



Work Agreement

Date: _____

Between

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

Address: _____

Telephone Number: _____

Postal Code: _____

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 pursuant to section 39 of the *School 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 his or her 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*.

When a work day or work week exceeds the recommendations, complete this additional explanation:

Clauses to address dates, days, and times that a student is expected to participate in the off-campus learning experience and to outline additional health and safety parameters, as needed.

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 _____ hours per week as follows:

| | |
|-----------|--|
| Monday | |
| Tuesday | |
| Wednesday | |
| Thursday | |
| Friday | |



| | |
|----------|--|
| Saturday | |
| Sunday | |

(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 “Changes in the *Off-campus Education Handbook*” (June 2017). 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. _____

These clauses are for general information purposes only. They are not intended to provide legal advice to any individual or entity. We recommend that you consult with your own legal advisors regarding off-campus work agreements.

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 his or her 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.

Employer

Student

Board of Trustees Representative

Parent or Guardian of Student

- 1 By *Workers’ Compensation Act*, AR R.S.A. 2000, CW-15, Section 153(3), during the term of the work agreement, the student is deemed to be “a worker” employed by the Government of Alberta.
- 2 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.