

<b>Policy: Summer Student Lottery Hiring</b>	<b>Policy Number: HR-277</b>
<b>Department: Human Resources</b>	<b>Effective Date: February 7, 2007</b>
	<b>Revision Date: February 26, 2007 February 9, 2010</b>

## **1.0 Purpose**

- 1.1** To establish a Lottery Procedure to be used in the hiring of summer students.

## **2.0 Scope**

- 2.1** 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, with the exception of students identified for co-op positions.

## **3.0 Policy**

- 3.1** Individuals applying for summer student positions must meet the following criteria:
- 3.1.1** Must be a resident of the Town of Lakeshore;
  - 3.1.2** Must be at least 16 years of age by May 1;
  - 3.1.3** Must be in attendance at a secondary school, college or university and must be returning to school, on a full time basis, in September.
- 3.2** Only applications received on the Lottery Application Form will be accepted. (copy attached)
- 3.3** Applications must be received by the Town, either in person or by regular mail, no later than the deadline established and advertised on the Town's website and in the local newspapers.
- 3.4** Only one application per student will be allowed and students may not apply to a specific position.
- 3.5** All applications received will be receipted and a number assigned to each application.
- 3.6** Available positions will be filled as follows:
- 3.6.1** Applications received will be streamed into two categories:

- 3.6.1.1** Returning students; and
- 3.6.1.2** New students applications

- 3.6.2 Students who are registering for summer employment and indicate that they have been previously employed by the municipality as summer students, will be considered for specific positions provided they have a satisfactory Letter of Reference from their former supervisor.
- 3.6.3 No more than 50% of available positions, in any category, will be filled by returning students. In the event that more applications are received than available positions, a separate lottery will be held for those students who have applied as a returning student, using the same process as outlined below in steps 3.6.4 – 3.6.7.
- 3.6.4 A random number generator program will be used to select the order in which students are selected for an interview.
- 3.6.5 Students selected for an interview will be contacted at the telephone number provided on the application form. Only three (3) attempts will be made to contact individuals and, if unavailable, their name will be eliminated from the process.
- 3.6.6 A successful applicant will be offered a position based on his/her qualifications and experience as determined by the Human Resource Officer. If he/she refuses the position being offered, his/her name will be eliminated from the process.
- 3.6.7 The selection process will continue using the numbers generated by the lottery process until all vacant positions are filled;

#### **4.0 Responsibility**

- 4.1 It is the responsibility of all departments to notify Human Resources of available summer student positions.

#### **5.0 Consequences**

- 5.1 Failure to comply with this policy will result in ineligibility for summer student employment.

#### **6.0 References**

- 6.1 Student Lottery Application.