



Allocation of Units – 3.01

Rationale:

Units belong to teachers: they are part of the teachers' pay increases now as negotiated by N.Z.E.I. They provide pay enhancement and maintain a career structure. They are used at Longburn School for recognition of extra responsibility and/or areas of leadership.

Principles:

The Board of Trustees is entitled in any one year to a number of units generated by the formula in the Primary School Staffing Orders in Council. It is the Board of Trustees duty to ensure that the process of distribution of Units is-

1. Fair
2. Equitable
3. Clearly understood by all staff.

Key Indicators:

What would we expect to see if the principles identified are being implemented?

- The unit allocation for the school, as per identified on the Ministry of Education's Staffing Entitlement notice to the BOT, will be fully allocated.
- The Principal will provide advice to the Board of Trustees, after consultation with the school's teaching staff, for the use of allocated units to the school.
- The relevant 'Collective Agreement' will be adhered to.
- Teachers job descriptions will include areas of responsibility/leadership that attract the permanent unit/s.
- The BOT, via the Principal, will consult with staff regarding units and their allocation should allocation –
 - Increase
 - Decrease
 - need reviewing due to a change in the management structure of the school.

Guidelines for Teachers:

1. Units must be used for salary.
2. Teachers with Management Units are recognised as having responsibility for tasks relating to school wide programmes and effective learning outcomes.
3. Units will be permanently attached to each fulltime teacher whilst the school remains with a staffing ratio that reflects 2 fulltime teachers (not including the Principal or Principal Release Teacher) in recognition of the extra responsibilities these positions have in a small school environment. Currently this means that each fulltime teacher has 1 MU.
4. Once a unit is permanently allocated this allocation can only change on termination of employment.
5. Fixed term units can be used to reward specific responsibility for a set period of time.
6. A unit can be allocated for a minimum of one term and a maximum of four terms.
7. A unit cannot be split between two staff members.
8. The Board is permitted to change its school's management structure when positions are vacated.

Adopted by the Board of Trustees 14/5/12

Chairperson Date

Review date: May 2014