



Date of Issue	September 1, 2007
Original Date of Issue	May 1, 1986
Subject	EMPLOYMENT OF STUDENTS
References	Administrative Council
Links	
Contact	Human Resource Services

1. Purpose

The SCDSB encourages the employment of students, either during the school vacation period, from co-op programs, or as internships.

2. General

- 2.1 Students employed during the school vacation period are not covered by a collective agreement.
- 2.2 No supervisory personnel shall offer employment to a member of their immediate family or to a relative, nor shall they influence another supervisor to offer employment to a member of his/her immediate family or to a relative where the relative reports to that family member or if they are required to work together on a regular basis.
- 2.3 For the purpose of item 2.2, a member of the immediate family or a relative is defined as a spouse (including common-law), mother, father, son, daughter, brother, sister, mother-in-law, father-in-law daughter-in-law, son-in-law, brother-in-law, sister-in-law, uncle, aunt, niece, nephew and grandchild.
- 2.4 Students must undergo an interview with a selection committee of at least two (2) Supervisors.
- 2.5 A supervisor shall not participate in a selection process involving a relative but may approve the recommendation of the selection committee.



3. Procedure

- 3.1 Supervisors who wish to hire a student must contact the Human Resource Services Department.
- 3.2 Postings for positions in colleges, universities, newspapers or other venues must be coordinated through the Human Resource Services Department.
- 3.3 All offers of employment are approved by the appropriate Superintendent and formalized through the Human Resource Services Department.
- 3.4 If Supervisors are not able to provide transportation through a volunteer employee students may be required to have a valid driver's license and provide their own transportation to the work site.
- 3.5 Students will be paid in accordance with the student salary schedule.

Approved

May 1, 1986

Revised

March 1992; September 1994; January 1995; January 2005; September 2005,
September 1, 2007

Issued under the authority of the Director of Education