

Work Agreement

Date: _____

Between

A. **Name of Student** (hereinafter called "the student"): _____

Address and Postal Code: _____

Telephone Number: _____ Supervising Officer: _____

B. **Name of Employer:** _____ Telephone Number: _____

Company Address: _____

WHEREAS:

1. The board has approved an Off-campus Education Program for students in its school as per the *Education Act*.
2. The employer and the student have agreed to participate in the said program on the terms and conditions herein set forth.

WITNESSETH:

1. **Period of Agreement (Dates)**

The student shall, from _____ to _____, faithfully, honestly and diligently serve the employer and devote their whole time and attention to such employment during the days and hours of employment hereunder prescribed.

2. **Days of Work**

Employment shall take place between _____ and _____.

3. **Hours of Work**

Employment shall take place between _____ and _____ during the term of this agreement. Working hours are not to exceed those outlined in the [Off-campus Education Handbook](#) (see "Hours of Work Procedures" on page 19).

EFFECTIVE PERIOD AND HOURS

(a) The parties agree the off-campus education employment contemplated in this agreement shall start on _____, 20____, and end on _____, 20____.

(b) The student's standard hours of work for this off-campus employment shall be **no more than** _____ hours per week as follows:

Monday: _____

Friday: _____

Tuesday: _____

Saturday: _____

Wednesday: _____

Sunday: _____

Thursday: _____

Where a student is required to work outside the recommended maximums, complete item (c) and (d).

(c) The parties acknowledge and agree that the hours set out in subsection (b) are beyond the recommended maximums outlined in the Alberta Education document entitled "*Off-campus Education Handbook*" (2019). The board and employer represent and warrant that the following additional health and safety parameters are in place to effectively support the student.

1. _____
2. _____
3. _____
4. _____

(d) Approval of Student Schedules Outside of Recommended Hours of Work

Based on sufficient due diligence, the off-campus teacher approves of the student working outside of the recommended hours of work:

Approved Not Approved

Off-campus Teacher (please print full name): _____

Date: _____ Signed: _____

4. **Termination** – Notwithstanding anything herein contained to the contrary, any party written hereto may, with or without cause, summarily terminate by giving written notice of termination to the parties to this agreement.
5. **Supervision** – During the hours of employment herein set forth, the student shall be under the direct supervision and control of the employer, provided that the employer shall at all times permit the board or its representatives access to the employment site and the student.
6. **Evaluation** – The employer shall, at the request of the board or its representatives, evaluate the student in the performance of their duties hereunder and report such evaluation on a form from time to time provided to the employer by the board.
7. **Full-time Employee Tenure** – The employer agrees that the employment of the student hereunder shall in no way affect the job security of any other employee of the employer, nor the employer's hiring practices with regard to full-time employees.
8. **Insurance** – Pursuant to the Workers' Compensation Act (W-15,R.S.A. 2000) and regulations or orders-in-council made thereunder, the student participating in this program is deemed to be a worker of the Alberta Government for the purpose of workers' compensation.

In the event the student shall be employed by the employer outside the scope of this agreement, the employer and employee are subject to the *Employment Standards Act*, the regulations and orders thereunder.

Signatures:

Employer

Student

Board of Trustees Representative

Parent or Guardian of Student