

Work Agreement

Date: _____

Between

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

Address and Postal Code: _____

Telephone Number: _____ Supervising Teacher: _____

B. **Name of Employer:** _____ Telephone Number: _____

Company Address: _____

WHEREAS: _____ Supervising Officer: _____

1. The board has approved an Off-campus Education Program for students in its school as per the *Education 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 their whole time and attention to such employment during the days and hours of employment hereunder prescribed.

2. **The student must be under supervision while working (no lone worker policy allowed)**

3. **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 **no more than 30 hours** per week during school and **40 hours** per week in the summer as listed below

Employment shall take place between 7 AM and 10 PM during the term of this agreement unless identified in section 3C and 3D of this document

Monday: _____

Tuesday: _____

Wednesday: _____

Thursday: _____

Friday: _____

Saturday: _____

Sunday: _____

OR Hours will

Vary ☐

Where a student is required to work outside the recommended maximums, complete item (c) and (d).

- (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 "*Off-campus Education Handbook*" (2026). 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. _____

(ci) **Approval of Student Schedules Outside of Recommended Hours of Work**

Based on sufficient due diligence, the off-campus teacher approves of the student working outside of the recommended hours of work:

☐ Approved ☐ Not Approved ☐ N/A

Off-campus Teacher (please print full name): _____

Date: _____ Signed: _____

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.

Additional Supervisors: _____

The student must be under supervision while working (no lone worker policy allowed)

6. **Evaluation** – The employer shall, at the request of the board or its representatives, evaluate the student in the performance of their 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. **Insurance** – 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.

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.

Signatures:

Employer:

Student

:

Board of Trustees Representative

Parent or Guardian of Student