



PROCEDURE 3.1.5 (Nag 3)

ALLOCATION OF UNITS PROCEDURE

1. PURPOSE:

- To ensure the fair and equitable allocation of Management Units and Units for Responsibility, Recruitment, Retention and Reward in accordance with the provisions of the Primary Teachers' Collective Agreement 2019-2022.
- To ensure that priority will be given to the allocation of "R" units for the purpose of Reward and Responsibility i.e. Curriculum Leadership as identified in the School Charter and Strategic Plan.
- To assure staff that the process of allocating units is transparent.

2. REQUIREMENTS:

2.1 MANAGEMENT UNITS:

- The management of the process, including consultation with the staff is the responsibility of the Principal.
- The Principal will make recommendations to the Board for final approval.
- The Principal will report annually to the Board of Trustees on the Unit allocations and whenever any alterations are made.
- At least one of the management units must be permanent (if there is an entitlement of 3 or fewer units). If there is an entitlement of over four units, the Board can allocated 40% of them permanent.
- Any extra units allocated on the basis of increased staffing provisions resulting from an increase in the school's roll during the year shall be allocated as fixed term units. Any such units will have the end of the school year as their end date.
- In the event that the school loses a management unit, collective employment agreement procedures relating to surplus staffing and / or units will be adhered to as per section 9A.5 of the Primary Teachers' Collective Agreement 2019-2022.

2.2 "R" UNITS – RECRUITMENT, RETENTION, REWARD AND RESPONSIBILITY UNITS

- The Principal will undertake full consultation with the staff before any "R" units are allocated.
- The opportunity to apply for the unit is offered to any teaching staff member who wishes to carry out the key tasks and assignments.
- "R" units will be allocated to the person who is most qualified for the key tasks and assignments. The key tasks will be included into the unit holder's job description.
- Decisions regarding the allocation of "R" units will be made in the October/November of the year prior to the allocation being made (or during the year in regard to roll growth units).
- Responsibility and Reward units must be given for a specific purpose, task or project.
- A Unit cannot be allocated to two people at the same time. A unit can however be offered to several people on a fixed term basis e.g. four people could share one unit on a term-by-term basis.