



ACE PLACE LEARNING CENTRE

ALTERNATIVE CHOICES IN EDUCATION

A JUNIOR/SENIOR HIGH OUTREACH SCHOOL WITHIN THE HORIZON SCHOOL DIVISION

2nd Floor 5329 47 Ave
Taber, AB
T1G 1A0

Telephone: 223-4761
Facsimile: 223-4781
aceplace.horizon.ab.ca

WORK AGREEMENT FORM

Student Name:	Student Cell Phone:
Student Address:	Student Home Phone:
Age of Student:	Student E-Mail:
Medical Information:	
Company/Business Name:	Name of Company Supervisor:
Company Address:	Company Telephone:
Company E-Mail:	
Parent/Guardian Name:	Parent Cell Phone:
Parent E-Mail:	

Whereas

- 1) The Board has approved Work Experience, Registered Apprenticeship, Green Certificate, Dual Credit Programs for pupils in its schools in accordance with section 37 of the *Alberta School Act*.
- 2) The Employer and the Student have agreed to participate in the said Program on the terms and conditions herein set forth.

Period of Agreement

The student shall, from _____ (start date) to _____ (end date or June 19, 2020 whichever is first) diligently serve the employer in the role of _____ (job description).

Hours of Work

Employees 15 to 17 years of age who work in retail or hospitality can only work between 9 pm and 12 am with adult supervision. They can't work between 12:01 am and 6 am. Employees 15 to 17 years of age who work in jobs that are not in retail or hospitality can work between 12:01 am and 6:00 am. However, they require: parental or guardian consent and adult supervision

Duties

A general statement of duties shall be set forth by the employer in conjunction with the school, outlining learner expectations for the student while at the work site. The work place supervisor of the student will only be required to complete a brief check mark evaluation of the student near the end of the completed required hours.

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 or its representative's access to the employment site and student for the purpose of assisting the educational aspect of the program.

Evaluation

The teacher who has been assigned the role of off-campus coordinator will evaluate the student based on evidence of work performance observed, feedback from employers, and student assignments.

Employee Tenure

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

Workers' Compensation

For the purpose of 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 Government of the Province of Alberta during the time they are registered in the off-campus program.

Indemnity

As a result of the Horizon School Division having arranged for this Off Campus Program, at the request of the undersigned parent or guardian, or student and by the virtue of employment with the undersigned employer, both the parent or guardian, or student and the employer agree to indemnify and save harmless the Horizon School Division regarding any claims of any sort, together with the cost and expenses related to such claim, that they 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 the Off Campus Program.

Termination

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

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 Registered Apprenticeship Program where the employer shall pay the student at least the minimum provincial wage as per legislation/statute.

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 or bring civil action against the community partner for damages, loss, etc.
- 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.
- C) Once a student has earned 30 credits and/or completed 750 hours of employment in the off campus program they are no longer insured by the Government of Alberta and will be the employers WCB responsibility.

Required Signatures (Parent signature required for students under the age of 18)

_____ Student (Printed Name)	_____ Student Signature	_____ Date
_____ Parent/Guardian (Printed Name)	_____ Parent/ Guardian (Signature)	_____ Date
_____ Employer (Printed Name)	_____ Employer Signature	_____ Date
_____ Off- Campus Coordinator (Printed Name)	_____ Off- Campus Coordinator (Signature)	_____ Date