



BIGGER, STRONGER, UNITED.
TIM KENNEDY SECRETARY
JO SCHOFIELD PRESIDENT

Template for hours grievance letter: Group

Date: _____

Re: Stage 1 Grievance – Maximisation of Hours

Dear (Insert Principal’s Name)

The purpose of this letter is to formally notify a grievance regarding maximisation of hours at (Insert School Name). This grievance is made pursuant to Clause 3.6 of the Department of Education and Training Teacher Aides Agreement 2018.

Our concerns with maximisation include breaches of the following provisions of the enterprise agreement:

- Failure to properly set or adhere to a Priority Learning Area or to adhere to PLA/s
- Failure to properly consult with permanent staff around maximisation of hours
- Wrongful employment of new teacher aides and/or distribution of hours without following maximisation principles
- Other: _____

A meeting of all permanent teacher aides to resolve this matter is therefore requested within two working days of your receipt of this letter.

In accordance with Clause 3.5 of the Agreement, it is expected that the status quo prior to the flawed maximisation process be maintained. It is a breach of the enterprise agreement to continue with maximisation or any alternative teacher aide employment processes until this grievance is resolved.

Should you fail to resolve this matter in a timely fashion, United Workers Union teacher aides will be meeting to agree our collective action in response.

Signature: _____

Signature: _____

Signature: _____

Signature: _____

Signature: _____