

The Village of Bible Hill

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Date Adopted: December 20, 2016

Summer Staff Hiring Policy

Summer Staff Applicants

To ensure the best-qualified candidates are offered employment.

Program (summer) employees: after the Village Commissioners approve the annual recreation budget, the Director shall file applications for external Government Employment Programs. Such applications shall reflect the current year's objectives and will be endorsed by signing officers of the village (Commissioner Chairperson and Village Clerk). Hiring of personnel shall reflect the content and guidelines of approved external Government Employment applications. Advertisement of the position, with a minimum application time limit of two (2) weeks. (Advertisements at the CEIC office and postings within the village). Copies of the job description to be made available upon request. The Parks & Recreation Director and the Village Clerk will short list applicants and the Parks & Recreation Director will arrange interviews. Only one member per family may be hired unless approved by Village Commissioners due to exceptional circumstances. If in any staffing category all things being equal between applicants (grant guidelines being met, etc.) preference will be given to the hiring of village residents. Preference will also be given to hiring students who will be returning to full-time secondary or post secondary studies in the fall. Hiring shall be done on a two-week probationary period.

Screening & Interviewing Job Applicants and Hiring Authority

To establish a policy for the screening and interviewing of job applicants and to clearly identify hiring authority for various categories to ensure that applicants are fairly and competitively considered, and for a clear definition of the authority to hire.

Screening and Interviewing - A comparison chart will be prepared outlining all pertinent information respecting each job applicant versus the requirements necessary for the job (i.e.: education, experience, technical skills). This information should come from the applications. Once this is complete, those applicants to be interviewed (number will vary depending on the interviewed position) will be chosen on the basis of the information acquired and comparisons made.

Hiring Authority - Responsibility for screening and interviewing applicants shall lie with the Recreation Director and the Village Clerk. The Clerk will have the authority to hire.

Hiring of Former Employees

To specify the conditions under which former employees may be considered for employment.

For those employees who performed their duties in a satisfactory manner the previous year, it shall be our policy to offer employment the following year provided they continue to meet the established requirements, funding is available and no other candidate is more qualified. These individuals are encouraged to remain as a means of providing program continuity. Former employees who left employment voluntarily or through no fault of their own and who make application for re-employment will be afforded the same consideration as any other applicants. That the Village of Bible Hill restrict the number of years any one student can be hired for summer employment to a maximum of three years

Hiring of Relatives

To specify the conditions under which relatives will be considered for employment.

It is the policy of the Village to hire the best-qualified employees available for all jobs. It shall be the policy that staff shall not be hired that is closely related to full-time employees or Village Commissioners. However, it is recognized that it may be necessary at some time to employ relatives because of the need for technical qualifications (i.e.: lifeguards). For interpretation of this policy, a relative is considered as follows: husband, wife, mother, father, grandmother, grandfather, mother-in-law, father-in-law, son, daughter, daughter-in-law, son-in-law, uncle, aunt, brother, and sister.

Staff Accountability

To ensure each individual has direction from a supervisor or supervising body, for day-to-day operations of recreational issues.

Summer Employees shall be directly accountable to the Parks & Recreation Director and as may be defined in individual job descriptions. The director shall have the authority to recommend the dismissal of employees. Upon such action written documentation shall be forwarded immediately to the Village Clerk. The clerk shall have the final authority to dismiss employees.

Disciplinary Action(s) and/or Dismissal

There are four basic classifications of disciplinary action:

1. Employee Counseling or Oral Reprimand - Employee is counseled by the Parks & Recreation Director following a minor offense in an effort to eliminate possible misunderstandings and to explain what constitutes proper conduct.

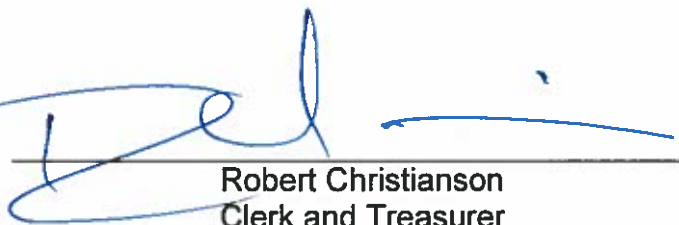
2. Written Reprimand - Employee receives written notice of discipline from the Parks & Recreation Director following intentional or repeated minor offenses. The purpose of a written reprimand is to make certain that the employee is fully aware of the misconduct he/she has committed and what is expected, thereby enabling the employee to avoid a recurrence of the incident.
3. Final Written Warning - Employee receives written notice of discipline from the Clerk & Treasurer on Employee Disciplinary Notice following serious misconduct or further repeated minor offenses. The purpose of a final written warning is to make certain that the employee understands the seriousness of the misconduct and that further misconduct will most likely result in discharge.
4. Discharge - Employee is discharged by the Clerk & Treasurer as the result of a serious offense or the final step in the accumulation of minor offenses of the same nature.

Eligible Participants – To be eligible for SCP, participants must:

- Be between 15 and 30 years of age (inclusively) at the time of intake/selection;
- Have been registered as full time students in the previous academic year, and intend to return to school on a full-time basis in the next academic year;
- Be students in a secondary, post-secondary, vocational or technical program, but not attending full-time classes while participating in their SCP placement;
- Be Canadian citizens, permanent residents or persons on whom refugee protection has been conferred under the Immigration and Refugee Protection Act;
- Be legally entitled to work according to relevant provincial legislation and regulations;
- Not hold another full-time (30 or more hours) summer job during their placement.



Lois MacCormick
Chair



Robert Christianson
Clerk and Treasurer