

**STRATHMORE HIGH SCHOOL**  
**WORK EXPERIENCE CONTRACT**

A. Name of Student \_\_\_\_\_ School ID \_\_\_\_\_

Cell: \_\_\_\_\_ Home: \_\_\_\_\_ Date: \_\_\_\_\_

A. <i>School Use Only</i>	Course Code: _____
	B.
3 credits (45 hrs)	C. <b>During-school</b>
	5 credits (96 hrs)      10 credits (192 hrs)
	<b>After school</b>
3 credits (75 hrs)	5 credits (125 hrs)      10 credits (250 hrs)      15 credits (375 hrs)

B. Name of Work Station \_\_\_\_\_

Address: \_\_\_\_\_

Phone #: \_\_\_\_\_

Supervisor: \_\_\_\_\_

**1. GENERAL AGREEMENT**

1. Parties to the Agreement-The parties to the agreement shall be:

- (a) The student named in "A"
- (b) The employer named in "B"
- (c) The Golden Hills School Division

The student named in "A" shall be employed under a Work Experience Education Program by which the student shall attend school and work under the arrangements set forth below.

2. Period of Agreement- This agreement shall be in force as specified below or unless terminated by one of the parties of the agreement.

**Check Appropriate Areas:**

QUARTER 1 \_\_\_\_\_  
QUARTER 2 \_\_\_\_\_  
QUARTER 3 \_\_\_\_\_  
QUARTER 4 \_\_\_\_\_  
SUMMER \_\_\_\_\_

## REGULATIONS

1. A student may work every day of the week. Hours of work are from **7am to 10 pm**. The student must work 62.5 hours for three credits and 125 hours for five credits. Each of the Work Experience 15, 25, 35 courses will be available for 3-10 credits. The maximum number of Work Experience credits a student may count toward a diploma is 15 credits. The maximum of Work Experience and Special Projects combined is 30 credits.
2. **REMUNERATION**– Students engaged in Work Experience are eligible for remuneration based on their agreement with their employer.
3. **SUPERVISION:**
  - a) The direct supervision of the student employed under this agreement is vested in the employer.
  - b) The Golden Hills School Division reserves the right to maintain, through the Work Experience Coordinator, or other staff members, contact with this student of this Work Experience position in order to assist in directing the educational aspects of the program.
4. **INSURANCE:** Liability Insurance shall be covered by the Golden Hills School Division. Students are covered by Workman’s Compensation and are deemed workers of the Government of Alberta. 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 GHSD
5. **RELEASE AND DISCLAIMER:** In consideration of the Golden Hills School Division having arranged for Work Experience herein described, it is agreed that the GHSD shall not be liable for any damage, injury or claim whatsoever arising out of any act or omission, of the GHSD or any other party to this agreement. The undersigned student and parent(s) or guardian(s) specifically release the GHSD and its agents and employees with respect to any and all such liability.
6. **INDEMNITY:** The undersigned student and parent(s) or guardian(s) agree to indemnify and save harmless the GHSD 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..
7. **WORK EXPERIENCE EVALUATION:** The employer shall be supplied with a standard form for reporting at regular intervals to the Work Experience Coordinator regarding the evaluation of the student. The student must comply with the policies as agreed upon by the students and the Work Experience Coordinator.
8. **FULL TIME EMPLOYEE TENURE:** The employer named “B” above agrees that his or her participation in this program, will in no way affect the tenure of any regular full time employee now on staff nor his hiring practices in regard to full time employees.
9. **TIME SHEETS:** Time Sheets should be posted at the work site. The student is to hand the time sheet in at the end of each month. They are due by the first school day of the new month. Three credit sections should turn in final time sheet by the 1<sup>st</sup> day of the new quarter. Failure to do so will result in loss of marks. Time sheets must be signed by the supervisor.
10. **ABSENTEEISM:** It is the responsibility of the student to advise the supervisor that he/she will not be coming in that day. Poor attendance will NOT be accepted.
11. **ALL RECORDS** created together with the employer, student and coordinator are documents subject to the Freedom of Information Act. The employer’s file of the student records is kept for a period of one year, at which time they must be destroyed.

---

(Student’s signature)

---

(Parent or Guardian’s signature)

---

(Employer’s signature)

---

(Coordinator’s signature)

**WORK EXPERIENCE JOB DESCRIPTION & FACT SHEET**

**School Program Coordinator:** Carrie Westgard  
Ph. # 934-3135  
Fax # 934-6694  
E-mail carrie.westgard@ghsd75.ca

**STUDENT:** \_\_\_\_\_ Home Ph. # \_\_\_\_\_

**EMPLOYER:** \_\_\_\_\_ Ph. # \_\_\_\_\_

**JOB SUPERVISOR** \_\_\_\_\_ Fax# \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_ E-mail \_\_\_\_\_

**BUSINESS HOURS:** \_\_\_\_\_

---

**A. GENERAL DESCRIPTION OF WORK EXPERIENCE POSITION**

**B. PRIMARY DUTIES**

- 1.
- 2.
- 3.

Other:

**C. Identify any specialized skills needed prior to starting at this work site.**

**D. Identify any safety training/equipment needed to work at this site.**

**E. What are the work policies pertaining to:**

1. Attendance
2. Punctuality
3. Who should be contacted if you will be absent or late
4. Dress code
5. Parking
6. Cellphone use