



Work Exposure Agreement Offer

This Work Exposure Agreement, dated on _____ 2022, is made between _____ (The “**Employee**”), and _____ (The “**Employer**”) and Bissell Centre’s Job Placement Specialist, Vishal Prasad. This Work Exposure Agreement constitutes an employment agreement between these three parties and is governed by the Employment Standards Code, RSA 2000, c E-9, and as amended from time to time.

Employment Type: _____ Work Hours Per Week: _____
Starting Salary: \$ _____ Per Hour Less Applicable Statutory Deductions
(Bissell Centre Workforce Development Program Will Subsidize 13.33 Per Hour for up to 30 hours per week)

Work Exposure Start Date: _____
Work Exposure End Date: _____ (12-Weeks After Start Date”)

Within the 12-Week Work Experience Program, _____ (The “**Employee**”) will be subject to _____ Employment at _____ (The “**Employer**”). Within this period, the employer will commit to providing appropriate training and onboarding techniques to the employee so that the employee is appropriately integrated into the company’s corporate culture and daily practices. As a result, the paid work exposure is not intended to replace regular company orientations or basic trainings provided by the employer to new employees hired outside of Bissell Centre’s Workforce Development Program

In relation to the Alberta Works Policy Manual, _____ (The “**Employer**”) agrees that there is a reasonable opportunity for on-going employment of the employee; given that the employee meets employers’ expectations based on the Bissell Centre’s “Work Plan” and “Work Experience Employee Review Form” documents.

Following the 12-Week Work Exposure Session, there will be a subsequent 8-Week Work Maintenance and Support Period, in which work maintenance and support may be negotiated between the Employer, Employee and Job Placement Specialist (and other Workforce Development Program Staff). Work maintenance may include but is not limited to addressing individual’s workplace behaviors and employment retention skills, establishing an employment mentor or employer mediation.

In the event of concurrent employment, an employment monitoring plan will be created and documented by the service provider (Job Placement Specialist). The employment monitoring form will consist of on-site interviews, identification, and evaluation of supports with the Workforce Development Participant(s) (The “**Employee**”) and Employer.

If _____ (The “**Employer**”) cannot provide _____ (The “**Employee**”) stable or reliable part-time or full-time employment, or in the case that the _____ (The “**Employee**”) is unsatisfied with the work situation, the Job Placement Specialist will attempt to mediate concerns and arrive at a happy-medium for all parties. In the case this is unattainable, the Job Placement Specialist will request the Employer to become a reference for the Employees Resume and future Job Placements.



Some Workforce Development Participants may require certificate courses such as First Aid/CPR, H2S Alive, and others to enhance their chances of obtaining employment. The cost of these courses will be covered by the Bissell Centre’s Workforce Development Program. If specific certifications are required; we request that the employer notifies the Job Placement Specialist below.

1.: _____ 2.: _____ 3.: _____

Please be advised that the Workforce Development Participant is not entitled to start employment until both the Employee, Employer and Job Placement Specialist complete all the necessary documentation. Documentation may include but is not limited to Employer Employment Contacts, Bissell Centre’s “Work Plan”, and “Work Experience Employee Review Form”.

We look forward to the opportunity to work with everyone involved in an atmosphere that is successful, mutually challenging and rewarding to all parties involved.

Sincerely,
Vishal Prasad
Job Placement Specialist

Vishal Prasad

With the signature below, I accept this Work Exposure Agreement, with the specified terms.

Signature of Employer

Date

With the signature below, I accept this Work Exposure Agreement, with the specified terms

Signature of Employee

Date