



## Chinook's Edge School Division - Administrative Procedures

### EX 2 – 03.1 / Off Campus Education Program Agreement

**Related Procedure:** 2 – 03 Off Campus Education

School Name/Address/Phone  
OCE Coordinator Name and Phone  
and Emergency Phone Numbers

### Off Campus Education Program Agreement (All Off Campus Programs)

#### Part I: Student Information

Name of Student: \_\_\_\_\_ Date: \_\_\_\_\_  
Address: \_\_\_\_\_ Phone: \_\_\_\_\_ Cell: \_\_\_\_\_  
CESD Student Email: \_\_\_\_\_

Hours Required (to be filled in by school staff): \_\_\_\_\_ Credits (to be filled in by school staff): \_\_\_\_\_

#### Part II: Employer Information

Name of Employer: \_\_\_\_\_  
Name of Supervising Officer (person directly supervising student): \_\_\_\_\_  
Cell: \_\_\_\_\_ Email: \_\_\_\_\_  
Additional On-call Supervisor: \_\_\_\_\_  
Cell: \_\_\_\_\_ Email: \_\_\_\_\_  
Company Mailing Address: \_\_\_\_\_ Phone : \_\_\_\_\_

#### Part III: Off Campus Education Agreement

The Board of Trustees Chinook's Edge School Division

Whereas:

1. The Board has approved this program for students in its schools.
2. The Employer and the Student have agreed to participate in the said Program on the terms and conditions herein set forth.

Witnesseth:

#### 1. TERM OF AGREEMENT

The student shall, from \_\_\_\_\_, 20\_\_\_\_ to \_\_\_\_\_, 20\_\_\_\_ faithfully, honestly and diligently serve the Employer and devote their whole time and attention to such employment. If agreed to by both the Employer and Chinook's Edge School Division, the student may be assigned to Summer Off Campus work experience in the same calendar school year to continue their off campus learning with this Employer.

## 2. HOURS OF WORK

The hours of this program of employment shall at a minimum, align with the Employment Standards Regulation (Part 5, Section 53). The student's standard hours of work for this off campus employment shall be \_\_\_\_\_ hours per week as follows:

Monday	
Tuesday	
Wednesday	
Thursday	
Friday	
Saturday	
Sunday	

Where a student is required to work outside of the recommended maximums, additional health and safety parameters must be outlined in the work agreement using the addendum provided.

## 3. TERMINATION

Notwithstanding anything contained to the contrary, any party hereto may terminate this agreement with prior notice to all parties concerned.

## 4. REMUNERATION

Students in this program are exempt from the *Employment Standards Code*. Each employer shall use his/her own discretion as to remuneration for Off Campus Education students.

\*Note: This does not apply to students enrolled in the Registered Apprenticeship Program.

## 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 times permit the board or its representatives access to the employment site and the Student.

## 6. DUTIES

The Student worker agrees to perform for the Employer the duties included in the job description as determined by the Employer and agreed to by the Board or its representative in consultation with the Student and the Parent or Guardian.

## 7. PROGRAM EVALUATION

The Employer shall at the request of the Board or its representatives, evaluate the Student in the performance of his/her duties hereunder, and report such evaluation on a form from time to time provided to the Employer by the Board's representative.

## 8. INDEMNIFICATION

In the consideration of the Board having arranged for this program herein before described at the request of the undersigned Parent or Guardian, and by employment with the undersigned Employer, both the said Parent or Guardian and the Employer agree to well and sufficiently indemnify and save harmless the Board of any or all

Demands, Actions, Proceedings, Liability, Claims, and Damages together with the costs and expenses thereof that hereafter at any time be brought, by or on behalf of the said Student with regard to any injury, loss, damage, expenses and/or costs sustained, or alleged to have been sustained by the said Student howsoever arising from this program.

## 9. INSURANCE

The Board maintains insurance with respect to its liability in school programs.

## 10. WORKERS' COMPENSATION

Pursuant to the *Workers' Compensation Act*, and Regulations and 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 of an incident or injury during non-school hours, please contact one of the following on-call supervisors listed at the bottom of this page. It is critical to process the necessary reports immediately. Please note that if an accident should occur, the accident does not go onto the employer WCB claim, rather, it will go onto Alberta Education's WCB claims.

## 11. WORK SITE – Legislative Requirement – Occupational Health & Safety

The work site/station shall be acceptable in accordance with the requirements of Alberta Provincial Legislation under the *Alberta Occupational Health and Safety Act*, Regulation and Code and the Alberta Employment Standards Regulation and Code. If the work site is a federally regulated industry, then it shall be acceptable in accordance with the legislated requirements as set out by Federal Legislation – Canada Labour Code Part II – Occupational Health and Safety. The Employer shall advise the student as far as it is reasonably practicable to do so, on the attached Work Site Learning Plan, of existing and potential work site hazards and personal protective equipment required to be worn while on the job.

12. TRANSPORTATION - Chinook's Edge School Division Board shall not be held liable or responsible for a student's independent transportation to and from the work site. Students must adhere to any CESD Policies and Administrative Procedures related to transportation in private vehicles as shared within the Off Campus Programming package. No secondary school student, irrespective of age, may drive a private vehicle transporting other students to school-sponsored activities, including off campus approved work experience/RAP placements.

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Signature of Employer

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Printed Name of Employer

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Signature of Student

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Printed Name of Student

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Signature of Parent of Guardian  
(Consent to Student Participation)

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Printed Name of Parent or Guardian

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Signature of OCE Coordinator

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Printed Name of OCE Coordinator

\*Copy to Employer and Student, Original to school\*  
Section 2.4

SCHOOLS ARE NOT PERMITTED TO MODIFY REQUIRED PARTS I TO III