



TE AWAMUTU COLLEGE



POLICY STATEMENT ON MANAGEMENT UNITS AND ALLOWANCES

Rationale

Te Awamutu College will use the units and allowances available to them through the Staffing Entitlement Notice to enhance the school management structure and further acknowledge staff who take on certain responsibilities or tasks.

Purpose

To provide, as far as possible, a structure to allocate available units and allowances in a fair process and with regard to equity.

Guidelines

1. The Principal will allocate units and allowances based on:
 - i. collective agreement provisions or requirements
 - ii. the Strategic and Annual Plan
 - iii. relevant Board policies (eg Equal Employment Opportunities, Equity, Human Resource Management)
2. Units and allowances will be allocated to staff in accordance with the provisions of the Secondary Teachers' Collective Agreement.
3. (a) Fixed term units may be awarded by the Principal for specific periods of time or for a particular assignment or task. Notification of the purpose of a unit shall be given in writing by the Principal. Units may be allocated based on:
 - i. maintaining relativities in pay structure
 - ii. responsibilities undertaken by individual staff
 - iii. responsibilities related to on-going school development
 - iv. need to recruit or retain staff
 - v. purposes other than these that have been cleared by the Board
- (b) The entitlement of the fixed unit will cease upon expiry of the specific time or completion of the specified assignment or task.

4. Permanent Units will be available for redistribution upon the resignation of the holder, or if they are relinquished in writing.
5. Collective Agreement procedures will be followed by the Board in the event of units or allowances being lost due to decrease in allocation.
6. The Principal will be responsible for informing staff of the allocation of units and allowances, for keeping a record of unit and allowance holders, and for notifying the salary service centre.

Conclusion

Te Awamutu College will endeavour to have a fair and equitable procedure for allocating units and allowances.

CHAIRPERSON _____



DATE 2/7/24

PRINCIPAL _____



DATE 2/7/24