

OFF CAMPUS EDUCATION – PROGRAM AGREEMENT FORM

A. Student		
Name: (herein called the “Student”)	Date:	
Address:	Age:	Phone:
School Name:		
School Coordinator:	Phone Number:	
Course:	Hours Required:	

B. Employer	
Name: (herein called the “Employer”)	
Name of Supervising Officer:	
Company Address:	Phone Number:
Email:	

C. School Authority
Name: (herein called the “Board”)

WHEREAS:

1. The Board has approved _____ Program for pupils in its schools
(Section 22, 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:
The Student shall, from _____ to _____ (dates) faithfully,
honestly and diligently serve the Employer as _____ (job title) and
devote his or her whole time and attention to such employment hereunder prescribed.

2. Hours of Work:

The hours of _____ Program Employment shall be _____ to _____ daily during the term of this agreement. Student's hours of work shall be confined to the period between 7:00 a.m. and 10:00 p.m.

3. Termination:

Notwithstanding anything contained to the contrary, any party hereto may terminate this agreement with prior notice to all parties concerned.

4. Remuneration:

Employers and employees are expected to adhere to all labour standards provisions of the act. RAP students must be paid. Work Experience and Career Internship students may be paid or volunteer. Students in the Work Experience Program and Career Internship Program are exempt from the Minimum Wage Act.

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

5. Supervision:

During the hours of employment herein set forth, the Student shall be under the direct supervision and control of the Employer; provided, however, the employer shall at all times permit the Board or its representatives access to the employment site and the Student.

6. Duties:

The Student worker agrees to perform for the Employer the duties included in the job description as determined by the Employer and agreed to by the Board or its representatives.

7. Program Evaluation:

The Employer shall at the request of the Board or its representatives, evaluate the Student in the performance of his duties hereunder and report such evaluation on a form from time to time provided to the Employer by the Board.

8. 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 full-time Employee of the Employer nor the Employer's hiring practice with regard to full-time employees.

9. Indemnification:

In consideration of the Board having arranged for the _____ Program hereinbefore described, at the request of the undersigned Parent or Guardian, and by employment with the undersigned Employer, both the said Parent/Guardian and the Employer agree to well and

sufficiently indemnify and save harmless the Board of any and all demands, actions, proceedings, liability, claims, damages, together with the costs and expenses thereof, that may hereafter at any time be made or brought by or on behalf of the aforesaid sustained by the said Student howsoever arising from the aforesaid _____ Program provided.

10. Insurance:

The Board maintains insurance with respect to its liability and that of the Student Workers under this program. The Employer has the right to inspect the policy of insurance from time to time in effect.

Signatures	
Employer	
Student	
Program Supervisor	
Parent/Guardian Consent for Student Participation	

Note:

1. Students, for the purposes of the Workers' Compensation Act have been deemed to be "workers" of the Government of Alberta. (see Workers' Compensation Board – Alberta Student Coverage Fact Sheet, October 1, 2018)
2. In the event the Student shall be employed by the Employer outside the scope of this agreement, the Employer and the Employee are subject to the Alberta Labour Code, the regulations and orders thereunder.