Micro-assignment – email template

**Table of Contents**

**Blank email templates1**

Micro-assignment agreement – role details1

 Micro-assignments agreement3

**Example email templates6**

Online facilitation coach6

 Salesforce developer12

**Blank email templates**

Micro-assignment agreement – role details

|  |  |
| --- | --- |
| **Purpose of temporary move**  |  |
| **Opportunity objectives**What objectives does the person taking the opportunity need to achieve? |  |
| **Benefits** | *Benefits to host agency, home agency and person taking the temporary opportunity.* |
| **Commitment time**  |  *Hours/days:*    |
| **Start and end date** |  |
| **Location of work and system access**How will you share files and resources?How will you conduct team meetings?Network access – attach relevant forms if required |  |
| **Keeping in touch with home team** |  |
| **Home manager contact details** |  |
| **Host manager contact details** |  |
| **How will the host manager share feedback?** |  |

Micro-assignments agreement

**Background**

* APS agencies don’t require a formal contract or agreement to facilitate a temporary move or collaborative working practices. In an emergency, a short-term move could happen through a conversation and the willingness to make it happen.
* Micro-assignments are best used for short-term, casual arrangements where the two parties either have a close working relationship, or where the placement is part-time (i.e. one day with one organisation, four with the other). This arrangement isn’t recommended for moves outside the APS or for long-term moves.
* Your agency HR or People team can provide more advice on the best approach to temporary moves for your situation.

**Employment and pay**

* The person taking the temporary opportunity remains an employee of the home organisation and subject to their employment conditions with the home organisation. Including relevant enterprise agreements or other relevant employment instruments, hours of work, relevant policies and code of conduct.
* The home organisation will remain responsible for the payment of salary, associated entitlements, any agreed allowances, superannuation and other costs. Remuneration will remain at their existing level. The home organisation will not seek recovery of costs from the host organisation for the costs specified above.

**Other costs**

* The host organisation will agree to pay for any additional resources the person needs to perform the role.

**Security clearance**

* The person taking the temporary move has a security clearance at the level the host agency requested (if required).

**Modifying the arrangement**

* Requests to extend an arrangement or end an arrangement early should be raised with and agreed to by all parties.

**Connection to home organisation**

* The home and host organisation are responsible for ensuring the person taking the temporary opportunity stays connected to their home team.
* The employee should retain access to their home organisation’s network, including emails.

**Workplace health and safety and insurance**

* The person taking the temporary opportunity will abide by the host and home agency workplace health and safety polices.
* The host organisation will provide and maintaining a safe working environment that meets the requirements of the Work Health and Safety Act 2011, Work Health and Safety Regulations 2011, and any relevant codes of practice.
* The home organisation will continue to carry worker's compensation coverage for any compensable illness, injury or disease sustained by the person undertaking the temporary opportunity in accordance with the provisions of the *Safety, Rehabilitation and Compensation Act 1988* and any other relevant laws.
* The host organisation will have the primary duty of care while the person is on the host organisation premises or whilst undertaking work elsewhere for the host organisation, in accordance with the WHS Act. However, the home organisation retains overall responsibility under the WHS Act for person and should provide them with information about their WHS Act responsibilities.
* The host organisation will maintain professional and public liability insurance cover for, and in respect of, the person undertaking the temporary opportunity.
* The host organisation will provide reasonable workplace adjustments including air quality, lighting, provision of appropriate equipment and workstation to meet work health and safety obligations.

**Performance expectations**

* The home organisation is responsible for setting clear expectations for performance and for recording and assessing development

**Example email templates**

Online facilitation coach

From: “Person taking micro-assignment opportunity”

To: Host manager; host manager

Cc: Home agency People Team

Subject: Micro-assignment agreement

Hi Jas,

Thanks for the time on the phone yesterday, I’m interested in taking the micro-assignment for an online facilitation coach with your team.

I’ve run the scenario past my manager, who is comfortable with the arrangement and happy for me to start with your team next week.

As you suggested, I’ve filled in the micro-assignment agreement template and pasted below for our records. Please make any necessary edits and confirm via email.

Thanks,

Alex

Strategic Designer / Home agency

>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>

Micro-assignment agreement – role details

|  |  |
| --- | --- |
| **Purpose of temporary move**  | * To provide facilitation coaching to increase team capability in online facilitation.
 |
| **Opportunity objectives**What objectives does the person taking the opportunity need to achieve? | * Run coaching sessions with the team
* Design and facilitate 2 workshops in partnership with team to build capability
 |
| **Benefits** | * Team saves training budget equivalent to $3,000 in external training costs.
* I gain opportunity to develop my coaching experience and meet new people.
 |
| **Commitment time**  | * 6 x 2 hour coaching sessions over 12 weeks
* 12 hours of training development time
 |
| **Start and end date** | * Start: 4 March 2022
* End: 27 May 2022
 |
| **Location of work and system access**How will you share files and resources? How will you conduct team meetings? | * Collaboration will be virtual, no change to working location.
* Platforms used will be GovTeams and Miro
* No access required to host agency system
 |
| **Keeping in touch with home team** | Not applicable – ongoing work in home team. |
| **Home manager contact details** | * 0412 345 678
* Home.manager@home.agency.gov.au
 |
| **Host manager contact details** | * 0412 345 678
* Host.manager@host.agency.gov.au
 |
| **How will the host manager share feedback?** | * A check-in and email at the end of the opportunity
 |

Micro-assignments agreement

**Background**

* APS agencies don’t require a formal contract or agreement to facilitate a temporary move or collaborative working practices. In an emergency, a short-term move could happen through a conversation and the willingness to make it happen.
* Micro-assignments are best used for short-term, casual arrangements where the two parties either have a close working relationship, or where the placement is part-time (i.e. one day with one organisation, four with the other). This arrangement isn’t recommended for moves outside the APS or for long-term moves.
* Your agency HR or People team can provide more advice on the best approach to temporary moves for your situation.

**Employment and pay**

* The person taking the temporary opportunity remains an employee of the home organisation and subject to their employment conditions with the home organisation. Including relevant enterprise agreements or other relevant employment instruments, hours of work, relevant policies and code of conduct.
* The home organisation will remain responsible for the payment of salary, associated entitlements, any agreed allowances, superannuation and other costs. Remuneration will remain at their existing level. The home organisation will not seek recovery of costs from the host organisation for the costs specified above.

**Other costs**

* The host organisation will agree to pay for any additional resources the person needs to perform the role.

**Security clearance**

* The person taking the temporary move has a security clearance at the level the host agency requested (if required).

**Modifying the arrangement**

* Requests to extend an arrangement or end an arrangement early should be raised with and agreed to by all parties.

**Connection to home organisation**

* The home and host organisation are responsible for ensuring the person taking the temporary opportunity stays connected to their home team.
* The employee should retain access to their home organisation’s network, including emails.

**Workplace health and safety and insurance**

* The person taking the temporary opportunity will abide by the host and home agency workplace health and safety polices.
* The host organisation will provide and maintaining a safe working environment that meets the requirements of the Work Health and Safety Act 2011, Work Health and Safety Regulations 2011, and any relevant codes of practice.
* The home organisation will continue to carry worker's compensation coverage for any compensable illness, injury or disease sustained by the person undertaking the temporary opportunity in accordance with the provisions of the Safety, Rehabilitation and Compensation Act 1988 and any other relevant laws.
* The host organisation will have the primary duty of care while the person is on the host organisation premises or whilst undertaking work elsewhere for the host organisation, in accordance with the WHS Act. However, the home organisation retains overall responsibility under the WHS Act for person and should provide them with information about their WHS Act responsibilities.
* The host organisation will maintain professional and public liability insurance cover for, and in respect of, the person undertaking the temporary opportunity.
* The host organisation will provide reasonable workplace adjustments including air quality, lighting, provision of appropriate equipment and workstation to meet work health and safety obligations.

**Performance expectations**

* The home organisation is responsible for setting clear expectations for performance and for recording and assessing development

Salesforce developer

From: Person taking micro-assignment opportunity

To: Host manager; host manager

Cc: Home agency People Team

Subject: Micro-assignment agreement

Hi John,

Thanks for the time on the phone yesterday, I’m interested in taking the micro-assignment for a salesforce developer with your team.

I’ve run the scenario past my manager, who is comfortable with the arrangement and happy for me to start with your team 2 weeks from now.

As you suggested, I’ve filled in the micro-assignment agreement template and pasted below for our records. Please make any necessary edits and confirm via email.

Thanks,

Nicolette

Salesforce Whizz / Home agency

>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>

**Micro-assignment agreement – role details**

|  |  |
| --- | --- |
| **Purpose of temporary move**  | * To assist the team design and build new features in salesforce
 |
| **Opportunity objectives**What objectives does the person taking the opportunity need to achieve? | * Coaching sessions on Salesforce Platform
* Development of a new feature or webpages
 |
| **Benefits** | * Team saves budget equivalent to $40,000 in external training, vendor costs and procurement activities.
* I gain opportunity to meet new people and work in a new agency.
 |
| **Commitment time**  | * Full time for 6 weeks
 |
| **Start and end date** | * Start: 10 February
* End: 24 March
 |
| **Location of work and system access**How will you share files and resources? How will you conduct team meetings? | * Collaboration will be virtual, no change to working location.
* Host system access will be required, as well as GovTeams access
 |
| **Keeping in touch with home team** | * Fortnightly check-in with my home manager
 |
| **Home manager contact details** | * 0412 345 678
* Home.manager@home.agency.gov.au
 |
| **Host manager contact details** | * 0412 345 678
* Host.manager@host.agency.gov.au
 |
| **How will the host manager share feedback?** | * A check-in towards the end of the opportunity
* Email after the opportunity ends
 |

Micro-assignments agreement

**Background**

* APS agencies don’t require a formal contract or agreement to facilitate a temporary move or collaborative working practices. In an emergency, a short-term move could happen through a conversation and the willingness to make it happen.
* Micro-assignments are best used for short-term, casual arrangements where the two parties either have a close working relationship, or where the placement is part-time (i.e. one day with one organisation, four with the other). This arrangement isn’t recommended for moves outside the APS or for long-term moves.
* Your agency HR or People team can provide more advice on the best approach to temporary moves for your situation.

**Employment and pay**

* The person taking the temporary opportunity remains an employee of the home organisation and subject to their employment conditions with the home organisation. Including relevant enterprise agreements or other relevant employment instruments, hours of work, relevant policies and code of conduct.
* The home organisation will remain responsible for the payment of salary, associated entitlements, any agreed allowances, superannuation and other costs. Remuneration will remain at their existing level. The home organisation will not seek recovery of costs from the host organisation for the costs specified above.

**Other costs**

* The host organisation will agree to pay for any additional resources the person needs to perform the role.

**Security clearance**

* The person taking the temporary move has a security clearance at the level the host agency requested (if required).

**Modifying the arrangement**

* Requests to extend an arrangement or end an arrangement early should be raised with and agreed to by all parties.

**Connection to home organisation**

* The home and host organisation are responsible for ensuring the person taking the temporary opportunity stays connected to their home team.
* The employee should retain access to their home organisation’s network, including emails.

**Workplace health and safety and insurance**

* The person taking the temporary opportunity will abide by the host and home agency workplace health and safety polices.
* The host organisation will provide and maintaining a safe working environment that meets the requirements of the Work Health and Safety Act 2011, Work Health and Safety Regulations 2011, and any relevant codes of practice.
* The home organisation will continue to carry worker's compensation coverage for any compensable illness, injury or disease sustained by the person undertaking the temporary opportunity in accordance with the provisions of the Safety, Rehabilitation and Compensation Act 1988 and any other relevant laws.
* The host organisation will have the primary duty of care while the person is on the host organisation premises or whilst undertaking work elsewhere for the host organisation, in accordance with the WHS Act. However, the home organisation retains overall responsibility under the WHS Act for person and should provide them with information about their WHS Act responsibilities.
* The host organisation will maintain professional and public liability insurance cover for, and in respect of, the person undertaking the temporary opportunity.
* The host organisation will provide reasonable workplace adjustments including air quality, lighting, provision of appropriate equipment and workstation to meet work health and safety obligations.

**Performance expectations**

* The home organisation is responsible for setting clear expectations for performance and for recording and assessing development