



MEDICINE HAT SCHOOL DISTRICT No. 76

601 - 1 Ave., S.W.
Medicine Hat, Alberta, T1A 4Y7

OFF-CAMPUS EDUCATION AGREEMENT

Date: _____

A

Student's Name: _____

Phone: _____

Address: _____

Postal Code: _____

Age: _____

School: Crescent Heights High School

Program: Work Experience

School Coordinator: Kelly Roach

School Phone: 403-527-6641

Cell Phone: 403-504-7890

B

Business Name: _____

No. of Employees: _____

Employer's Name: _____

Employer's Phone: _____

Address: _____

Postal Code: _____

Contact Person: _____

Position: _____

Phone: _____

Supervisor: _____

Position: _____

Phone: _____

The student named in "A" above agrees to be employed and the employer named in "B" above agrees to employ this student under the Off-Campus Education Agreement. This student shall attend school and work, and the parties hereto shall be bound by the following terms and conditions of this Agreement.

1. PERIOD OF AGREEMENT: This agreement shall be in force from: the ___ day of _____ A.D. ___ to and including the ___ day of _____ A.D. ___. During the term of this Agreement the total work periods shall comprise ___ days with ___ hours per day. Any of the parties hereto may terminate the Agreement prior to completion in accordance with the terms hereinafter set out regarding termination.

2. PARTIES TO THE AGREEMENT: The parties to the agreement shall be:
- The student (with parental endorsement) named in "A" above.
- The employer named in "B" above.
- The Medicine Hat Public School Board (hereinafter referred to as MHSD#76)
- The students' parent or guardian (where such parent or guardian is a signatory to this agreement).

3. HOURS OF WORK: This agreement is applicable to Off-Campus Education employment during 7:00 am to 6:00 pm, including agreed unpaid free time for lunch, on regularly scheduled school days. Subject to approval, employment hours may be extended to include hours from 6:00 pm to 10:00 pm Monday to Sunday.

Note: Will the student be working EXTENDED HOURS?

[] Yes

[] No

4. REMUNERATION: Remuneration, if any, for the duration of this agreement, on regularly scheduled school days, and excluding free unpaid lunch time, shall be the rate of \$ _____

5. SUPERVISION:

- The direct supervision of the student employed under this contract shall be vested in the employer.
- The MHSD #76 reserves the right to maintain contact with the student in the position through an appropriate school representative, in order to assist in directing the educational aspects of this program.

6. The employer understands that the student is inexperienced and that there is no warranty as to his or her qualifications.

7. **EVALUATION:** The employer shall be supplied with a standard form for reporting to the school coordinator regarding the evaluation of the student. A final evaluation report shall be forwarded to the MHSD #76 within three days after the expiration of the work period or to the student.
8. **FULL-TIME EMPLOYEE TENURE:** The employer named in "B" above agrees that his participation in this program will in no way affect the tenure of any regular full-time employee now on his staff, nor his hiring practices in regard to full-time employees.
9. **RELEASE AND DISCLAIMER:** In consideration of the MHSD #76 having arranged for Off-Campus Education herein described, it is agreed that the MHSD #76 shall not be liable for any damage, injury or claim whatsoever arising out of any act or omission, of the MHSD #76 or any other party to this agreement. The undersigned student and parent(s) or guardian(s) specifically release the MHSD #76 and its agents and employees with respect to any and all such liability.
10. **INDEMNITY:** The undersigned student and parent(s) or guardian(s) agree to indemnify and save harmless the MHSD #76 and its agents and employees with respect to any expenses, costs, or liability whatsoever arising out of any damage or injury occurring in or in connection with the aforesaid employment.
11. **INSURANCE:** The employer confirms that the student is covered in the same manner as other employees under valid general liability, and automobile insurance policies. If coverage under the employer policy cannot be extended to the student due to the terms of the employer's policy of insurance, the employer shall immediately notify the MHSD #76.
12. **TERMINATION AGREEMENT:** Any party hereto may terminate this Agreement prior to completion by giving to the other parties hereto written notice of such termination. Such written notice shall be delivered to the representative of the Medicine Hat Public School Board involved with the student and the employer and the parent or guardian depending upon which party it is that is giving notice. Such notice shall be effective on the date of delivery of such notice.

In the event a claim is made by or on behalf of a student, and in the event the claim is sustained despite the specific provisions of the Agreement, it is understood and agreed that the proceeds payable under any policy of accident, disability or life insurance that may be applicable through the MHSD #76, shall be deductible from the amount of such claim.

I, the undersigned, hereby acknowledge that I have read and understood the terms of this agreement.

Employer: _____

Student: _____

MHSD #76 Representative: _____

Parent / Guardian: _____

Comments:

Pursuant to the Workers Compensation Act, Chapter W.16, R.S.A. 1980 and regulations thereunder, the Student is deemed to be a "worker" of the Alberta Government for the purpose of Workers' Compensation.

TO THE EMPLOYER

By agreeing to accept this student into your workplace, you have become a valued partner in their educational program. This experience will assist them in making the transition from formal education to the world of work. In order to make this a meaningful learning experience, may we suggest the following:

1. When the student starts work, provide an orientation to your workplace. Explain the purpose of the job or department and how they can make a contribution. Outline daily routines and expectations of all employees including such things as dress code, safety procedures, hours of work, care of equipment, calling in if not coming to work, cleaning up work area and dealing with the public.
2. Recognize that the student is a learner in this new environment and will need more supervision initially as well as an opportunity to feel comfortable in asking questions. They will appreciate being given meaningful tasks that challenge their ability and having the range and level of difficulty increase as they become familiar with the job. Communication between the student and supervisor is vital so that the student can grow in the job.
3. Safety of the student is paramount. While it is an expectation that regulations under the Occupational Health and Safety Act and the Workplace Hazardous Materials Information System guidelines are adhered to in your workplace, students will need an opportunity to learn about them and have the how and why of your operating procedures explained to avoid injury and/or damage to your equipment.
4. In case of an accident or injury, give the first aid or medical attention as required then report it to the teacher - coordinator so the necessary papers can be filled out. Students are covered under Workers Compensation through Off-Campus Education so accidents are not filed against the Employer's account.
5. For the term of this Agreement and the hours specified, students are deemed to be employees of the Alberta Government for Workers Compensation protection and the employer is exempt from paying the minimum wage stipulated by the Employment Standards Code. All other regulations apply. If you hire the student outside of the hours of the agreement, Workers Compensation becomes the responsibility of the Employer and payment of minimum wage is required.
6. Weekly time sheets are an opportunity for valuable communication with the student and teacher-coordinator. The positive feedback on observed strengths and your suggestions for improvement tells the student how they are doing and allows them to set goals for the coming week.
7. Putting learner expectations in writing helps to provide focus for the learning situation. During their visits the teacher should discuss these with the supervisor and make necessary changes to assure challenging but attainable goals for the individual student.

Thank you for becoming a partner in this educational process. We hope you find the experience of working with this student a challenging and rewarding one.

TO THE STUDENT AND PARENT / GUARDIAN

There are two main reasons for students becoming involved in the Off-Campus Education Agreement; to develop the skills, attitudes and expectations to succeed in the workplace and to explore career options and opportunities.

This is a learning situation and the attitude of the student in approaching it will have a significant impact on the benefits gained from the experience. The following points are for your consideration:

1. Be sensitive to the expectations of your working situation in terms of dress code, behavior expectations and language. If in doubt, use your supervisor as a model and ask questions.
2. Follow instructions carefully and ask questions if you are not sure of something. It is better to ask a dumb question than to risk injury or damage to equipment.
3. Safety procedures are to be followed at all times. Many jobs have risks associated with them but following proper procedures and wearing protective equipment serious hazards can be minimized or eliminated. For some work sites you may be required to purchase safety shoes. If you have concerns about the safety equipment you will be required to provide, please consult your teacher-coordinator.
4. You are expected to be at work on time. If you are going to be late or absent please notify your employer with as much notice as possible. Check with your teacher-coordinator to see what procedures are required for reporting to the school if you are going to be away from work.
5. Respect the confidential nature of information at the workplace. Business information must remain a company matter and is not to be discussed outside work.
6. Most jobs include some tasks that are essential to the operation but not necessarily challenging to your ability. Approach these as an opportunity to prove to your supervisor that you are capable of handling more.
7. Be a good employee! Think about what you would like to see a Off-Campus Education student doing if you were the supervisor.

We hope that you will find this an enjoyable and meaningful learning experience. If you have any concerns about the safety of this work station or the suitability of the learning situation, please discuss it with the teacher - coordinator prior to signing this Agreement form.