



# OFF-CAMPUS WORK AGREEMENT

Wheatland Crossing School  
Golden Hills School Division #75



Program: Work Experience 15/25/35

Date:

Job Title/Trade:

## BETWEEN

A. Name of Student: \_\_\_\_\_ S.I.N.: \_\_\_\_\_  
(herein called the "Student")  
Address: \_\_\_\_\_ Postal Code: \_\_\_\_\_  
Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ Age: \_\_\_\_\_  
Parent or Guardian's Name: \_\_\_\_\_

B. Business Employer: \_\_\_\_\_  
Supervisor: \_\_\_\_\_  
Company Address: \_\_\_\_\_  
Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ Fax: \_\_\_\_\_

C. School Supervisor: Tiffany Phillips  
School Address: P.O. Box 99, Standard, AB T0J 3G0  
Phone: 403 644-3791 Fax: 403 644-3813  
E-mail: tiffany.phillips@ghsd75.ca

## WHEREAS:

1. The Board has approved an Off-campus Education program for pupils in its school pursuant to section 37 of the *School Act*.
2. The employer named above, the student and the student's parent or guardians (where he or she has signed this agreement) have agreed to participate in the said Program named above on the terms and conditions herein set forth.

## TERMS OF THIS AGREEMENT:

### 1. Period of Agreement

The Student shall, from \_\_\_\_\_ to \_\_\_\_\_ faithfully, honestly and diligently serve the Employer and devote his/her whole time and attention to such employment during the hours of employment hereunder prescribed.

### 2. Hours of Work

Off-campus education for both junior and senior high school students shall take place between 7 a.m. and 10 p.m., Monday through Sunday.

Hours of employment shall be from:

\_\_\_\_\_ to \_\_\_\_\_ Monday-Friday  
\_\_\_\_\_ to \_\_\_\_\_ Monday  
\_\_\_\_\_ to \_\_\_\_\_ Tuesday  
\_\_\_\_\_ to \_\_\_\_\_ Wednesday  
\_\_\_\_\_ to \_\_\_\_\_ Thursday  
\_\_\_\_\_ to \_\_\_\_\_ Friday  
\_\_\_\_\_ to \_\_\_\_\_ Saturday  
\_\_\_\_\_ to \_\_\_\_\_ Sunday

Varies: (expected hours a week) \_\_\_\_\_

In the event the Student shall be employed by the Employer outside the scope of this agreement, the Employer and Student are subject to the *Alberta Labour Relations Code*, the regulations and orders there under.

### 3. Worker's Compensation

By Workers' Compensation Regulation AR 427/81, the Student participating in this program is deemed to be a "worker" of the Alberta Government for the purpose of Workers' Compensation. In the event of an accident, the student would be unable to sue the employer.

### 4. Termination

Any party to this agreement may terminate it at any time by giving adequate written notice of termination to the other parties involved.

### 5. Supervision

During the hours of employment, 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. Evaluation

The Employer shall at the request of the school supervisor, complete applicable program documentation and evaluate the student in the performance of his or her duties and report such evaluation on a form from time to time provided to the Employer by the school supervisor.

### 7. Full-time Employee Tenure

The Employer agrees that the employment of the Student, 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, except in the case of the Registered Apprenticeship Program.

### 8. Remuneration

There is no expectation of remuneration (pay) for a Work Experience or Green Certificate Program, however; students may be paid and students must be paid at least minimum wage for the Registered Apprenticeship Program, the Health Internship Program and the Forestry Internship Program.

### 9. Safety

The employer will ensure that the student is provided with safe working conditions and is not exposed to any unreasonable or unlawful risk or dangers at the work site. The employer confirms that the work site is in compliance with all applicable federal, provincial and municipal legislation including but not limited to, the ***Employment Standards Code***, the ***Labour Relations Code (Alberta)***, the ***Occupational Health and Safety Act*** and related regulations including *Workplace Hazardous Materials Information System* and local and provincial, health, safety, and building standards.

### SIGNATURES:

\_\_\_\_\_  
EMPLOYER

\_\_\_\_\_  
STUDENT

\_\_\_\_\_  
SCHOOL REPRESENTATIVE

\_\_\_\_\_  
PARENT OR GUARDIAN OF STUDENT

# Wheatland Crossing School

P.O. Box 99, Standard, AB T0J 3G0

Tel. 403 644-3791 Fax 403 644-3813

## WORK EXPERIENCE TIME SHEET

STUDENT: \_\_\_\_\_

PHONE: \_\_\_\_\_

PLACEMENT: \_\_\_\_\_

PHONE: \_\_\_\_\_

SUPERVISOR: \_\_\_\_\_

Date dd/mm/yy	Description of duties	Total Hours	Employer's Initials

TOTAL HOURS (THIS PAGE): \_\_\_\_\_

SUPERVISORS' SIGNATURE: \_\_\_\_\_

COMMENTS (IF NEEDED):

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## Work Experience Assessment

Student Name \_\_\_\_\_ Final Mark \_\_\_\_\_ /100

Markers Signature \_\_\_\_\_

PUNCTUALITY AND ATTENDANCE	RATING					
Punctuality	5	4	3	2	1	N/A
Attendance	5	4	3	2	1	N/A
PERSONAL QUALITIES AND WORK HABITS	RATING					
Cooperativeness-ability to work with others	5	4	3	2	1	N/A
Adaptability-ability to adapt to new tasks or situations	5	4	3	2	1	N/A
Willingness to accept suggestions for improvement	5	4	3	2	1	N/A
Practices self-control	5	4	3	2	1	N/A
Reliability-completes tasks on time, can be depended on	5	4	3	2	1	N/A
Initiative-eager to learn, seeks additional work	5	4	3	2	1	N/A
Demonstrates interest and enthusiasm for the job	5	4	3	2	1	N/A
General grooming and appearance	5	4	3	2	1	N/A
EXECUTION OF WORK DUTIES	RATING					
Ability to learn and complete tasks	5	4	3	2	1	N/A
Tools and equipment used in an effective and safe manner	5	4	3	2	1	N/A
Neatness of work	5	4	3	2	1	N/A
Speed of work completion	5	4	3	2	1	N/A
Works consistently and conscientiously	5	4	3	2	1	N/A
PROCEDURES, PRACTICES OR SERVICES SPECIFIC TO MY JOB	RATING					
1.	5	4	3	2	1	N/A
2.	5	4	3	2	1	N/A
3.	5	4	3	2	1	N/A
4.	5	4	3	2	1	N/A
5.	5	4	3	2	1	N/A

Please rate the student by circling the number that best describes the student's performance.

**RATING SCALE:**

- 5 Excellent
- 4 Very Good
- 3 Satisfactory
- 2 Needs Improvement
- 1 Unsatisfactory
- N/A Not Applicable

\*\*\*\*\* Please give the student a mark out of 100 %