



Information for AEU Workplace Representatives

2010

OUR WORKPLACE REPS
ARE **CRUCIAL** TO THE
EFFECTIVENESS AND SUCCESS
OF OUR UNION. THEY ARE
THE **VITAL** LINK BETWEEN THE
UNION AND ITS MEMBERS.
THE TASKS REPS PERFORM
ARE MUCH APPRECIATED AND
HIGHLY VALUED.

IT IS VITAL THAT WE HAVE REPS
WHO **CARE**, ARE **COMMITTED**
AND WHO ARE PREPARED TO
ATTEND TRAINING SO THAT
THEY OBTAIN THE NECESSARY
SKILLS AND KNOWLEDGE. TO
COMPLEMENT THIS TRAINING,
**AEU ORGANISERS ARE
AVAILABLE TO VISIT, SUPPORT,
ADVISE AND ASSIST REPS.**

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ELECTING WORKPLACE REPS

In the first week of each school year, the current Reps or active workplace members should call a workplace meeting to elect the workplace Reps.

- One teacher Rep and one support staff Rep is normal for most workplaces.
- You should consider electing a team of workplace Reps to share the load unless your workplace is very small.
- Nominations should be called for from within the membership of the workplace. Once nominations have been received, then an election should be held.
- One member of the branch should be appointed as returning officer and this person should conduct the ballot.
- If only one person nominates, members should be asked to endorse the appointment by a majority vote.

Once the Reps have been elected, the form in this booklet should be filled out and returned to the AEU head office.

This is needed so that our records are kept up-to-date and so ensure effective communication.

Workplace Reps that are correctly elected or endorsed by their staff will receive a certificate of acknowledgement from the Union.

THE ROLE AND RESPONSIBILITY OF THE WORKPLACE REPS

The very first job of the newly elected Reps is to ensure that a regular slot for an AEU meeting is included in the workplace meeting schedule. This will ensure there is enough time for the members to meet on a regular basis.

- Reports can be given at staff meetings but these meetings are not suitable to deal with workplace or member issues.
- Try to ensure you set your meeting time when all or most members can attend. Don't overlook your Support Staff or part-time members.
- It would be wise for the workplace Reps to ensure that they have a group of members who are willing to assist in the work of an active workplace.
- Union Representatives are elected to organise and represent members.
- The role of the AEU Representative includes:
 - communication
 - recruitment
 - representing members' interests in the workplace
 - conducting workplace meetings
 - dealing with members issues at the local level
 - representing members' interests on Union committees.

THE AEU RULE REGARDING SUB BRANCH (WORKPLACE) REPS STATES:

(8) Workplace Representatives shall;

Attend an introductory Workplace Representatives' training course and regularly attend subsequent training provided by the AEU.

- (b) Attend and participate in regional or sectoral meetings of Workplace Representatives or arrange for the workplace to be represented.*
- (c) Maintain and/or improve membership levels at the workplace.*
- (d) Provide updated membership data to the State Manager.*
- (e) Inform and advise members of the services offered by the AEU.*
- (f) Be a contact point for members wishing to communicate with AEU Officers or AEU Officers wishing to communicate with members.*
- (g) Be a contact point for the distribution of AEU information and publications.*
- (h) Encourage members to help and support the Workplace Representative in the running of the sub-branch.*
- (i) Liaise with Union Officers on local issues with management and solve these at the workplace level where possible.*
- (j) Refer issues unable to be handled locally to Union Officers.*
- (k) Facilitate workplace discussion on possible agenda items for AEU Council meetings.*
- (l) Call a sub-branch (workplace) meeting prior to Council meetings to discuss agenda items.*

The Employer must recognise the authorisation of each Union Representative in the workplace and will provide them with;

- reasonable paid time off from normal duties. (“No time” is not acceptable.) See the DoE memo in this document
- periods of paid leave to attend Union training courses (up to five days per year)
- a noticeboard for the display of Union materials
- access to facilities including, meeting rooms, telephones, fax, email, internet, intranet, photocopiers, etc
- awards, agreements, employer policies and procedures
- information on matters affecting employees.

WORKPLACE RETURNS

Although workplace returns are done as a whole at the beginning of each term we encourage AEU Reps to inform the Union of changes at any time that they are aware of them, our membership officers are available at all times to accept emails or phone calls and will welcome any changes to your staffing no matter how trivial. A crucial role of workplace Reps is to ensure that, when they are sent the Union workplace list, it is accurate before returning it to our membership officers. It is important to include all support staff in this return and also as much information on a staff member who is no longer at the workplace. This is vital as it is only through having very accurate returns that we build a picture of our membership density and location.

It is vital that every change in staffing throughout the year is passed on to the membership officers at the union.

We need the following information:

- the names of all AEU Reps in the workplace
- the name of the elected safety rep
- accurate name of each person in the workplace;
- the actual load worked – full time or fraction thereof;
- information about members who may have moved from the workplace;
- information about those who may belong to another or no union
- if a member is on leave as opposed to not being at the workplace, it is important to remember they are still attached to your workplace and should be marked to indicate the type of leave they have taken.

WORKPLACE REPS' TRAINING: (PAID LEAVE AND RELIEF AVAILABLE)

Training for Teacher Reps, Support Staff Reps and Advanced Reps is offered every year and is considered essential by the Union.

- This training will assist you in all aspects of your job.
- This training will cost you nothing and your replacement, together with meals, accommodation and travel expenses, are all covered.
- We will also offer a one day course on the West Coast for Reps in this area. Dates and venues are still to be decided.
- If you are unable to attend one of the courses, then we offer to come to your workplace and run a two hour session specifically for you.
- New Reps Training for Teachers and Support Staff are run over two days. Advanced Reps courses for Teachers and Support Staff are for one day.
- Training will help you understand your role and make you more effective.

You will find the dates and an application form at the back of this booklet.

ELECTED SAFETY REPS

- Under the Workplace Health and Safety Act all workplaces should have an elected safety rep (ESR); large sites can have more than one.
- Training for ESRs is mandated within six months of being elected and is the employer responsibility. The AEU offers this training at no cost to workplaces. (we cannot offer relief replacement as this is not union training).
- The AEU runs ESR training in all parts of the state: Contact the Union to ensure your elected rep can access the training. (to access this training elsewhere would cost between \$500 and \$800)
- The process for a proper election can be found on the Workplace Standards Tasmania Web Site - <http://www.wst.tas.gov.au/> or contact one of our Organisers for advice or assistance.
- If you have no ESR, we recommend an election very early in the year. Under the Act this rep is elected by the staff from within the workplace.

CAPITATION FUNDS (UNION FUNCTION ALLOWANCE)

- These funds are workplace funds that can be applied for and used for any Union activity.
- AEU Reps should apply for the Union Function Allowance and send the application to AEU, PO Box 117, NORTH HOBART, TAS, 7002 or by fax to 6234 3052, marked for attention of Leesa Walker, Accounts Manager.
- Each workplace is entitled to apply twice per year with an allowance of \$3 per AEU member each time.
- A minimum of \$35 is available on each occasion for smaller workplaces.
- The first claim must be made by 30 June and the second claim by 20 December in each calendar year.

You will find the application form at the back of this document.

AEU WEBSITE

- The AEU website is www.aeutas.org.au Reps should make themselves familiar with this site and refer to it often.
- The AEU handbook and copies of all Awards and Agreements are useful tools on this site.
- It is updated regularly to remain current.
- Reps should refer members to the website on a regular basis.
- Reps should become familiar with the Reps Only part of the web site, which contains valuable information specifically for Reps.

SUB-BRANCH REP ELECTION FORM

Please return this completed form to:

State Manager
AEU
PO Box 117
NORTH HOBART TAS 7002
or fax to 6234 3052

At a workplace meeting convened on/...../2010, the following members were elected or endorsed as Workplace Representatives by the AEU members present:

Workplace Information

Workplace:

Physical Address:.....

Phone:..... Fax:.....

Principal/Manager:.....

Workplace Representative(s) representing Teacher members:

Name:.....Mobile Ph:.....Email:.....

Name:.....Mobile Ph:.....Email:.....

Name:.....Mobile Ph:.....Email:.....

Workplace Representative(s) representing Support Staff members:

Name:.....Mobile Ph:.....Email:.....

Name:.....Mobile Ph:.....Email:.....

Name:.....Mobile Ph:.....Email:.....

(Although we do recommend having separate representatives for both groups if the same person(s) represent both Teacher and Support Staff members, please write "as above".)

Signed: Date:

RETURNING OFFICER

ENROLMENT FORM – TEACHER – SUPPORT STAFF

I wish to enrol in the New Reps' Training (please tick):

- South 18 – 19 March, AEU Office, 32 Patrick Street, Hobart RSVP 4 March
- North/North-west 25 – 26 March, venue TBC RSVP 11 March
- Support Staff Reps 29 – 30 April, venue TBC RSVP 15 April

Personal Details

Date:..... AEU membership number:

Workplace:

Mr/Ms Surname:.....

Given names:

Home address:

.....

..... Postcode:.....

Work phone:..... Private phone:.....

Email:.....

Relief

Please tick if you require relief. How many hours?

Child Care

Please tick if you require Child Care.

Childcare costs will be reimbursed by the union.

Accommodation

Please tick if you require accommodation (if applicable)

Morning tea and Lunch will be provided. Please let us know of any special dietary requirements.

IMPORTANT! Please let us know if you enrol but are then unable to attend. This training is for AEU members only. Please send completed form to:

AEU

Reply Paid 117

NORTH HOBART Tas 7002 or

fax to 6234 3052 or

email gayem@aeutas.org.au or

enrol online at www.aeutas.org.au

ENROLMENT FORM ADVANCED REPS' – TEACHERS AND SUPPORT STAFF

I wish to enrol in the Advanced Reps' Training (please tick):

- South - July 16th AEU Office, 32 Patrick Street, Hobart RSVP
- Launceston - July 9th, venue TBC RSVP
- Devonport - July 8th, venue AEU Office Best Street, Devonport RSVP

Personal Details

Date: AEU membership number:

Workplace:

Mr/Ms Surname:

Given names:

Home address:

.....

..... Postcode:

Work phone: Private phone:

Email:

Relief

Please tick if you require relief. How many hours?

Child Care

Please tick if you require Child Care.

Childcare costs will be reimbursed by the union.

Accommodation

Please tick if you require accommodation (if applicable)

Morning tea and Lunch will be provided. Please let us know of any special dietary requirements.

IMPORTANT! Please let us know if you enrol but are then unable to attend. This training is for AEU members only. Please send completed form to:

AEU

Reply Paid 117

NORTH HOBART Tas 7002 or

fax to 6234 3052 or

email gayem@aeutas.org.au or

enrol online at www.aeutas.org.au

AUSTRALIAN EDUCATION UNION UNION FUNCTION ALLOWANCE

Each school is entitled to hold two social functions per year with an allowance of \$3 per staff (AEU) member each time. A minimum of \$35 is available on each occasion for smaller sub-branches. The first claim must be made by 30 June and the second claim by 20 December in each calendar year.

The AEU Representative must apply for the Union Function Allowance and send the application to AEU, PO Box 117, North Hobart, Tas, 7002 or fax 0362 343052, Attention: Leesa Walker, Accounts Manager.

Application for Union Function Allowance

Name of School:.....

School Postal Address:

AEU Rep/Contact Person:.....

Date of Function:.....

Purpose (eg meeting, social get-together):

.....

In the interests of increasing union awareness, please display the 'With Compliments of the AEU' sign at your function.

You don't have to prove how you spend your claim, but you can SAVE YOUR UNION MONEY! If you send us receipts for your purchases we are able to claim back GST.

AEU Authorisation State Manager

OFFICE USE ONLY

Authorisation of payment/allocation of expenditure

Total AEU Membership _____ x \$3.00 per member

Union Function Allowance 60610 \$ _____

Cheque Number __ _ _ _ _ Date _____

Memo

To: Principals and Managers
From: Kerrie Moss, Director (Human Resources Management)
Date: 13 August 2008
Subject: Reasonable Time Off for Workplace Union Delegates

Workplace Union Delegates are formally recognised through detailed and specific provisions in the Teaching Service and Public Sector Union Wages Agreements.

The provisions contain a number of rights for Workplace Union Delegates.

Specifically, the provisions provide for:

- Recognition by the employer
- The right to represent members on workplace issues
- The right to representation on consultative committees
- The right to reasonable paid time to fulfil their role
- The right to call meetings of members and non-members to discuss union business
- Access to:
 - private room to meet with individual members and perform union business
 - telephone, facsimile, post, photocopying, internet and email facilities and an appropriate notice board
 - information including awards, agreements, statements of duty, departmental and governmental policies and, where available, staff lists
- Access to five days paid training leave in any one calendar year
- The ability to participate in internal union forums and committees

All Principals and Managers are asked to ensure that Workplace Union Delegates are afforded their rights under the agreements and particularly that reasonable paid time is allowed for Delegates to fulfil their role.

Reasonable paid time is not defined under the agreements and it is suggested that an understanding be reached with Workplace Union Delegates as to what constitutes reasonable paid time within your workplace or unit. It should be noted that no paid time will not meet the requirement for reasonable paid time.

If you would like advice on this particular matter, please contact Michelle Castle, Senior Workplace Relations Consultant, Human Resources Management Branch on 6233 7116, or for school-based staff, contact the Human Resources Manager within your Learning Services.

Kerrie Moss
Director (Human Resources Management)