



NAG 3 ALLOCATION OF UNITS POLICY

Introduction

The allocation of units will provide a structure which rewards staff members for the undertaking of responsibilities within the school, recruitment, retention and/or reward.

Guidelines

- A Deputy Principal and any syndicate leaders will receive one management unit for responsibilities related to those positions. They may also receive more than one management unit related to extra responsibilities in the school
- The Collective Agreement states that a school must identify at least 60% of the units to be permanent.
- The principal will make the allocation of units, having regard to the needs of the school.
- The allocation schedule will be presented to the board before the end of the year.
- Teachers will be communicated to regarding the outcome of the annual allocation of units.
- If units are allocated to the school during the school year (e.g. because of roll growth or the change in allocation schedules) the principal will decide who should receive the additional unit(s) taking into account tasks being carried out either at the time or those which are planned.
- Unit holders will be required to include their management tasks in a performance agreement, which will be appraised by the school appraisal system. Failure to carry out tasks outlined in the performance agreement may result in the losing of the unit.

Conclusion

Allocation of units will be completed in a transparent and fair process, which complies with Employment Agreement requirements and best suits the management needs within the school.

Date Approved: 15/18/2018	Next Review: /08/2020
Principal:	Board Chair: