

Implementation Kit

TEMPLATES

VECTEA 2020 MIRROR AGREEMENTS

VICTORIAN EARLY CHILDHOOD AGREEMENT 2021

VICTORIAN EARLY EDUCATION AGREEMENT 2021

IMPORTANT INFORMATION FOR EMPLOYERS

PLEASE READ IMMEDIATELY

TEMPLATES ONLY

FEBRUARY 2022

# APPENDICES - TEMPLATES

## Appendix 1: Confirmation of new agreement letter

[Place on Service letterhead]

[Insert date]

[Insert employee name and address]

Dear [insert name of employee]

**RE: Confirmation of New Agreement**

We wish to confirm that our service is now bound by the provisions of the V**i*ctorian Early* Childhood Agreement 2021 / Victorian Early Education Agreement 2021}.** (Select one) as of **27 January 2022.**

We have applied the employment conditions of this new agreement to your position as an Early Childhood Teacher / Diploma Qualified Educator/Certificate III Educator / Activity Group Leader (*select appropriate position*) from the above date.

The employer is bound by the following in respect of your employment: **{Victorian Early Childhood Agreement 2021 / Victorian Early Education Agreement 2021}.** (Select one).

The amended terms of your employment are in effect from the above date and are set out below:

* Your classification is: [for example “Teacher level 2.3”].
* Your new hourly pay rate is: [insert rate].
* For casual employees, your hourly rate contains a loading of 25 per cent in lieu of any entitlement to holidays, annual leave loading and personal/carer's leave.
* Your incremental anniversary date is [insert date]

Please do not hesitate to contact the undersigned if you wish to discuss the change.

Yours sincerely,

[Insert name]

[Insert position]

I, ……………………………… (employee name) acknowledge receipt of this correspondence.

………………………………… (signature of employee)

Date of signature: / /

## Appendix 2: Sample introduction of change letter

Place on Service letterhead]

[Insert date]

[Insert employee name and address]

Dear [insert name of employee]

**Re: Introduction of change**

The purpose of this letter is to notify you of the changes that [Insert name of service], has decided to implement to your work arrangements as a result of implementing the **{Victorian Early Childhood Agreement 2021 / Victorian Early Education Agreement 2021} (Select one)**. This change is pursuant to clause 9.

**Details of the changes are as follows:**

We consider these changes are necessary for the following reasons:

*[Insert details of the changes to occur. Be specific, such as change in weekly hours from X to Y]*

These changes will commence on **[insert date]**. Your new roster is attached to this letter.

We value your contribution to our educational program highly, and we sincerely hope that together we will be able to continue the high standard of service for our children and families.

You may wish to consult the union about this change. An introduction of change letter can be sent to the relevant union upon request.

If there are any questions or issues relating to this change, which you wish to discuss with us, please advise within 14 days.

Yours sincerely,

**[Insert name]**

**[position]**

Important note: [Delete before sending letter to recipient]

For teachers employed under an industrial agreement, it may be necessary to send a copy of this letter to the relevant union (i.e. AEU or United Voice). Please check the industrial agreement to confirm the requirements. In other cases, it is up to the employer to decide whether it is appropriate to send a copy of this letter to the relevant union. If the notice of change is not to be sent to the union, please modify this letter accordingly. Please contact ELAA if you require further assistance.

## Appendix 3: Sample letter to the employee’s union

[Place on Service letterhead]

[Insert date]

[Retain union name as applicable]

United Voice Australian Education Union

Ground floor PO Box 363

117–131 Capel Street ABBOTSFORD VIC 3067

NORTH MELBOURNE VIC 3051

Dear [insert name of union representative],

**Re: Introduction of change**

[Insert name of service] has decided to implement changes to the employment of [insert name of employee] who is employed in the position of [insert position, such as teacher/early childhood educator], and [commence/commenced] on 27 January 2022.

These changes are made as a result of the implementation of the {Victorian Early Childhood Agreement 2021 / Victorian Early Education Agreement 2021}. (Select one).

Details of the changes are outlined in the attached letter, notifying the staff member of the changes.

In the event that either the employee and/or the union wish to make comments regarding this matter, please contact the undersigned within 14 days of receiving this letter.

Yours sincerely,

**[Insert name]**

**[position]**

**Attachment:** Introduction of change letter to employee

Important note: [Delete before sending letter to recipient]

This letter is only to be provided at the employee’s request, with the introduction of change letter attached.

This is a sample letter to be used as a guide when following the introduction of change procedure. ELAA members who wish to nominate ELAA as their representative to support them in this matter must inform the employee and union about this nomination, and send a copy of the letter to ELAA.

## Appendix 4: Template employee roster

**[Place on Service letterhead]**

**[Insert date]**

**[Insert employee name]**

**[Insert position]**

**Dear Name**

In accordance with the changes to your working arrangements following our consultation meeting/s held on **{INSERT DATE},** your new roster is as follows:

|  |
| --- |
| Arrangement of hours |
| Day | **Start time** | **Finish time** | **Session times** | **Non-teaching/****non-contact times** | **Meal break****time** | **Meal break paid /unpaid** |
| Monday |  |  |  |  |  |  |
| Tuesday |  |  |  |  |  |  |
| Wednesday |  |  |  |  |  |  |
| Thursday |  |  |  |  |  |  |
| Friday |  |  |  |  |  |  |

Your new roster applies from **[insert date]**

**Meal breaks will be taken as follows:**

[Delete options that do not apply]

* You will take a 30-minute unpaid meal break commencing at the time shown on the roster. This break will be free of all duties and will not count as time worked.
* You will take a meal break commencing at the time shown on the roster. This break will be concurrent with non-teaching (non-contact) time. It will be included in your paid hours.
* You will take a meal break commencing at the time shown on the roster but will be required to remain on the premises to meet regulatory requirements. This break will be considered as part of your non-teaching (non-contact) time and included in your paid rostered hours.