

For Office Use Only				
WEP	RAP	OTHER / SCANNED: ☐		
RAP Trade:				
CCH	TLC	SMS	SMBI	SMPC
ASN:				
START DATE:				

WORK AGREEMENT FORM

STUDENT INFORMATION

Name:		Cell Phone:	
Address:		City / Town:	Postal Code:
DOB (day month year):	SIN # (RAP only):	Email:	

PARENT / GUARDIAN INFORMATION

Name:		Cell Phone:	
Address (if different from student):		Postal Code:	Emergency Contact:
Email:		Emergency Phone:	

COMPANY INFORMATION

Company Name:		Contact Phone:	
		Additional Phone:	
Address:	City / Town		Postal Code:
Student Supervisor Name:		Company Contact email:	

EMPLOYER/EMPLOYEE INFORMATION

Supervision: Direct supervision of the student employed under this agreement shall be vested in the employer. The employer agrees at all times to permit the Board of representative's access to the employment site and student for purpose of assisting the educational aspects of the program.

Evaluation: The employer shall, evaluate the student on the performance of his/her duties and report such through the evaluation process directed by the Holy Spirit Off Campus program.

Employee Tenure: The employer agrees that participation in this program will in no way affect the tenure of job security of any regular employee currently on staff or their hiring practices with regard to employees.

Salary: Any remuneration paid by the community partner to the student for the working times outlined in this agreement, shall be set at the discretion of the community partner except for the RAP where the employer must pay the student at least the minimum wage of Alberta.

Hours: Hours for senior high school off-campus education shall at minimum, align with the Employment Standards Regulations. Recommendations are: a standard eight hours per day, or 40 hours per week, for students who are not attending classes at the same time as participating in off-campus; a maximum combined 12 hours per day, or a combined 60 hours per week, for students attending classes while participating in off-campus learning as outlined in the Off-Campus Education Handbook.



Termination: Any party here to may terminate this agreement at any time with written notice to all parties involved.

Indemnity: As a result of the Holy Spirit School District having arranged for this Off campus program, at the request of the undersigned parent or guardian, and by virtue of employment with the undersigned employer, both the parent or guardian and the employer agree to indemnify and save harmless the Holy Spirit School District regarding any claims of any sort, together with the cost and expenses related to such claim, that may be brought by the student or on behalf of the student, for any injury, loss, damage, expense or costs sustained or alleged to have been sustained by the said student as a result of participation in this Off-Campus program.

Workers' Compensation and Insurance:

a) Pursuant to the Workers' Compensation Act 1981, and Regulations or Orders-In-Council made there under, the student participating in this program is deemed to be a worker of the Alberta Government for the purpose of Workers Compensation. The parent/guardian and/or student are therefore unable to sue the community partner.

b) The community partner confirms that the student is covered in the same manner as other employees under valid general liability and automobile insurance policies.

Student Learning Plan

The intended criteria of a learning plan shall be related to general objectives developed by HS Off Campus and may include specific objectives developed by employer and agreed in whole or in part by all parties involved. It is the intention of all parties that the students learning plan reflect an opportunity for growth.

General Learning objectives - The student will be employed under the expectation that they are a suitable candidate based on general objectives and the specific objectives (listed below) with an opportunity to grow/learn. Please place an "x" in provided box if you do not agree with an objective as part of the learning plan.

Disagree	General Learner Objectives
	The employee's work attitude will reflect his/her ability to cooperate well with others, show and eagerness to learn, show initiative, and express a willingness to follow direction.
	The employee's work performance will reflect a willingness to -learn and understand tasks given -create a climate of dependability leading toward independence -work towards the standards expected by employer -demonstrate traits of a responsible employee (attendance and punctuality).
	The employee's communication skills will reflect a willingness to -listen and follow instructions -ask for assistance when needed -work toward becoming a mature communicator
	The employee maintains and works toward always creating a safe work environment .
	The employees' personal quality will reflect a professionalism related to work environment in respect to appearance, personal care and mature respectable judgement.

Employer Job Related Learner Objectives (provided by employer)

*Employer Learner Objectives can be emailed to hsoffcampus@holyspirit.ab.ca

Required Signatures

_____ Student	_____ Date	_____ Employer	_____ Date
_____ Parent / Guardian	_____ Date	_____ Off-Campus Coordinator	_____ Date