

	Summer Student Lottery Hiring Policy	
Policy # C-HR-277	Issued: February 7, 2007	Date Last Reviewed/Revised: October 31, 2017
Lead: CAO	Manager: Human Resources	Division Human Resources

1.0 Purpose

1.1 Establish guidelines for a lottery system for 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 and students hired as part time employees in Recreation year round.

3.0 Policy

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

3.1.1 Must be at least 16 years of age by May 1;

3.1.2 Must be in attendance at a secondary school, college or university at the time of application and must be returning to school, on a full time basis, in September.

3.2 The Town of Lakeshore is an equal opportunity employer. Accommodations under the requirements of the Accessibility for Ontarians with Disabilities Act (AODA) will be provided upon request throughout the student lottery recruitment and selection process, performance management, promotion and redeployment.

3.3 Available positions will be filled as follows:

3.3.1 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. The student will be allowed to return to the same job up to 3 years provided the student has a satisfactory performance review the previous year. After the 3rd year, the student may re-apply to the student lottery as a new student.

- 3.3.2** Once the returning students are placed, a random number generator program will be used to select the order in which students are selected for an interview for the remaining vacancies. **Only students who meet the eligibility requirements of this policy, who meet the eligibility requirements of the position and who are available to work within the established start and end dates of the various advertised positions, will be interviewed.**
- 3.3.3** A successful applicant will be offered a position based on his/her availability, qualifications and experience as determined by Human Resources. If he/she refuses the position being offered, his/her name will be eliminated from the process.
- 3.3.4** The selection process will continue using the numbers generated by the lottery process until all vacant positions are filled.

4.0 Delegation of Authority

- 4.1** Chief Administrative Officer to ensure recruitment to student positions meets the requirements of this policy and meets the requirements of all applicable legislation and regulations in Ontario and Canada.
- 4.2** The Chief Administrative Officer shall ensure that this policy is carried out in the spirit in which Council intends.
- 4.3** The Chief Administrative Officer shall ensure that the summer student lottery program is administered in a fair manner.
- 4.4** The Chief Administrative Officer shall ensure that measures are implemented to provide adequate training especially for health and safety.
- 4.5** The Chief Administrative Officer shall ensure that measures are implemented to provide for monitoring and evaluating the performance of the summer students.
- 4.6** Chief Administrative Officer will delegate the task for the Manager of Human Resources to coordinate.

5.0 Definitions

- 5.1** None

6.0 Consequences

- 6.1 Failure to comply with this policy will result in ineligibility for summer student employment.
- 6.2 Failure to comply with this policy may result in non compliance to legislation and regulations. Non compliance may result in fines.

7.0 Reference Documents

- 7.1 Student Lottery Application form
- 7.2 Student Lottery Procedure
- 7.3 Accessibility for Ontarians with Disabilities Act (AODA)
- 7.4 Canadian Charter of Rights and Freedoms
- 7.5 Human Rights Code of Ontario
- 7.6 Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)

8.0 Communication

- 8.1 The policy is open to the public and posted to the Town’s website.
- 8.2 The corresponding procedure will be posted to the Town’s website

9.0 Review/Revisions

- 9.1 This policy is reviewed annually.
- 9.2 Any changes to this policy must be approved through Council.
- 9.3 Revision log:

#	Date Revised	Author	Section	Details of Change
1	Jan 18, 2017	HR		Revised to allow for students to work up to 3 years then reapply to the lottery as a new student. Added AODA requirements
2	Oct 31, 2017	HR	3.1.1	New template Eliminated the residency requirement as it is a direct violation of the Canadian Charter of Rights and Freedom.

#	Date Revised	Author	Section	Details of Change
3				
4				
5				

Refer policy questions to: Manager of Human Resources