

## UNIT ALLOCATION POLICY

### PURPOSE:

All available units will be allocated in a fair and objective way which will add to the effectiveness of this school. Further staff consultation will be a prerequisite to any major changes to this policy.

### OBJECTIVES:

1. Each of the two DP's receive 6 permanent units.
2. Teachers who held the position of Senior Teacher prior to 1999 will be grandparented with a permanent unit in addition to their base salary.
3. All other units will be allocated for key leadership responsibilities identified at the end of each year by the Principal and Board in consultation with staff.
4. Units will be a mix of permanent and fixed term with no more than 40% of the total school units designated as fixed term in any one year.
5. While units are not divisible, some may be allocated to staff members for a period of not less than one school term. (These will always be fixed term positions).
6. Job descriptions will be written for all leadership positions designated a unit.
7. Leadership positions with a permanent unit will be advertised nationally when the incumbent holder leaves their position.
8. Fixed term positions will be advertised internally.
9. Staff may hold a mix of permanent and fixed term units.
10. A unit relinquished by an incumbent staff member who continues to be employed by the board, will be reallocated according to the unit allocation profile decided by the Board for the current year:

20 units	12 permanent units
21 units	13 permanent units
22 units	14 permanent units
23 units	14 permanent units
24 units	15 permanent units
25 units	15 permanent units
26 units	16 permanent units

### SELF REVIEW:

1. This policy will be reviewed annually along with all other school policies.
2. Responsibility for review of this policy will be held by the Board of Trustees, and Senior Management Staff.