



PAPAKAIO SCHOOL



308 Allocation of Units Procedure

GUIDELINES

1. The allocation of Reward Units is consistent with the terms and intentions of the relevant Collective Employment Contract for the teachers concerned.
2. Units are allocated in a form which reflects relative levels of responsibility of permanently appointed teachers and are allocated to incorporate a career path structure for teachers.
3. At least half are allocated permanently.
4. All permanent teaching staff other than the principal are eligible to receive Management units.
5. The teaching staff will be consulted by the Principal regarding initial plans to allocate Management Units to certain areas/developments. These will be based on perceived added work-load in implementing new or current developments, programmes or leadership beyond reasonable, regular expectations of being a teacher. Emphasis will be placed on Board Priorities. The principal will gather staff ideas and their feedback and then decide where Units should be allocated.
6. At the December Board meeting each year the Principal shall recommend to the Board of Trustees, how the Management Units should be allocated for the following year.
7. Once approved by the BOT, staff are invited to show interest in taking on any of the RUNITs; where more than one person shows interest in a particular RUNIT they are asked to submit a written Statement of Interest clarifying their ability and plans to provide significant leadership/service in an area of interest.
8. If there is a dispute or competition for a Unit, a Board of Trustees Personnel Representative will work with the principal to make the decision.
9. Management units are paid as part of regular fortnightly remuneration to the teacher(s) concerned throughout the fixed term of the allocation, e.g. one year or six months.
10. Recipients of a RUNIT will prepare an implementation plan and provide a report at the end of the year. Documentation will be a part of their Appraisal.
11. Teaching Staff are to be consulted regarding proposed changes to these procedures.

