

County of Elgin

Section: **3**

Human Resources Policy Manual

Subject: **Co-operative Education**

Code - L

Date Approved: **Oct. 29/02**

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Date Last Revision: **Dec. 15/05**

The County of Elgin is committed to supporting Co-operative Education throughout the various County departments. Human Resources will facilitate and co-ordinate the co-operative education programs. The students will be placed in conjunction with Human Resources. The selected students will be attending a recognized educational facility during the entire duration of the placement, will be placed on a strictly volunteer basis, will abide by County of Elgin's policies and procedures, and will respect all individual school regulations and expectations.

High School Co-operative Programs:

A partnership will be created with all of the Elgin County high schools to include their co-operative education program within the County of Elgin. This program ensures that the individual school has the initial responsibility for selecting students for the program through an application and interviewing process. Admission is restricted to students' 16 years of age or older.

Community Involvement Activities:

Every Ontario student attending high school is required by the Ministry of Education to complete a total of forty (40) hours of community involvement activities in order to receive their graduation diploma. Students are required to select one or more community involvement activities in consultation with their parents. The school boards liability insurance does not cover the organizations for lawsuits that arise from their negligence, or for student injuries in the workplace.

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College / University Co-operative Programs:

A relationship will be formed with the local Colleges and Universities within the surrounding area to incorporate their existing unpaid co-operative education programs with the County of Elgin's working environment. Co-operative education at the College and University level is a process that formally combines academic study with volunteer work experience. An example of various co-operative programs at the College / University level are Personal Support Worker / Health Care Aide clinicals, as well as Registered Nursing and Registered Practical Nursing placements.

The County of Elgin is an equal opportunity employer and carries out hiring based on non-discrimination of the Human Rights Code.