

<date>

<name of principal>

<name of school>

Dear <name of principal>

**RE: Translation for fixed-term to ongoing employment**

The Victorian Government Schools Agreement 2013 outlines that the standard mode of employment is ongoing 21 (2) (a) and provides for the following in respect of both Education Support Staff and teachers on contract qualifying for ongoing employment:

*For the purposes of clause 21 (2) (f) 'The employer should offer ongoing employment to any eligible employee where a suitable ongoing position becomes available in the school'.*

*Sub-clause 21 (2) (g) states that an 'eligible employee means a fixed term employee, employed continuously for longer than a complete school year, inclusive of all school vacation periods':*

- (i) In response to a vacancy advertised for longer than 12 months;*
- (ii) In response to a vacancy advertised for 12 months or less resulting in two or more fixed periods of employment; or*
- (iii) In response to two or more vacancies advertised for 12 months or less resulting in two or more fixed periods of employment;*
- (iv) In response to an advertised parental vacancy in the second or subsequent year of that replacement.*

The AEU sub-branch understands that the following AEU members are eligible to be offered ongoing employment when a suitable ongoing position becomes available in the school:

*<insert names of individual AEU members who are eligible>*

We request that you meet with the sub-branch executive *<representative/s>* to discuss what opportunities there are now and in the future to offer ongoing employment to our members, at the earliest opportunity. We understand that the Agreement allows for limited exceptions for an eligible employee not to be translated to ongoing and if there are any cases where you do not think you can translate, we ask for these to be explained to us in writing.

Please contact *<insert AEU representatives' names>* to arrange a suitable time to meet. We look forward to working with you regarding this matter.

Yours sincerely,

*<insert name(s) of sub-branch representative/s>*

On behalf of *<insert school name>* AEU sub-branch.