



*Program Rationale:* The Board of Trustees of Evergreen Catholic Separate Regional Division No. 2 supports the provision of off-campus education through community partnerships to help students acquire knowledge, skills, and attitudes and to gain practical experience related to life skills and career opportunities.

**FOR: (check one)    Work Experience \_\_\_\_\_ R.A.P. \_\_\_\_\_ Dual-credit Practicum \_\_\_\_\_ Green Certificate Course # \_\_\_\_\_**

**A. STUDENT (please print)**

Name: \_\_\_\_\_ SIN: \_\_\_\_\_ Cell phone number: \_\_\_\_\_

Home Address \_\_\_\_\_ DOB: \_\_\_\_\_

School: Evergreen Catholic Outreach Off-Campus Education Coordinator (name): Ray Côté

Cell after-hours contact number: 780-691-0860

**B. EMPLOYER (please print)**

Company Name \_\_\_\_\_ Telephone Number: \_\_\_\_\_

Work site Address: \_\_\_\_\_ Name of Supervisor: \_\_\_\_\_

Mailing address: \_\_\_\_\_

**WHEREAS:**

1. The Board has approved an Off-Campus Education program at this location for pupils in its school pursuant to Section 54 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.
3. The Student has successfully completed the HCS3000 module prior to commencing at the worksite.
4. The Student shall purchase school insurance (e.g. Seaboard or any other equivalent).
5. The Off-Campus Education Coordinator:
  - (a) shall contact the worksite regularly;
  - (b) in consultation with the student and the employer, will establish appropriate and suitable learner expectations. Student evaluation shall be based upon learner expectations;
  - (c) shall be a professional staff member.
6. The parent/guardian's signature on this agreement provides consent for the student's participation.

**WITNESSETH:**

1. **Period of Agreement**            The Student shall from \_\_\_\_\_, 20\_\_\_\_ to \_\_\_\_\_, 20\_\_\_\_  
faithfully, honestly and diligently serve the Employer and devote his/her whole time and attention to such employment during the hours of employment as assigned.

2. **Hours of Work** The hours of employment shall comply with Alberta Labour Standards in each day of the week during the term of this agreement. Working hours for senior high students are restricted to 7 AM to 10 PM. The exemption from the minimum wage by the Employment Standards Branch, Alberta Labour, and Workers' Compensation Board coverage by Alberta Education applies only during these hours.
3. **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 of this agreement.
4. **Supervision** During the hours of employment herein set forth the Student shall be under the direct supervision and control of a person qualified in a trade, occupation or profession; provided however, the Employer shall at all times permit the Board or its representatives access to the employment site and the Student. It is agreed that, having arranged off-campus education for the student 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. The Board reserves the right to visit the Student to assist in the educational aspects of the program.
5. **Acceptable Location:** The location shall be acceptable in terms of Employment Standards Code, Canada Department of Labour Legislation, Occupational Health and Safety Act, Workplace Hazardous Materials Information System, local standards, and other legislated requirements.
6. **Evaluation** The Employer shall at the request of the Board or its representatives, evaluate the student in the performance of his/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.
8. **Indemnity** 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 save 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 #4 above.
9. **Learner Expectations (List the main activities which the student will perform)**

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**EMPLOYER** (signature)

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**STUDENT** (signature)

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**BOARD OF TRUSTEE REPRESENTATIVE** (signature)

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**PARENT OR GUARDIAN OF STUDENT** (signature)

1. Pursuant to the *Workers' Compensation Act, RSA 2000*, and Regulations (A.R. 325/2002) 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.
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 *Alberta Labour Relations Code*, the regulations and orders thereunder.