

STANDARD WORK-SITE AGREEMENT

This is an important and legally binding document. Please read carefully before signing.

The parties to this agreement are the Board of School Trustees of School District #38 (Richmond), the Employer, the parent(s) or guardian(s) of the Student, and the Student. By their signatures, the parties indicate their agreement to the terms and conditions on the reverse side of this agreement.

STUDENT Full NAME: _____ P.E.N. _____

Mailing Address: _____ Work Exp. Program/Course: _____
 _____ Date of Birth (M/D/Y) ____ / ____ / ____

Student email (**PRINT CLEARLY**): _____

Home Phone: _____ **Student Signature:** _____

Student cell: _____ Date of Student Signing: _____

PARENT/GUARDIAN Full NAME: _____ Parent email: _____

Full Mailing Address: *(if different from above)* _____ Relationship to Student: _____
 _____ Postal Code: _____

Home Phone: _____ **Parent Signature:** _____

Parent cell: _____ Date of Parent Signing: _____

BUSINESS/ORGANIZATION NAME: _____ WorkSafeBC #: _____

Full Mailing Address: _____ Postal Code: _____

Supervisor Name: _____ Supervisor Position: _____

Supervisor Phone: _____ Fax: _____ Supervisor Cell: _____

Supervisor Email: _____ **Supervisor Signature:** _____

Signature of Union (if applicable): _____ Date of Supervisor Signing: _____

BOARD OF SCHOOL TRUSTEES – District #38 (Richmond)

School Name: _____ School Board Phone No. 604-668-6000

Supervising Teacher (PRINT): _____ School Phone No.: _____

X Supervising Teacher's Signature _____ School Fax No.: _____

_____ **X School Administrator's Signature**

Date of Teacher Signing: _____ Date of Admin Signing: _____

In case of EMERGENCY, contact one or more of the above contacts immediately.

Students at a standard work site are covered by the Workers' Compensation Act. Students and parent(s) / guardian(s) must be aware that WorkSafeBC coverage is in effect only for the dates and times specified below. (Note: Travel time does not constitute work hours.)

1. **Term** (a) This Agreement shall, unless sooner terminated, be effective from _____ 20____ to _____ 20____ (dates)

(b) The hours / days worked shall be: **(CIRCLE)**

DAY: MONDAY TUESDAY WEDNESDAY THURSDAY FRIDAY SATURDAY SUNDAY

TIME: ____ - ____ ____ - ____ ____ - ____ ____ - ____ ____ - ____

OTHER: _____
 OR OTHER SUCH HOURS/DAYS AS MAY BE AGREED UPON.

2. **Transportation:** The parties agree that the parent(s) or guardian(s) and the Student are solely responsible for the Student's transportation to and from the Employer's Work Site, except:

(If no exception, complete by writing "NOT APPLICABLE". If school Board or Work Site Employer transportation will be provided, describe in detail.)

The information on this form is collected under the authority of sections 13 and 97 of the School Act and will be used for the purposes of administering the Students' educational programs. If you have any questions about the collection or use of this information, contact the Board's Director of Information and Privacy at 604-668-6000.

- 3. Exception** In the event the Student shall be employed by the Employer outside the scope of this agreement, the Student shall be deemed to be an "employee" or "worker" for the purpose of all Statutes of British Columbia.
- 4. Notice of Injury** The Employer will, if a Student is injured, immediately report the occurrence of injury to the School Board, by contacting the School in this agreement.
- 5. Minimum Age** The parent(s) or guardian(s) of the Student warrant that the Student is 15 years of age.
- 6. Employment** The Student worker agrees to enter the employ of the Employer and the Employer agrees to employ and supervise the Student worker.
- 7. Duties** The Student worker agrees to perform for the Employer the duties included in the job description as determined from time to time by the Employer. The Student worker agrees to abide by the Employer's rules and the School Board's guidelines respecting the conduct of Students in work experience programs.
- 8. Supervision** During the hours of employment herein set forth the Student shall be under the direct supervision and control of the Employer, provided however, the Employer shall at all times permit the School Board or its representatives access to the employment site and the Student.
- 9. Work Study- Experience Evaluation** The Employer shall, at the request of the School Board or its representatives, evaluate the Student in the performance of his duties hereunder and report such evaluation on a form from time to time provided to the Employer by the School Board.
- 10. Remuneration** The Employer shall not be obligated to remunerate the Student for the services performed by the Student pursuant to this agreement.
- 11. Worker's Compensation** By Order in Council the Students, for the purposes of the Worker's Compensation Act have been deemed to be "workers" of the Government of the Province of British Columbia. Coverage under the Worker's Compensation Act is restricted to the hours and dates specified in this agreement.
- 12. Indemnity Agreement** The School District agrees to indemnify and hold harmless the Employer, its employees and agents from any and all claims, demands, actions and costs whatsoever that may arise out of the negligent acts or omissions of the School District, the School District's employees or agents, or the Students, in their performance of this agreement, unless such negligent acts or omissions are at the direction of or occasioned by the Employer, its employees or agents.
- 13. Liability Coverage** The School District shall maintain liability coverage to protect the School District, the school District's employees and agents, and the Students during their performance of this agreement.

The School District will not be responsible for any loss or damage to the Employer's property unless such loss or damage is due to the willful acts or omissions of the Student or is caused by the Student acting outside the Student's authorized duties.

This form requires signatures of all parties (School District, Employer, Student) to the agreement.
- 14. Effect on Employees** The Employer agrees that the placement of the Student will not affect the job security of any employee of the Employer and will not affect the Employer's hiring practices. The placement of the Student will be in addition to the Employer's full complement of employees. The Student will not be a replacement for any employee.
- 15. Termination of the Agreement** Any part of this agreement may end it at any time by giving notice in writing to all other parties at the addresses given in the Agreement.
- 16. Confidentiality** The School Board retains the right to disclose to Employers whatever information is necessary regarding the Students who will be supervised by these Employers.

The Employer agrees to keep this information confidential and not to disclose it without the consent of the Student and/or School Board.