

Educating for Time and Eternity

Policy No. 2 Allocation of Units

Do not defraud your neighbour or rob him.

Leviticus: 19:13

For the worker is worth his keep.

Matthew 10:10

The worker deserves his wages.

Luke 10:7

Rationale

The Board of Trustees is bound by the requirements of Scripture as well as legislation by the State Sector Act 1988 which requires the Board to be a good employer. The 1998 Collective Employment Contract introduced Management Units and Units for Responsibility, Recruitment, Retention, and Reward.

To create career pathways for teachers and to rethink the leadership roles they will need in the future. To distribute leadership and responsibility according to our school's strategic plan, direction and support our management structure.

Purpose

1. To guarantee all staff that the process of allocating Management Units and Units for Responsibility, Recruitment, Retention, and Reward is transparent.
2. To ensure the implementation of the school's priorities through recruitments, retention and reward of appropriately skilled and knowledgeable teachers.
3. To ensure a balanced management team that supports school processes, procedures and initiatives. M Units = Management and R Units = Recruitment, Responsibility, Retention and Reward.
4. To support the Board's good employer policies of using the strengths of the staff.
5. To enable the Board to comply with Employment Contract requirements.
6. 60% of units must be permanent units, 40% are to be fixed term.
7. Fixed term goals should be achievable, measurable, realistic and have an appropriate time frame.

Guidelines

1. **Allocation:**
 - The allocation of units will be the responsibility of the Principal.
 - Consult staff.
 - Requirements of the Primary Teachers Collective Agreement are met.
 - Allocation of units is based on objective criteria i.e. to positions rather than to specific people holding positions.
 - Manage the process.

- Report to the Board annually on the unit allowance (or whenever any alterations are made) (Principal to do).

2. **Management Units:**

All units are permanent. They can be redirected upon the resignation of a holder or if the holder relinquishes them in writing. These types of units are for the middle management positions.

3. **Teachers designated as Senior Managers**

The job description for these positions would include the professional standards for Senior Managers. For appointments the number of units allocated to these positions will be identified on the job specifications for each position. Unit holders will be required to include their management tasks in a performance agreement which will then be appraised by the Principal annually. At the time of appointment any change of responsibility and status of each position will be reflected in the change of the number of units allocated. If a unit holder leaves during the year then the selection process will apply. Surplus units may then be distributed to other or new management positions to meet identified school needs. It is up to the Principal to notify the Board M and R unit holders annually.

4. **Fixed Term Units:**

Shall be allocated to individuals who are in genuine fixed term roles. That is i.e. roles that come into an end at a specified time or event.

Fixed term units will have a specific time when they will expire. These units will be associated with a job description and a clear process for performance management so that the tenure of the role should be sufficient that the goals of the role can be met. Staff wishing to be considered for a fixed term unit will be required to submit an application to the Principal.

5. **Removal of Management Units:**

Where there is a reduction in the number of management units allocated to the school – the following steps will take place.

- Step 1: The Principal will request a staff member to voluntarily relinquish their unit and responsibility.
- Step 2: If there is no response to the Principal's request he/she will then identify the changes in responsibility and status required to provide a balanced management profile that best meets the current school needs.
- Step 3: The teacher holding the position identifying the unit will be notified in writing of the decision made and the reason why school needs and unit structures needed to be changed.

In case of a dispute a review process will involve a written complaint to the Board.

A Board sub-committee including the Principal in consultation with the staff member will deal with any of the disputes arising.

This dispute should be resolved in a Christian like manner or we should be following procedures as outlined in our Disputes Resolution Policy.

6. **Loss of units:**

When units are lost as a result of role reduction the matter is dealt with in the surplus staffing provisions. Salary protection is available for a staff member where a permanent unit is lost. Where a fixed term unit is lost the protection is only for the period of the fixed term.

7. Other Management Unit Holders:

Teachers other than the Senior Managers who receive management units will have the job specifications, duties and expectations linked to the unit or units stated in their job description.

Conclusion

This policy will be reviewed annually.

Chairman: _____

Date Adopted: May 1999

Review Date: May 2000

2004

September 2008

September 2009

February 2010

June 2013

21 March 2017

May 2020

May 2021