



## **ALLOCATION OF UNITS PROCEDURES**

Units have monetary value and are awarded to teaching staff for roles relating to leadership of teaching and learning. The number of units available for any one year is allocated by the Ministry of education in the annual Staffing Allowance.

### **RATIONALE**

Effective use of units will result in a management and responsibility structure that meets the needs of our school.

### **PURPOSES**

1. To enable the Board to comply with Collective Agreement requirements.
2. To ensure that the leadership tasks undertaken are rewarded appropriately.
3. To support the Board's 'Good Employer' policies of using the strengths of the staff.
4. To ensure a clear, transparent and fair process that involves and informs staff about the allocation of units.

### **GUIDELINES**

1. The Board will ensure that 2 units be permanently allocated while the school maintains its U2 status.
2. Units available after the allocation of (1) above will be related to leadership of teaching and learning linked to the school's Annual and Strategic Plans and organisational priorities.
3. In Term Four of each year, the Principal will recommend the key focus tasks to the Board. Staff will then be informed of the tasks linked to any units available. Interested staff may then submit an action plan to the Principal.
4. The Principal will recommend a suitable person for each task to the Personnel Committee of the Board and recommend a time frame for each task.
5. A review process for non-appointment will involve addressing a written request for such a review to the Board. A committee of the Board will meet with the staff member and an NZEI or similar representative to attempt to resolve the matter.
6. Units can be redistributed upon the resignation of the holder or if the holder relinquishes them in writing. The selection process identified in Guidelines 3 – 5 will then apply.
7. The Principal will be responsible for fully informing staff about the allocation of units.
8. The Principal will maintain an accurate record of unit holders for the purpose of informing the Board and notifying the Salary Service Centre.
9. Allocation of units will be published and included in Board minutes.

### **CONCLUSION**

This policy affirms the Board's commitment to a management structure that retains a career path as well as providing additional incentives to achieve key operational goals.

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