



## **ALLOCATION OF UNITS & MIDDLE MANAGEMENT ALLOWANCES POLICY NAG 3**

### **Rationale**

To manage the annual allocation of salary units (\$4000) and middle management allowances (\$1000) generated by the school's entitlement staffing for the purposes of management, responsibility, recruitment, retention and/or reward.

### **Purposes**

1. To enable school management as led by the principal to create an effective school-wide leadership structure for school operations, development and student achievement
2. To enable school management as led by the principal to resource specific projects, initiatives and programmes as required

### **Policy**

1. MOE funded units and allowances are generated through an MOE staffing formula
2. Units and allowances will be available to all teaching staff at Elim Christian College
3. According to the Area School Teachers' Collective Agreement, up to 40% of the MOE funded units and allowances may be allocated on a fixed term basis. The remainder of the 60% will be allocated on either a permanent or fixed term basis.
4. Any one teacher may hold a mix of permanent and fixed term units and allowances
5. All fixed term units and allowances will have a specified start and end date
6. Each Unit will come with a set of expectations and responsibilities as outlined in the teachers' Job Description, and each Unit holder will be appraised (as part of the school wide appraisal programme) against the set expectations and responsibilities attached to the job description.
7. When Board funded Units are to be allocated, the cost must be reflected in the annual Budget set by the Finance Committee
8. A unit holder may lose their unit in the following ways:
  - Voluntary relinquishment of the unit
  - Competency review; if the unit holder is assessed as having failed to meet the standards and requirements deemed necessary for the proper fulfilment of the "unit-holding" role.
  - Appointment to a new position that does not have a unit(s) allocation
  - Fixed term allocation comes to an end
9. The BOT delegates the allocation of Units and Allowances to the Principal, who will annually present the Unit and Allowances Allocation Outline 'in-committee' to the BOT Personal Committee, at their first meeting of the year.

Ratified by Board: \_\_\_\_\_ Signed for B.O.T.

Date: \_\_\_\_\_

Date for Review: \_\_\_\_\_