

CHANGE IN GUARANTEED HOURS FOR TEACHER AIDE'S

(Teacher Aide's Name)  
(Home Address)  
(Suburb). QLD. (Postcode)

Dear (Teacher Aide's Name)

In accordance with the *Department of Education, Training and the Arts Teacher Aides' Certified Agreement 2008*, I write to confirm a change in your hours as a Teacher Aide employed by the Department of Education and Training.

As at <date> your weekly hours at this school will be **X**, including:

- **X** hours guaranteed as at 24 October 2008 (including **X** SWD hours);
- **X** state funded permanent hours; and
- **X** other hours allocated to schools (primary and secondary) that relate to special projects/programs or special needs students or other examples that may arise from time to time. These hours may be changed when funding arrangements change, through consultation and a notice period of one week.

Teacher Aide guaranteed hours can only be reduced at the instigation of the Teacher Aide concerned and for 'work life balance reasons'. Other hours can be reduced after consultation with the Teacher Aides concerned, in accordance with the *Department of Education, Training and the Arts Teacher Aides' Certified Agreement 2008*.

I wish to take this opportunity to thank you for your continued commitment to the school.

I invite you to contact (*Business Services Manager or Principal*) on (*phone number*) should you wish to discuss this matter further.

Yours sincerely

(Name)  
Principal  
(School Name)