



Devon Intermediate School
Te Kura Takawaenga o Ngāmotu

ALLOCATION OF MANAGEMENT UNITS

No 302

Rationale

Each year the roll of the school generates staffing allocations. Part of these allocations are management units which carry remuneration. There are now three types of management units:

- those for permanent positions of seniority
- fixed term units

The school is required, according to the Teachers' Collective Agreement, to consult with the teaching staff on the allocation of units.

Policy Statement

It is the policy of this school to follow the requirements of the Teachers' Collective Agreement relating to management units and in doing so will:

1. fulfill the school's obligation to consult with staff.
2. ascertain the best allocation of units.
3. ensure that due recognition is given to staff for the duties they undertake.
4. follow all provisions set out in section 3.9 of the Collective Agreement

Policy Guidelines

1. Permanent management units will be allocated according to responsibilities held in curriculum, pastoral or management areas of school operation. Such allocations will be at the discretion of the Principal and Board.
2. The Board may from time to time choose to fund a greater number of units than the school roll in fact entitles it to.
3. Fixed term units are allocated separately each year, no more than 40% of total entitlement units will be for a fixed term.
4. Fixed term units may be allocated for a whole or part of a year.
5. The Principal is ineligible for allocation of units.
6. The process of consultation to staff will include divulgence of the total unit allocation, the proposed distribution, the percentage of allocation for fixed term, provision for staff to apply for units, the input of teaching staff to discussion of allocation.
7. The final decision on allocations, following due consultation, will rest with the board which may delegate this task to the Principal.
8. All management units allocated to the school will be used in any one year.
9. Permanent management units which become available due to a vacancy will be advertised nationally and fixed term units will be internally advertised.

Ratified by Board: 6 June 2023

Next Review: June 2026
