



# member update



19 January 2010

Happy New Year!

Welcome back to the new school year. I hope you are all refreshed and ready to take on any challenges that 2010 may bring.

## **Guaranteed Hours**

As this is the first year that Teacher Aides will have guaranteed hours at day eight, I feel it appropriate to remind everyone of the process that should be followed.

All Teacher Aides with letters guaranteeing their hours cannot be forced into accepting a reduction in their guaranteed hours of employment because of a reduction in allocated hours to the school.

Guaranteed hours can only be reduced at the instigation of Teacher Aides concerned for the purpose of work life balance. eg. to work 4 days instead of 5.

Schools must follow the process as outlined in your Certified Agreement (Download a copy of the agreement via this link: <http://www.lhmu.org.au/branches/qld/queensland-teacher-aides-lighting-the-way-together/>). It is critical that Teacher Aides understand the options available to them and **under no circumstances share a proportional loss of hours in response to pressure being applied by either peers or management.**

Should you be requested to voluntarily reduce your guaranteed hours the LHMU suggests you follow these steps;

In the first instance consult with your workplace delegate with reference to the relevant section of the *Dept. Education Training and the Arts Teacher Aides' Certified Agreement 2008, Schedule 1, section 2.3 (Reduction of Hours) and section 2.4 (Managing Surplus Capacity)* and follow the steps as outlined in these sections.

If further clarification is required, delegates should contact Member Assist regarding these steps. Prior to making contact, delegates are requested to consult with Teacher Aides at their school and confirm if other Teacher Aides are affected.

It is suggested that Teacher Aides then meet with administration (Principal and BSM) to discuss the issue and a suggested resolution within the guidelines referred to in the Certified Agreement.

If these discussions do not produce the desired outcome please refer to the grievance procedure as per *Dept. Education Training and the Arts Teacher Aides' Certified Agreement 2008 Part 2 (Consultation, Conduct & Conflict Management) Section 2.7 (Dispute/Grievance Procedure)* with the delegate in consultation with Member Assist.

Be aware that if you voluntarily reduce guaranteed hours for work life balance reasons the school is under no obligation to give those hours back.

**Winning guaranteed hours was a major step in improving job security for Teacher Aides.**

**It is up to all Teacher Aides to make sure the process is followed correctly to ensure their job security continues.**