



## **The Town of Arnprior Corporate Policies and Procedures Manual**

### **Policy Name: Summer Student Employment Policy**

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**Policy Manual Section:** Employment Standards

**Revision Date:** January 24, 2022

**Policy Number:** HR-ES-02

**By-law Number:** 7254-22

**Effective Date:** January 24, 2022

**Organizational Coverage:** Summer Student Employees

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#### **1.0 Policy Statement**

This Summer Student Employment Policy sets out the summer student positions, wage rates and procedures for hiring purposes.

#### **2.0 Purpose**

This is a policy to ensure that Summer Student Employment is established by determination and evaluation of job responsibilities and that all positions are filled by the best candidate.

#### **3.0 Scope**

This policy applies to all summer student employee(s) employed by the Corporation of the Town of Arnprior.

#### **4.0 Responsibility**

The Chief Administrative Officer ('CAO'), Directors, respective Managers and/or the Human Resources Officer are responsible to ensure that all procedures are in compliance with this policy.

## **5.0 Definitions**

“Summer Student Employee” – are defined as those who are in attendance at, and are returning to, a full time course taught at a recognized secondary or post-secondary educational institution.

“Summer Student Employment” - means temporary, full-time work assignments for students beginning not earlier than April 1<sup>st</sup> and ending not later than September 30<sup>th</sup> in any calendar year.

## **6.0 Procedures**

- 6.1 Town Council shall establish a student pay scale included as Attachment #1 to this policy. The rates established for students will exclude the allowance in lieu of benefits, and will continue for the duration of the term of the student's employment.
- 6.2 The Corporation shall advertise all summer student employment opportunities.
- 6.3 Summer Student Job Postings shall include the following: title of position; job responsibilities and requirements; deadline for receipt of applications/resumes; and information pertaining to where and how to submit applications/resumes.
- 6.4 All positions will be competed for on a fair and equal basis, with the goal being to hire the best candidate for the position.
- 6.5 Prior to the end of each summer season, every summer student employed by the Corporation shall be evaluated by the student's immediate supervisor using the “Student Performance Appraisal Form”, a copy of which forms Attachment #2 to this policy.
- 6.6 In order to be eligible to re-apply as a Summer Student in a subsequent year, the Summer Student must have received a satisfactory evaluation as noted in section 6.5 of this policy.
- 6.7 All summer student positions shall be filled by students who have been in attendance at, and are returning to, a full-time course taught at a recognized secondary or post secondary educational institution.
- 6.8 No summer student position shall be filled by anyone under the age of 16.

- 6.9 For each consecutive summer year worked for the Town, a student will move to the next compensation step on Summer Student Pay Scale. Step 2 of the pay scale is set at 2.5% above Step 1 and Step 3 on the pay scale is set at 5% above Step 1.
- 6.10 Summer students shall not normally be permitted to be employed for more than four (4) consecutive years except where there is clear value added to the Town. In such cases, the Director must prepare a written justification outlining the benefits to the Town, which must be approved by the CAO.

## **7.0 Attachments**

Attachment #1 – Student Pay Scale

Attachment #2 – Student Performance Appraisal Form

### Attachment #1: Student Pay Scale

Student Pay Scale	Step 1	Step 2	Step 3
Level 1 - Entrance Level		+2.5%	+5.0%
Client Services – Administrative Assistant	\$ 17.46	\$ 17.90	\$ 18.33
Recreation – Day Camp Counsellor			
Museum – Collections Assistant			
Museum – Museum Assistant			
Level 2 - Intermediate Level			
Operations – Downtown Labourer / Labourer	\$ 18.34	\$ 18.80	\$ 19.26
Recreation – Waterfront / Parks Attendant			
Community Services – Marketing Assistant			
Recreation – Program Coordinator - Day Camp			
Recreation – Program Coordinator - Events			
Museum – Program Coordinator			
Level 3 - Skilled/Technical Level			
Operations – Engineering Assistant	\$ 20.63	\$ 21.15	\$ 21.66

**Attachment #2: Student Performance Appraisal Form**

Student Name: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Position: \_\_\_\_\_ Date: \_\_\_\_\_

Key Responsibilities/Projects	
Attendance and punctuality	
Quality/Quantity of Work	
Strengths	
Areas of Improvement	
Recommendation	

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Director Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Copy: HR/Employee File