# Operational Policy: Management Unit Allocation (NAG 3)

## Blind & Low Vision Education Network NZ

## Statement of Intent:

The Blind & Low Vision Education Network NZ (BLENNZ) is entitled, in any one school year, to a number of units for the purposes of management, responsibility, recruitment, retention and/or reward. These are created by formula in the Education (School Staffing) Order for teaching staff employed by BLENNZ through Ministry of Education funded Teacher Salaries. This includes teachers employed within the Homai Campus School and teachers employed through the National Network.

The number of management units may vary from year to year, dependent upon the staffing formula.

Management Units covered within this policy do not include the salary unit paid to itinerating Resource Teachers Vision, or the unit paid to school based Resource Teachers Vision as the Braille Allowance.

This policy relates to the determination of these units and will be reviewed in consultation with teachers, every three years.

## Definitions:

1. Management Unit – formula funded from Staffing Order.

2. Salary Unit – provision of a permanent unit for itinerating Resource Teachers Visually Impaired (3.6.2 and 3.6.6 of PTCA) or school based Resource Teachers Visually Impaired (3.29 of PTCA).

3. 3R Payment for Recruitment, Retention and Responsibility (3.26 of PTCA) paid from Board funds.

## Policy Requirements:

1. All units will be paid following guidelines in the Primary Teachers Collective Agreement (PTCA) section 3.9.

2. In accordance with the PTCA a proportion of units will be available on a fixed term basis to reflect additional responsibilities that will have a finite term e.g. managing a particular project – section 3.9.1(a) of the PTCA.

3. Units are paid at the full rate to both full and part time teachers. They are not divisable. The only circumstance where a unit can be proportioned pro rata is in an approved job share position.

4. Weightings for the allocation of units within BLENNZ will take the following criteria into account:

Degree of management responsibilities associated with:

* managing a national service
* managing a regional service
* managing a centre
* managing permanent staff

Clear distinctions between levels of responsibility and the associated number of units attached to each position.

5. Within this policy the allocation of management units has been agreed for the following positions:

* Senior Manager Assessment & Teaching Services
* Senior Manager School Services
* Coordinator Visual Resource Centres
* Coordinator School Programmes
* Coordinator Digital Access & e-Learning
* Coordinator Residential Services
* Coordinator BLENNZ Early Learning Service
* Coordinator National Assessment Service
* Managers Visual Resource Centres
* Senior Teachers Visual Resource Centres
* Senior Teachers Homai Campus School & Satellites.

Non teacher management positions funded from Operating Grant or Ministry of Education contracts, will be paid an equitable amount of units to those noted above.

6. BLENNZ may also pay teaching staff 3R payments for Recruitment, Rentention and Responsibility. These are paid in accordance with section 3.26 of the PTCA. Payments may be allocated on a permanent or fixed term basis. 3R payments are covered by operational funding, not Ministry of Education funded allocation. They can be paid in full or can be divisable by two.

## Supporting Documentation:

[Link to MOE Website - Staffing Allocations](https://www.education.govt.nz/school/funding-and-financials/resourcing/school-staffing/)

[Link to MOE Website - Primary Teachers Collective Agreement](https://www.education.govt.nz/school/people-and-employment/employment-agreements/collective-agreements/)

Approved: 

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Next Review: 2024