



PROCEDURES FOR: ALLOCATION OF FIXED TERM MANAGEMENT UNITS AND MIDDLE MANAGEMENT ALLOWANCES

1. The Secondary Teachers Collective Agreement provides procedures for allocating units and MMAs on a fixed term basis, i.e.
 - up to 40% of the management units may be used as fixed term units
 - between 30% and 60% of units not used for management purposes will be disbursed on a fixed term basis (unless fewer than six units are available, in which case they will be disbursed in a way which preserves flexibility).
2. The allocation of management and new units will be made by the Personnel Committee of the Board, on the recommendation of the Senior Leadership Team after consultation with teachers through the HOD Committee.
3. All available units will be designated for use whether immediately or for reasons which may arise through the year.
4. In November of each year the Principal will report to the Personnel Committee details of
 - the usage of units planned for the following year
 - the extent of unused management and new units yet to be decided for the new year
 - recommendations by the Senior Leadership Team for usage of units, on either a permanent or fixed term basis
5. Recommendations for the usage of units will be based on an identification of needs through:-
 - the annual evaluation/review/action plan process for faculties, other programmes, and the school strategic direction
 - individual teachers presenting cases for allocation
 - an opportunity to use units for retention
6. A summary of the decisions of the Personnel Committee will be reported to the staff and board.
 - Individual teachers will be advised prior to any public announcement. Where-ever possible teachers will be informed of the status of their fixed term unit in December.
 - If units/allowances are not allocated until February of the following year payment will be made retrospectively.
 - A fair and transparent process for the allocation of fixed term units will be used i.e. advertising tasks, interviewing, clear job descriptions etc.

Approved: 27 May, 2013