-10-02 |
| REVISION DATE | August 20, 2014 |
CITY OF HAMILTON SUMMER STUDENT CONDITIONS OF EMPLOYMENT

As a condition of my employment as a "summer student", I confirm and agree to the following:

- I understand that there is a maximum of four summer student terms with the City of Hamilton when in a General Labourer or Administrative/Office position. A summer student position in Recreation (Summer Supervisors including Camp Site, Inclusion and Supie; Counsellors including Camp and Inclusion; Supies; Wading Pool Attendants and Change Room Attendants) is unlimited, providing all criteria are met and that I am a full-time student. I also understand that a partial summer student term will constitute as a full summer work term and will be counted as a full summer term.

- I understand that if I am being hired in the capacity of a “Special Project Summer Student” I will not be considered a returning summer student for the xxxx summer recruitment. If I am interested in summer employment in xxxx, I will have to apply as a New Summer Student and will be considered a new applicant for this recruitment.

- I understand that at time of full time hire (temporary assignment), and in accordance with the Employees Holding More Than One Position Policy, I am not permitted to hold more than one job with the City of Hamilton at any point in time.

- In the event I accept a position that permits me to drive a City of Hamilton vehicle, I will be required to submit a copy of my Driver’s Licence and sign a City of Hamilton Vehicle Usage Agreement. To be accepted into one of these positions, I must be a minimum of 19 years of age and possess a valid Ontario Driver’s License, Class G driver’s license, free of demerit points. Failure to maintain a clean driving record will affect continued employment in the work area.

- I understand that I am not eligible to apply for internal job postings.

- At time of application, I was enrolled in full-time studies for the xxxx/xxxx school year and I fully intend to return to school on a full-time basis in the fall of xxxx.

- I understand that I am expected to fulfil my commitment to complete the term of summer employment as indicated in my offer letter of employment (see expected end date).

- I understand that I must accept and report to the work location assigned. Refusal may result in forfeiting this position.

I hereby declare that the foregoing information is true and complete to my knowledge. I understand that a false statement may disqualify me from employment, or cause my dismissal.

Name: __________________________________
Signature: _______________________________ Date:____________________