

WAYS OF WORKING AGREEMENT

Different generations have their own ideas, rules and ways of working. It's worth your while to sit down with your new employee to outline your expectations, set some ground rules and reach a mutual agreement with a "ways of working" document. Both parties can sign the document to formalise the agreement.

The template below will get you started on developing a useful "ways of working" agreement that suits your needs.

1. EMPLOYEE WORKING HOURS

a) Start times and finish times

Working hours are from toeach working day. We might sometimes ask you to complete additional tasks or work longer hours as part of your role, but your manager will discuss this with you first.

b) Weekend

You may be required to work some additional hours over the weekends.

c) Sick days

Sick and unable to come to work? Inform your manager by phone (not text!) by 8am latest on the day you're unable to come to work.

You have sick days per year. If you are sick for more than consecutive days, you will need to submit a doctor's certificate

After sick days in the year, you will need to submit a doctor's certificate for every ongoing sick day.

If you simply fail to turn up for work and don't let us know why, we will treat it as a performance issue, and deal with it immediately. If the behaviour is repeated, it may result in the termination of your contract.

e) Communication between employee and employer

If you are late for work, have a problem getting to work or need to inform your employer/manager about something, contact this person:

.....
Contact them by phoning them on

.....
Text messages are not acceptable.

f) Holidays/time off

If you require a holiday day or time off, we require holiday requests weeks in advance.

2. EMPLOYEE ETIQUETTE

a) Mobile phone use

Mobile phones are not permitted at work for personal use. You may use your phones in your lunch breaks but not during work hours unless agreed otherwise.

b) Use of Facebook and social networking sites

Unless your work requires it and your manager has agreed to it, you are not allowed to use social networking sites at work. You may use them during your lunch breaks.

c) Answering the phone

If the work phone rings, please answer it using this greeting:

.....
.....

If you need to take a message, take down the person's name, phone number and a brief message, and advise them when they will be receiving a call back.

3. EMPLOYEE PERFORMANCE

a) Feedback/performance discussions

We'll review your performance after the first three months on the job. Your performance discussion will include how you are performing at your job and at TAFE, according to our agreed ways of working.

If there are any challenges, we'll discuss them and agree on a time frame in which to fix them. You will be given goals to work towards in your current role.

This is also a good time to discuss any training, development or support you feel you need, or would like.

After this first discussion, performance reviews will happen every six months.

b) Confidentiality

We'll review your performance after the first three months on the job. Your performance discussion will include how you are performing at your job and at TAFE, according to our agreed ways of working.

If there are any challenges, we'll discuss them and agree on a time frame in which to fix them. You will be given goals to work towards in your current role.

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4. WHERE TO ASK FOR HELP

If you have challenges that you are struggling to deal with, need support or want to find out more about job-related issues, your go-to person is:

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.....
.....
.....

5. SIGNATURES

I have read and agree to the above ways of working. I understand that not following this agreement will be a breach of this contract and may impact my position.

Signed

.....
Print Employee's name

Signed

.....
Print Employer's name