



Work profile Permanent Part-time employees

Use for teachers and support staff (KA & TS)

To ensure that part-time employees are paid correctly our payroll records need to be up to date and accurate (especially for when leave is taken – ie. sick, bereavement, parental). This Work Profile form is to be completed each time there is a permanent change to the total daily hours a part-time employee works.

Employee Name _____ Kindergarten _____

Start/effective Date _____ Total Hours/week _____

	Start time	End time	No of hrs Child contact 1	No of hrs Prof/Rel time 2	Total daily paid hours 1+2*
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					
Total Weekly hours					

**If your total daily paid hours (Child Contact and Professional/Release time) equals 5 hours or more, a minimum ½ hour unpaid lunch break should be allowed for during your hours of work(start/end times).*

Teachers - When altering your daily hours please ensure you meet your weekly child contact and/or professional time requirements as set out in the guide below – these are approximations only

<i>Size of part-time position</i>	<i>Child Contact hrs</i>	<i>Total hrs/wk</i>
0.45	10.75 – 11.75	18
0.55	13.5 – 14.25	22
0.625	15.25 – 16.25	25
0.75	17.25 – 20 (avg 2 week roster)	30

Signed _____
Employee

Signed _____
Head Teacher