



## STAFF UNITS PROCEDURE

### PURPOSE

To provide guidance for the allocation of units which are allocated to the school, in order to ensure fair treatment of employees, and effective management of the school, in accordance with the Ministry of Education funding allocations and the *Primary Teachers' (including Deputy and Assistant Principals and Other Unit Holders) Collective Agreement*.

Appropriate allocation of units will help to motivate and support staff, to enhance learning and to provide career pathways for teachers. Allocation of units will reflect the needs of the school.

### BACKGROUND

Each year the school receives a number of units to be allocated to teaching staff (excluding the Principal). These units have a financial value.

These are units to provide financial recognition to teachers for undertaking specified responsibilities in addition to their teaching duties. At least 60% of the units will be permanent units as specified in the *Primary Teachers' (including Deputy and Assistant Principals and Other Unit Holders) Collective Agreement*. Units provide financial recognition for teachers who have specific responsibilities, skills, qualifications or experience that the school wishes to acknowledge.

### GUIDELINES

1. All teaching staff (both full time and part time) will be eligible to be awarded units, except the Principal.
2. The Principal will consult with staff and the management team before recommending to the Board of Trustees the specific roles and responsibilities to be attached to each unit. The Board of Trustees will take account of all teaching staff in respect of the proposed allocation. The final decision re allocation will be made by the Principal.
3. In recommending the allocation, the Principal will have regard to the learning needs of the students, the needs of the school and the need to motivate and support teaching staff.
4. Units may be allocated on a **permanent or fixed term basis**.
5. When a unit is allocated the teacher involved will be given:
  - A job description specifying tasks, timeframes and performance indicators. These job descriptions will be used for the evaluation and appraisal of the performance of unit holders.

6. Units will be advertised internally. Job descriptions for units will be provided. If there is more than one application for a unit, the Principal will make the decision.
7. Where there is disagreement in respect to the allocation of units, (to a staff member) then the Principal will meet with the applicant who has applied for the unit to discuss the decisions made. The allocation of units will be recorded in the Board of Trustees minutes.
8. The Principal will have discretion each year to allocate one fixed term unit as he /she sees fit. This unit could be shared.
9. The allocation of Units will be reviewed annually upon receipt of notification of the number of units available from the Ministry of Education.
10. Not all Fixed Term Units will necessarily be allocated.  
The Senior Leadership Team will decide the tasks and emphasis which warrant Fixed Term Units for the following year and will appoint the best person to the position.

**Review Responsibility:** *Principal & DP*

**Date Confirmed:** 6 May 2021

**Principal:** *Karla Mitchell*