

# Evans Bay Intermediate School

## ALLOCATION OF UNITS POLICY

### Principles

The Board of Trustees will provide an equitable system for the allocation of units at Evans Bay Intermediate School.

### Procedures

1. The Principal will ensure that units generated for use at Evans Bay Intermediate School are allocated to teaching staff who are in:
  - a. Management positions (**Permanent Units**) Deputy Principal, Assistant Principal, Senior Teachers.
  - b. Teaching positions (**Fixed Term Units**) which involve a teacher carrying out a number of additional tasks over and above their normal teaching duties. ie Syndicate Leaders, Curriculum Leaders etc
2. The teaching team will be invited annually to provide for the Principal, a list of tasks that they wish to do that are over and above their normal teaching duties.
3. A key factor in allocating fixed term units, will be the time spent outside the normal hours of 9.00 – 3.00pm where no provision of additional time is provided for the preparation and completion of tasks.
4. The process of allocating units will be completed by the end of November each year.
5. The allocation of units will be published in the school's annual Operational Plan.

Reviewed: 11<sup>th</sup> November 2009