



## Introduction notes for Employer

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### **Welcome to Off-campus Education**

Off-campus education is a program in which classroom studies are complemented with practical experience obtained in the workplace. By agreeing to accept a student into your workplace, you have become a valued partner in the educational process. This experience will assist the student in making the transition from school to work or to post-secondary education. In order to make this a meaningful learning experience, we would like to provide you with the following information and suggestions.

### **Worksite Inspections**

Whenever possible, prior to the commencement of an off-campus placement, the worksite/work station must be inspected by PHRD staff. Depending on the completing of the worksite, either the off-campus coordinator along with (a certificated teacher), or the coordinator and the PHRD Occupational Health and Safety Officer will need to examine the worksite. Please accompany the PHRD staff through this inspection process.

### **Starting Off on the Right Foot**

When the student starts work, provide him or her with an orientation to the workplace. Explain the purpose of the job and how he or she can make a contribution. Explain daily routines and expectations, including such things as dress code, safety procedures, care of equipment, keeping the work area clean and dealing with the public.

### **Assign a Supervisor**

Assign one of your regular employees to supervise the student. It is important to understand that the student is a learner in a new setting and will initially need supervision, as well as an opportunity to feel comfortable asking questions.

### **Creating a Learning/Training Plan**

When a student is placed at a work site, the off-campus coordinator may ask you to help list the types of duties that might be assigned. By putting these tasks in writing, we are creating a learning/training plan that will help bring focus to the learning. The student needs to be assigned a variety of tasks that progress in difficulty as he or she becomes more familiar with the job. The training plan/list of duties should be reviewed periodically and revised to ensure that it contains challenging but attainable goals for the student.

### **Workers' Compensation Coverage**

Prior to starting an off-campus program, the student must have a signed Work Agreement. This agreement must be signed by the employer, a school board designee and the student's parent(s)/guardian(s). Once this agreement is in place, the student is deemed to be an employee of the Alberta Government, which assumes responsibility to cover the *bona fide* student registered in off-campus education for workers' compensation purposes. In the event of an accident involving the student, the employer must contact the school off-campus coordinator immediately.

### **Employment Standards**

For the term of the agreement and the hours specified, the employer is exempt from paying the minimum wage stipulated under the *Employment Standards Act*. All other regulations apply. However, it has been the practice in Pembina Hills' communities to pay student workers according to a typical scale. If you hire the student outside of the hours or days of the agreement, workers' compensation becomes your responsibility and payment of at least minimum wage is required.



**Note:** This exemption does not apply to students enrolled in the Registered Apprenticeship Program.

### **Time Logs**

In order to keep track of the time a student has spent on the job, the off-campus coordinator asks the student to fill out, and employers to sign, time logs. It is the student's responsibility to return a signed time log sheet to the off-campus coordinator at the end of each week/month. These logs provide a valuable opportunity to provide feedback to the student about performance. As an employer, you should consider taking a few minutes at the end of each week to sit down with the student to fill out the time log and to discuss the student's progress.

### **Staying in Touch**

The student participating in off-campus education is expected to notify the employer and the school immediately if he or she is unable to attend work due to illness. The off-campus coordinator will remain in contact with you throughout the course of the placement and all work stations and work sites will be regularly monitored. Even though every attempt is made to stay in touch with the work stations and work sites, as the employer, please feel free to contact the off-campus coordinator should you have any questions or concerns, especially if the student is failing to attend.

Thank you for becoming a committed partner in this educational program. We hope that you will find the experience to be a challenging and rewarding one.