

# Toronto District School Board

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Policy P015

Title: **HIRING OF STUDENTS**  
Adopted: April 13, 2005  
Revised:  
Reviewed: January 2013  
Authorization:

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## 1.0 OBJECTIVE

To establish the parameters for hiring students

## 2.0 DEFINITIONS

*Students* For the purposes of this policy, *student* means persons enrolled in secondary schools within the Board and persons enrolled in post-secondary institutions.

## 3.0 RESPONSIBILITY

Chief Employee Services Officer

## 4.0 POLICY

- 4.1. The Toronto District School Board shall hire students for short term employment and/or special projects above regular staff complement so that students are able to earn money to further their studies and gain experience.
- 4.2. The Board will ensure that opportunities for student employment are accessible on an equitable basis.
- 4.3. In situations where secondary students are hired, for operational feasibility first consideration shall be given to secondary students enrolled in TDSB schools.
- 4.4. With the exception of stage crew support for permits, all aspects of the recruitment and hiring process shall be administered by Employee Services.
- 4.5. Applications from prospective student employees will be received and reviewed and successful candidates will be recommended for hire in the same manner as occurs for non-union positions and with due regard for the Board's Employee Conflict of Interest policy.

## 5.0 SPECIFIC DIRECTIVES

The Director is authorized to issue operational procedures to implement this policy.

