



## ***MUNICIPAL POLICY HANDBOOK***

**CODE NUMBER:** 2614

**CATEGORY:** Financial Operations

### **Apprenticeship Return Service Agreement**

#### **Background**

County Council deems it appropriate to encourage post secondary students, upon graduation, to locate in the Athabasca County region to take up employment in professions or positions as identified by Council from time to time.

#### **Policy**

1. The County of Athabasca will participate in an Apprenticeship Return Service Agreement upon decision of Council, made by resolution of Council, as Council deems appropriate.
2. The resolution of Council may contain the following components.
  - a. The amount of award for the Apprenticeship Return Service Agreement shall normally be \$1000.00 for a one year term of study, however Council may choose to increase the total amount.
  - b. Specification with regards to the course of study for which a student may be funded.
3. The Apprenticeship Return Service Agreement shall include a requirement for reimbursement, by the Student in the event of a default on the return service component.
4. An individual student may be awarded an Apprenticeship Return Service Agreement on an annual basis for the maximum number of consecutive years of which are normally required to complete that specific Trade Apprenticeship (normally 4 years).
5. The selection of the student or students to be awarded an Apprenticeship Return Service Agreement shall be made by the County Manager or his/her designate, the Director of Infrastructure Services or his/her designate, and the Shop Foreman or his/her designate.
6. The 3 member committee shall conduct its business pursuant to County Policy, with a decision by majority vote. The decision of the Committee shall be final.

---

Effective

Policy Date: 09/01/20

Reference: # 09-038

Revision:

---

# APPRENTICESHIP RETURN SERVICE AGREEMENT

THIS AGREEMENT MADE as of \_\_\_\_\_ day of \_\_\_\_\_, A.D. 20 \_\_\_\_.

**BETWEEN:**

THE COUNTY OF ATHABASCA NO. 12  
3602 – 48 AVENUE  
ATHABASCA, AB T9S 1M8  
(hereinafter called the “Sponsor”)

**AND**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
(hereinafter called the “Student”)

**WHEREAS** the Sponsor has established an Apprenticeship Return Service Agreement to provide assistance to an eligible apprentice, and to promote the development of the Heavy Duty Technician Trade within the County of Athabasca;

**AND WHEREAS** the Student has applied to the Sponsor for an Apprenticeship Return Service Agreement to assist him in his course of studies;

**AND WHEREAS** an Apprenticeship Return Service Agreement consists of a financial assistance award from the Sponsor in return for the Student working for a set period of time, as an apprentice in the Heavy Duty Technician Trade for the Sponsor;

**AND WHEREAS** the Student has agreed to work and provide services for the Sponsor as an Apprentice in the Heavy Duty Technician Trade.

**NOW THEREFORE** the parties agree as follows:

1. Upon approval of the Student’s application for an Apprenticeship Return Service Agreement by the Sponsor and upon receipt of confirmation of the Student’s registration in the course of studies, the Sponsor will pay to the Student the sum of \$1,000.00 as an award (upon the Student signing an Apprenticeship Return Service Agreement) in order for the Student to commence or continue in the course of studies, being the Heavy Duty Technician Trade.
2. The Student:
  - a) agrees and undertakes to obtain, from the last day of his studies, employment with the Sponsor for a minimum continuous period of 4 months;
  - b) agrees and acknowledges that his employment under (a) is to be as an Apprentice in the Heavy Duty Technician Trade field of which relates to his course of studies;
  - c) must, in writing, notify the Sponsor within seven (7) days of the following events:
    - i) an absence from classes for the course of studies for a period exceeding five (5) consecutive enrollment days, and the reason therefore; or

- ii) a reduction in his course load below four-fifths (4/5) of that normally expected of a Student in his course of studies; or
  - iii) a withdrawal from the course of studies; or
  - iv) a failure to maintain a passing grade in his course of studies in any academic year; or
  - v) a change of address.
3. The Sponsor may, in its absolute discretion, require repayment in full by the Student of the Apprenticeship Return Service Agreement Award to the Sponsor for failure to comply with Clause #2 of this Agreement.
  4. The Sponsor may waive a default of this Agreement only by written notice to the Student and the waiver shall not affect the rights of the Sponsor with respect to any other default.
  5. The Student agrees and acknowledge that he has the sole obligation to seek lodging to fulfill his commitment under this Agreement and that there is no obligation by the Sponsor to provide any employment position or lodging place to help fulfill this commitment. The Student grants permission for the Sponsor or its designate to release personal information to employers for the express purpose of assisting the student in their search for lodgings.
  6. All notices and other written communications required or permitted under this Agreement can be delivered by hand, or sent by registered mail or faxed to the address as follows:

To the Sponsor: County of Athabasca No. 12  
 3602-48 Avenue  
 Athabasca, AB T9S 1M8  
 Phone: 780-675-2273  
 Fax: 780-675-5512

To the Student: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

7. In this Agreement, wherever the context requires words importing male persons include female persons, and words in the singular include the plural and vice versa.

**IN WITNESS WHEREOF THIS AGREEMENT HAS BEEN DULY EXECUTED BY THE PARTIES HERETO ON THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_.**

**STUDENT:**

**SPONSOR:**

\_\_\_\_\_

\_\_\_\_\_

**WITNESS:**

**WITNESS:**

\_\_\_\_\_

\_\_\_\_\_