

<b>Date of Issue</b>	January 2019
<b>Original Date of Issue</b>	May 1, 1986
<b>Subject</b>	<b>EMPLOYMENT OF STUDENTS</b>
<b>References</b>	<a href="#">Policy 3110 – Recruitment of Personnel</a> <a href="#">Policy 3120 – Employment Equity</a>
<b>Contact</b>	Human Resource Services

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### 1. Purpose

The Simcoe County District School Board (SCDSB) encourages the employment of students from co-op programs, or as interns or tutors.

### 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 their 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, grandparent and grandchild or guardian.
- 2.4 Students must undergo a selection process with a selection committee of at least two 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 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.
- 3.6 Students are governed by all related employment legislation and policies and procedures.

**First Issued** May 1, 1986  
**Revised** March 1992; September 1994, January 1995; January 2005; September 2005  
September 2007; May 2014, January 2016, January 2019

***Issued under the authority of the Director of Education***