

**OUR LADY OF THE SACRED HEART SCHOOL****ALLOCATION OF PERMANENT & FIXED TERM UNITS POLICY****RATIONALE**

Each year the roll of the school generates staffing allocations. Part of these allocations are management units which carry remuneration.

There are two types of units:

- units for permanent positions of seniority
- fixed term units

The school is required to consult with teaching staff on the allocation of fixed term units. The school and its management will carry out allocation of units in a process that reflects our gospel values.

**PURPOSE**

1. To facilitate the school's obligations to consult with staff.
2. To ascertain the best allocation of units.
3. To ensure that due recognition is given to staff for the duties they undertake and to develop career pathways.

**GUIDELINES**

1. The fixed term units are allocated separately each year.
2. The principal will conduct a process of consultation with senior staff/staff which allows all teachers an opportunity to make suggestions regarding the use of fixed term units.
3. Fixed term units may be allocated for a whole or part of a year.
4. The principal is ineligible for allocation of fixed term units.
5. The process of consultation will be outlined to staff and the outcome of that consultation will be presented to staff.
6. The final decision on allocation will rest with the Principal and the Board of Trustees will be notified in the Principal's Report.
7. All management units allocated to the school will be used.
8. 60% is allocated to permanent management units.
9. Fixed term units should be allocated to individuals who are in genuine fixed term roles – i.e. roles that will come to an end at a specified time or at the end of a specified event, such as leading a curriculum review.
10. The units should be associated with a job description and a clear process for performance management, so the tenure of the role should be sufficient to ensure the goals of the role can be met.

Adopted as policy 17 October 2007

Reviewed 10 December 2008

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Reviewed November 2010

Reviewed November 2011

Reviewed 6 November 2013

**CHAIRPERSON**

**SECRETARY**