

## Distribution of Management Units and Allowances

### 3.2

#### Rationale

1. To ensure the management of the College reflects the goals and objectives of the strategic plan and that the responsibility and performance of managers is recognised and rewarded.
2. To ensure that allocation of Management Units (MU's), Middle Management Allowances (MMA's) and Senior Management Allowances (SMA's) are in accordance with the STCA.

#### Requirements

4. The Board delegates responsibility for distribution of pay units to the Principal up to a limit of 4 units per staff member. For amounts greater than 4 (ie senior leadership positions) an Appointments sub-committee of the Board will decide.
2. The Board delegates responsibility to distribute all MMA's, MU's and SMA's following Section 4.3 STCA and the guidelines agreed by NZSTA, PPTA and MOE to the Principal.
3. The Principal may consult senior managers and other staff with respect to distribution of MU's but he is solely responsible for any decisions within his discretion.
4. The Principal will retain flexibility in distribution within the terms of the Secondary Teachers Collective Employment Agreement. Units may be kept in reserve for the purposes of recruitment, retention and reward and thus the full amount of units need not be allocated at any point in time.
5. The Principal will annually report the distribution of management units, middle management allowances and senior management allowances to the Board. The report will reflect the number and tenure of units and allowances.
6. Where an "actual vacancy" exists to which units of pay may be allocated, this will be advertised in the Gazette mentioning the tenure.
7. Where no actual vacancy exists the internal advertising will occur when a position is genuinely open. If a unit is to be allocated to a specific person already employed and performing a particular function or about to commence that function, then no advertisement is necessary.
8. It is expected that all unit holders will meet all requirements for which units have been allocated. The CEA provides the Board the capacity to reduce or remove either fixed term or permanent units where a teacher is not meeting some or all of these requirements.
9. The reasons that units have been allocated and the requirements to be met must be known by the staff member allocated units.

Adopted by Board of Trustees: 9 December 2019