



## OFF CAMPUS WORK AGREEMENT

A. **Student's Name:** \_\_\_\_\_ **School:** \_\_\_\_\_  
**Student's Address:** \_\_\_\_\_ **Program:** \_\_\_\_\_  
**Telephone:** \_\_\_\_\_ **Job Title:** \_\_\_\_\_

B. **Employer's Name:** \_\_\_\_\_  
**Employer's Address:** \_\_\_\_\_  
**Contact Person:** \_\_\_\_\_ **Telephone:** \_\_\_\_\_  
**Supervisor:** \_\_\_\_\_ **Telephone:** \_\_\_\_\_

### 1. PARTIES TO THE AGREEMENT:

The parties to the agreement shall be:

- a) The student named in "A" above, hereinafter called "the student worker"
- b) The employer named in "B" above, hereinafter called "the employer"
- c) The student's parent(s) or guardian(s), hereinafter called "the parent(s) or guardian(s)"
- d) The School Board Trustees, hereinafter called "the Board".

### 2. EMPLOYMENT:

- a) The student worker agrees to enter the employ of the employer, and the employer agrees to employ the student worker under the Board's Off Campus Education Program, subject to the provisions of this agreement and to the rules or rulings that may be made from time to time by the Board or its representatives.
- b) A statement of duties shall be set forth by the employer in conjunction with the Off Campus Coordinator, and the student worker shall agree to perform these duties for the employer.
- c) The employer shall, at the request of the Board or its representatives, evaluate the student on the performance of his or her duties and report on a form supplied by the Board.
- d) The employer agrees that participation in this program will in no way affect the tenure or job security of any regular employee currently on staff, nor the hiring practices with regard to employees.

### 3. SALARY:

- a) If the employer engages the student worker to work outside or in addition to the working times outlined in this agreement, such employment shall be subject to remuneration as provided in the *Employment Standards Act* and regulations or orders made under authority given by this Act.
- b) Any remuneration paid by the employer to the student worker for the working times outlined in this agreement shall be set at the discretion of the employer.

4. INSURANCE:

- a) 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.
- b) In consideration of the Board having arranged for the off campus education herein described, the undersigned parent(s) or guardian(s), and if more than one of them execute this agreement, they agree jointly and severally with the board to indemnify and same harmless the Board and its agents and employees with respect to any expenses, costs or liability whatsoever arising out of any damage or injury occurring or alleged to occur in connection with the aforesaid employment, and with respect to any damage or other claim as referred to in 5A, hereof.

5. SUPERVISION:

- a) It is agreed that, having arranged off campus education for the student worker as herein set out, the Board's only other obligation is to maintain contact with the student worker and the employer to such an extent as the Board deems adequate or feasible, and the Board shall not be liable for any damage or other claim arising out of any act or omission of any other party to this agreement.
- b) The employer will supervise the student worker and the Board shall keep in contact with the student worker to assist in the educational aspect of the program.

6. TERMINATION:

Any party to this agreement may terminate it by giving notice of termination by ordinary mail to the other parties at the addresses shown in the agreement.

EFFECTIVE PERIOD AND HOURS:

This agreement shall be in force during the following dates, days and times:

Dates: From \_\_\_\_\_ to \_\_\_\_\_.

Days: \_\_\_\_\_ to \_\_\_\_\_.

Times: between \_\_\_\_\_ and \_\_\_\_\_.

Working hours are not to exceed those outlined in the *Off-Campus Education Handbook*.

\_\_\_\_\_  
**Signature of Student**

\_\_\_\_\_  
**Date (M/D/Y)**

\_\_\_\_\_  
**Signature of Parent or Guardian**

\_\_\_\_\_  
**Date (M/D/Y)**

\_\_\_\_\_  
**Signature of Employer**

\_\_\_\_\_  
**Date (M/D/Y)**

\_\_\_\_\_  
**Signature of Board Representative (Off Campus Coordinator)**

\_\_\_\_\_  
**Date (M/D/Y)**

**The student, employer and school should retain a copy of this form. The work agreement lays out the conditions for the work experience and binds the parties to the terms of the agreement.**