STUDENT/CASUAL EMPLOYMENT

Policy # 2026-06-01

PURPOSE

To establish a uniform policy for the employment of students and casual employees by the Municipality of the County of Pictou.

POLICY

1. The Municipality supports the employment of students as a means of providing both financial support for their academic programs and skills that are relevant to those programs and their career goals. The following criteria shall be used in the recruitment and selection of student employees:

    a. The Municipality will use a variety of communication methods to advertise student and casual employment opportunities.

    b. Students must be enrolled in a full-time post-secondary educational program at the time of their application.

    c. Applications will be screened based on educational merit and any related work experience which may be an asset to the position sought.

    d. Where financial assistance is being received by the Municipality from another level of government for specific student positions, the guidelines of the funding organization will be given priority.

    e. Successful applicants will be chosen by the respective supervisor.

    f. The salary for students shall be determined by minimum wage for the Province of Nova Scotia plus $3/hour.

2. A casual employee is someone hired on a day to day as required basis, or for short term work normally performed by a full-time or part-time employee.

a. A casual employee is not a member of the bargaining unit.

b. The salary for casual employees shall be determined by minimum wage for the Province of Nova Scotia plus $3/hour to $9 per hour.

c. The salary outlined in clause 2 (b) shall be determined by the supervisor for the department and approved by the Chief Administrative Officer; based upon the skills and job duties assigned by the supervisor.

d. Annual adjustments to the rates of pay for individual casual employees will be determined as part of the annual budgeting process.

3. All previous policies with respect to the employment of student employees are hereby repealed.