



## Off-Campus Agreement

AF216-A  
06/2025

Date:	Pursuant to the Worker's Compensation Act, Chapter W-16, S.A. 1081 and regulations hereunder, the student is deemed to be a "worker" of the Government of Alberta for the purpose of Worker's Compensation.		
A	Student Name:	Alberta Ed #	
	Student Email:	DOB: (mm/dd/yy)	
Parent Name:		Parent Email:	
Address:		Postal Code:	Parent(s)/Guardian Phone:
Course:		Level	Grade
Off-Campus Coordinator:		School Phone:	Coordinator's Phone
B	Employer Name:	Employer's Phone:	Employer's Fax:
Employer's Address:		Employer's Email:	
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 specified program. This student shall attend school and work. The following terms and conditions of this Agreement hereto shall bind the parties pursuant to Off-Campus Program of Studies.

<p>1) <b>PARTIES TO THE AGREEMENT:</b> The parties to the agreement shall be:</p> <ul style="list-style-type: none"> <li>a) The student (with parental endorsement) named in "A" above</li> <li>b) The employer named in "B" above</li> <li>c) Rocky View School Division No. 41 (hereinafter referred to as "RVS")</li> <li>d) The student's parent or guardian (where such parent or guardian is a signatory to this agreement).</li> </ul> <p>2) <b>PERIOD OF AGREEMENT:</b> This agreement shall be in force from (DATE) to (unless arrangement with the RVS Off-Campus Coordinator).</p> <p>3) <b>HOURS OF WORK:</b> This agreement is applicable to Work Experience employment hours adhering to and aligning with Employment Standard Regulation (June 2018) <a href="https://www.alberta.ca/youth-employment-laws.aspx#toc-5">https://www.alberta.ca/youth-employment-laws.aspx#toc-5</a></p> <p>4) <b>REMUNERATION:</b> Remuneration for the duration of this agreement, on regularly scheduled school days, and excluding free unpaid lunch time, shall be set by the employer.</p>	<p>5) RVS will not be responsible for the student's transportation to and from the work site.</p> <p>6) <b>SUPERVISION:</b></p> <ul style="list-style-type: none"> <li>a) The direct supervision of the student employed under this contract shall be vested in the employer.</li> <li>b) RVS reserves the right to maintain contact with the student in the Work Experience position through an appropriate school representative, in order to assist in directing the educational aspects of this program.</li> </ul> <p>7) <b>ALL RECORDS</b> (Off-Campus Agreement, Learning Plan and Student Evaluation) created together with the employer, student and coordinator are documents subject to the Freedom of Information Act.</p> <p>8) <b>THE EMPLOYER</b> understands that the student is inexperienced and that there is no warranty regarding qualifications.</p>
---	--



## Off-Campus Agreement

AF216-A  
06/2025

<p>9) <b>EVALUATION:</b> The employer shall be supplied with a standard form for reporting to the school coordinator regarding the evaluation of the student. A final evaluation and all records created by the employer shall be forwarded to the RVS coordinator for placement in the official student record file with a copy provided to the student after the expiration of the work period.</p> <p>10) <b>FULL-TIME EMPLOYEE TENURE:</b> The employer named in "B" above agrees that participation in this program will in no way affect the tenure of any regular full-time employee now on staff, nor hiring practices in regard to full-time employees.</p> <p>11) <b>INSURANCE:</b></p> <p style="margin-left: 20px;">a) 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.</p>	<p>b) The employer confirms that the student is covered in the same manner as other employees under valid applicable insurance policies including but not limited to 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 RVS. The employer must provide a certificate of insurance to the Off-Campus Coordinator.</p> <p>12) <b>ACCESS TO INFORMATION ACT AND PROTECTION OF PRIVACY ACT (ATIA) AND PROTECTION OF PRIVACY ACT (POPA):</b> The employer acknowledges that all records, as defined in Section 1(1) (u) of the ATIA Act, which are prepared for the RVS or otherwise provided to the RVS may be subject to the access and privacy provisions of the ATIA Act and POPA.</p>
--	---

I have read the above and hereby consent to the agreement: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Employer signature:	Date:
Parent(s)/Guardian(s) Signature:	Date:
Student Signature:	Date:
Reviewed by RVS Off-Campus Coordinator:	Date:

**Reference:**

- AP216 Off-Campus Education
- Off-Campus Education Practice Guide