



POLICY ON SUMMER EMPLOYMENT PROGRAM

Dated: February 24, 2015

Supersedes: HR.101 *Summer Employment Program* dated July 24, 2009

I. PURPOSE

To establish guidelines for the recruitment of qualified temporary personnel during the summer season of June through August through a College-sponsored employee summer referral network.

II. POLICY

It is the policy of New York Medical College to maintain a program which provides high school and college students with the opportunity to be considered for summer positions.

III. SCOPE

This policy applies to all College exempt and non-exempt staff.

IV. DEFINITION

Recruitment – process by which the College attracts and hires temporary summer employees.

V. PROCEDURE

- A. Vacancies should be filled, when possible, with the most qualified employee referral from within the College. Generally, external recruitment should be considered only after it has been determined that a qualified candidate is not available through the College-sponsored employee summer referral network.
- B. All temporary summer openings are initiated in the hiring department and coordinated through the Human Resources Employment Manager, using the Summer Temporary Employment Requisition form (HR-68)
- C. Temporary summer position openings should be described on a Summer Temporary Employment Requisition (HR 68) form and submitted to the Human Resources Department with as much advance notice as possible. .
- D. Advertising for temporary summer positions is coordinated through Human Resources, and the expense is borne by the hiring department.

- E. Summer Temporary Employment Requisition (HR 68) forms will be reviewed and processed for required budgetary and administrative approvals by the HR Department. Requests will be filled on a first come, first served basis with the most qualified available candidate.
- F. All potential candidates will be accepted on a first, come first served basis into the College-sponsored Summer Referral Network. Children, relatives and friends of all College employees are encouraged to participate. Summer Employment applications are obtained and maintained in the Human Resources Department (HR).
- G. Employment applications will be numbered as they are received by the HR Department to assure that applicants are fairly treated.
- H. The HR Department will attempt to “match up” as many summer temporary position openings with the appropriate qualified referrals from the College-sponsored Summer Referral Network. All summer temporary position openings and potential summer temporary employee applicants will be considered in compliance with Equal Employment Opportunity Guidelines and follow interviewing and recruiting procedures that prohibit discrimination against any candidate with regard to race, color, religion, sex, age, national origin, marital status, disability Veteran’s status, sexual orientation or other protected characteristics under applicable law.
- I. After receiving budgetary, administrative, academic approvals, HR will coordinate the requests and make referrals.
- J. The hiring supervisor consults with HR regarding an appropriate hourly salary. The salary offer will be extended by the hiring supervisor in coordination with the HR Department.
- K. A completed Personnel Action Form (HR-101) with all the required department approvals and the Personal Data Form (HR100) should be submitted to HR for processing. Work study students, whose applications are processed through Financial Aid and Minority Affairs and summer intern students are exempt from this procedure.
- L. Regardless of funding source, no one should be interviewed for a vacancy that has not been screened and referred through HR.
 - a. Departments are requested to fill all vacancies, with the exception of work study students and internships for summer employment, through HR.
 - b. Summer temporary applicants for employment must be referred to HR for review and consideration as described in this policy.

- M. Proof of identity and employment eligibility will be required of all summer temporary hires no later than three (3) days prior to date of employment. This information should be documented on Federal Form I-9 (Employment Eligibility Verification) for employee's personnel file. Employees are required to complete federal and state tax withholding forms.
- N. Summer employees working at the College must complete the EHS Safety Training Program on the first day of work.
- O. Any minors working in laboratories must have their parent or guardian complete a "Safety Consent Form for Minors Working in Laboratories" and submits it to Human Resources prior to their start date.

VI. EFFECTIVE DATE

This policy is effective as of the date signed below.

VII. POLICY RESPONSIBILITIES

A. Supervisors/Administrators

- 1. Comply with the procedures outlined in this policy.
- 2. Make the final selection of employees for summer employment.

B. HR Department

- 1. Send out memo on Summer Employment Program in early spring of each year if program is going to be utilized during the summer.
- 2. Ensure College-wide compliance with this policy.


VIII. POLICY MANAGEMENT

Responsible Officer: Vice President of Operations

Responsible Executive: Director of Human Resources

Responsible Office: Human Resources Department

APPROVED:



Edward C. Halperin, M.D., M.A.
Chancellor for Health Affairs and
Chief Executive Officer

2/24/15

Date