

Youth Hiring Policy

This Youth Hiring Policy is to establish guidelines and requirements with respect to the Town's youth hiring process and guidelines, as well as to outline information regarding interview, application, approval process, etc. Pursuant to the general powers conferred to the Town under the Towns and Local Service District Act, the following regulations were approved and adopted at a regular meeting of Council on June 16,, 2025.

Background

The Town implements summer and seasonal programming which required youth employment. Youth employment typically is a duration of May 1 to September 1, with seasonal employment opportunities from September 1 to April 30 for various Town events and programs. Duration of hire timelines vary on the individual needs of each event or program.

Definitions

Immediate Family: Defined as father, mother (or alternatively stepparents, foster parents), brother, sister, spouse (or common-law spouse residing with the student), dependent child, stepchild, ward, father-in-law, mother-in-law and relative permanently residing in the student's household or with whom the student permanently resides.

Kelly Park Sports Association (KPSA): A group that is facilitated by a committee of volunteers that offer programs and services aimed at enriching the community or meeting public needs through sport. These students are employees of the Town, however, are directed by the volunteer committee and Town Manager/Clerk.

Museum: A group that is facilitated by a committee of volunteers that offer programs and services aimed at enriching the community or meeting public needs through history and heritage. These students are employees of the Town, however, are directed by the volunteer committee and Town Manager/Clerk.

Non-Resident: Individual who resides at a property located outside the Town of Logy Bay-Middle Cove-Outer Cove boundary. This would include individuals who pay property tax to the Town of Logy Bay-Middle Cove-Outer Cove but do not reside within the Town boundary.

Outside Maintenance: The Town's outside maintenance staff tend to perform labour work involving, but not limited to landscaping, facilities maintenance and other public-works related projects as required.

Resident: Individual who resides at a property located within the Town of Logy Bay-Middle Cove-Outer Cove.

Student: Includes any person who is enrolled full time in a secondary or postsecondary institution during the academic year in which he/she is applying for employment and has a legal right to work in Canada.

Summer Day Camp Program: The Town's summer programming is offered to residents of the community from ages 4-11. This program typically operates full time for 10 weeks.

Types of Employment

Contract: Based on a written agreement between the employee and the employer. It is usually temporary and flexible with a set start and end date that depends on the needs of the Town.

Events: Staff are responsible for ensuring the event is implemented (including set up and clean up). They can hold a variety of positions at each event. Typically, event staff are on an as-needed basis of the Town.

Full-Time: Employment with hours 30 or greater within a 7-day period.

Part-Time: Employment with hours less than 30 within a 7-day period.

Seasonal: Temporary or part-time employment that's only available or needed at a specific time of year.

Recruitment & Selection Process

Posting

All positions that become available will be posted on the Town's website and social media sites (Facebook & Voyent Alert!). The Community Services Coordinator will work with the Town Manager/Clerk to review the current job specifications to ensure they are up to date and accurate. All changes to job descriptions, beyond minor adjustments, will require evaluation through the Town's Recreation & Community Events Committee or relevant organization. An employment advertisement is then prepared by the Community Services Coordinator and posted. The job postings will be open for applicants for a minimum of ten (10) working days to a maximum of (8) working weeks.

Available Positions

Available positions will be determined based on budget availability and Town needs at the budget process. Individuals applying for summer positions must meet the minimum following criteria:

- Must be, at minimum, turning 16 years of age in the employment year.
- Must be able to start work on the program start date.
- Must be able to work the entire term as advertised.
- Must be legally entitled to work in Canada.

Previous Employed Students

Returning students must have a satisfactory performance review from the previous year to be considered.

Application Submission Process & Applicant Screening

For proper record retention and document control, applications to open positions will only be accepted via email as stipulated in the job posting. Applications will be received during a certain time period, designated by the Town. Applications received after the deadline will not be considered.

The Community Services Coordinator will work with the Town Manager/Clerk to determine a set of qualifications employees must possess and indicate on their resumes to be considered for the interview selection process.

All applicants will be reviewed when a sufficient pool of resumes has been obtained and the application deadline has passed. Depending on the number of applications received, all qualified candidates may be interviewed or the applications may be further screened to determine those who best meet the required qualifications for an interview.

Applicants will only be screened, reviewed, and interviewed for jobs in which they apply for. Should an inadequate number of qualified applications be received for any position from the initial call, a second call for applications will be made.

Interview Process

Interviews will be conducted with chosen applicants once a sufficient pool of resumes has been obtained. When interviewing candidates for positions, an interview panel, consisting of two (2) or more members, will be established. Composition is at the discretion of the Town Manager/Clerk.

All candidates will be assessed through the same set of pre-determined interview questions that will be selected by the hiring committee based on the key requirements for the position including knowledge, skills, abilities and personal suitability.

Nepotism

As per the Towns and Local Service Districts Act, no current member of Council is eligible to apply for employment within the Town.

The Town will not show preference for, nor will it discriminate against, any relatives of employees, elected representatives or appointed representatives who wish to apply for employment, promotion/transfers or career opportunities.

No member of a Selection Committee will be a relative of any candidate interviewed for a position. No employee shall deal with an application for employment, promotion/transfer or career opportunities submitted by any relative.

Hiring Priorities

Residents of the Town will be given priority during the hiring process, should they meet the designated set of qualifications outlined for the specific job they are applying for. Non-Residents of the Town will be considered for employment only if positions are available once all resident applications have been reviewed.

Reference Checks

A minimum of two (2) professional, work-related references will be obtained on the preferred applicant(s) who are being considered for appointment before a job offer is made.

References shall be asked the following information regarding the employee:

- Attendance
- Relationship
- Performance
- Attitude
- Any other questions deemed appropriate as deemed by the Town Manager/Clerk

Job Selection & Approval Process

After all candidates have been interviewed, they will be assessed by the panel based on the key selection criteria. Additional assessment methods may be used to support selection at the discretion of the panel.

The candidates who are deemed best to meet the required qualifications and who demonstrate superior knowledge and personal suitability will be selected for referencing. The selection team will make the decision by consensus. The selection team will make a recommendation to the Town Manager/Clerk who has final authority on the job selection.

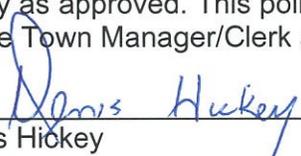
Policy Statement

The Youth Hiring Policy is intended to support the Town of Logy Bay-Middle Cove-Outer Cove's commitment to higher performance and to provide equal access to employment and career opportunities for all employees, prospective employees and any other individuals based upon leadership, management and technical skills.

This policy shall be utilized to attract and select qualified and competent candidates to meet the immediate staffing needs of the Town and to anticipate and plan recruitment needs through progression and succession planning in consultation with the Community Services Coordinator, Town Manager/Clerk, and local groups who require staff for programming.

Adoption

Under Section 413 of the Towns and Local Service Districts Act, the Town Council of Logy Bay-Middle Cove-Outer Cove adopts the Town of Logy Bay-Middle Cove-Outer Cove Youth Hiring Policy as approved. This policy should be reviewed annually or whenever deemed necessary, by the Town Manager/Clerk and Council.



Denis Hickey
Mayor



Susan Arns
Town Manager/Clerk

June 16, 2025

Date

June 16, 2025

Date