



3:21 Units and Allowances

The Board of Trustees can use salary units to recognise management or extra responsibilities, and for recruitment, retention and reward purposes.

The total number of salary units available are indicated in the Staffing Entitlement notice from the Ministry of Education each year.

Allowances are allocated to schools who are signatories to a Community of Learning.

Guidelines

1. The school will seek to maintain the 60/40 split of units – permanent and fixed term as set out in the NZEI collective contract.
2. The number of units available in any given year, is generated by the school roll. In the event of units being reduced, a needs analysis as per Part 9A.4 of the Collective Employment Contract may be carried out to redress the permanent/ fixed term ratio. On the basis of this, any necessary redistribution will be undertaken.
3. Part of the appraisal process for all unit holders will include an appraisal of their work associated with these units.
4. Units are not awarded for long service.
5. In general where units are allocated, this is in lieu of release time.

Permanent units

6. Permanent units are for responsibility, leadership and/or professional duties.
7. Unit allocation supports a logical and transparent career structure within the school.
8. DP's/AP's will have an automatic right to management units according to their level of responsibility in recognition of their responsibilities with regard to benchmarking against similar positions in similar sized schools.
9. Once allocated these will remain with the holder until that person resigns or relinquishes the unit in writing or are re-deployed under an NZEI mandated redundancy process.

Fixed term units

10. Fixed term management units are allocated for up to one year.
11. New roles are created on the basis of identified needs in the current strategic plan and annual areas of focus for curriculum delivery and learning outcomes across the school.

12. The principal, after consultation with the teaching staff, will advertise, invite staff to apply by calling for expressions of interest, interview and allocate fixed term units each year and present these to the B.O.T. for ratification.
13. Allocation of units is based on objective criteria, i.e. positions rather than to specific people holding position.
14. Units can be split and paid per term or half year between up to four staff.

Allowances

15. Some positions will be allocated an allowance – e.g. Communities of Learning positions.
16. These positions which can be in-school or across school positions will be advertised within the school and staff will be invited to apply for these positions.
17. Allowances will be fixed term- usually for a year.
18. All allowances will be granted with a job description and the work will be appraised as part of the appraisal cycle.
19. Across school positions will require Board approval *prior* to the teacher being appointed to this role.