

Summer 2019

Summer Maintenance Help Program

Lottery Program with Continuation to Subsequent Years Based on Performance

Guidelines

This lottery system has been designed to accomplish two key goals for the Hingham Public Schools System. The primary goal is to supplement the existing custodial work force with summer help so that schools and grounds can be thoroughly cleaned, repaired, and maintained over the summer prior to students returning to school. Another key objective of the program is to provide learning opportunities, skills, and structured work experience to current High School Students. The guidelines provided below are intended to provide a mix of students in the summer work force so there will be a continuous flow of students moving up and continuing through their college years. Some will be existing High School Students and some will be previously graduated students.

The guidelines provide the order of the lottery system that will be employed in the selection of summer workers. Each group will have its own lottery where the student number will be picked out of a hat. Being picked does not guarantee a position. Once picked the student will be interviewed and will need to provide authorization for a CORI. If the student does well with the interview and has a clean CORI, they will be offered a position.

All of the positions are 40 hours per week, 5 days per week Monday through Friday exclusive of Holidays, 7:00AM – 3:30 PM. Students will receive two (2) 15 minute breaks and ½ hour unpaid lunch. It is expected that the student will work about 8 or more weeks over the summer. If the student cannot meet this schedule, they will not be offered a position.

Their performance will be evaluated over the summer. A warning system has been established to provide ample notice to students if their performance is not up to standards. Students that do not perform well, or had been often reprimanded in a year, will not be offered work in subsequent years.

1. Preference will first be given to returning workers from the previous year/s provided their performance has been acceptable to HPS. Performance will include attendance, work quality, work speed, ability to follow instructions, and attitude as measured by the supervising authorities at the work location. Those without a positive past performance will not be considered. Those wishing to return must provide notice to HPS by the posting closing date each year (on or about May 10).
 2. Hingham graduating seniors will be given the next round of preference in the lottery. All student applicants will be CORI'd and must have an acceptable CORI. The available slots will be identified. Each applicant in this round will be assigned a number. Numbers will be placed in a basket and drawn randomly for the number of slots. Students selected will be interviewed and if found acceptable will be offered one of the available slots.
 3. If the available slots cannot be filled by the pools from steps one and two, then Hingham Juniors (those entering senior year next year) will be given preference in the next round in a lottery.
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This category is limited to two (2) students yearly, provided there are ample college students, meeting criteria, applying for the jobs as described in 4 and 5 below to fill available positions.

4. If the slots still cannot be filled, previously graduated Hingham students returning home from college up to age 23.
5. Graduating seniors from other towns where the senior has a parent working in the Town of Hingham, will be considered in the same lottery pool.
6. Openings will be posted in April each year at the Hingham High School Career Center and typically close early May. Candidates will be picked via lottery by the Friday after the seniors leave.
7. Returning workers must submit a letter or note of interest each year in the spring but before posting closing date as the work season approaches. This note should also advise of their availability for starting. Candidates wishing to return must advise no later than the posting closing date so they are assured their status as returning. Returning workers may be able to start work before the school year ends depending on school department needs and budget availability. Typically there are always a couple working to help prepare for graduation.