



**Rationale:**

The Secondary Teachers' Collective Agreement (28/10/15 – 27/10/18) entitles teachers to a minimum allocation of non-contact hours per week. There are additional factors that contribute to an equitable distribution of duties and classes that must be considered when the timetable is developed each year.

**Purpose:**

- To comply with the Secondary Teachers' Collective Agreement (28/10/15 – 27/10/18)

**Definitions:**

HoD (Head of Department);

HoF (Head of Faculty);

STCA (Secondary Teachers' Collective Agreement);

FTTE (Full Time Teacher Equivalent);

PPTA (Post Primary Teachers' Association);

SLT (Senior Leadership Team);

EMG (Extended Management Group);

Non-contact time – time not requiring active teaching of students.

NAG 3 means that according to the legislation on employment and personnel matters, each Board of Trustees is required in particular to:

- (a) develop and implement personnel and industrial policies, within policy and procedural frameworks set by the Government from time to time, which promote high levels of staff performance, use educational resources effectively and recognise the needs of students; and
- (b) be a good employer as defined in the State Sector Act 1988 and comply with the conditions contained in employment contracts applying to teaching and non-teaching staff.

**Scope:**

This policy applies to all teaching staff.

**Guidelines:**

- Ensure that the school timetable complies with the Collective Employment Agreement and issues that pertain to the specific character of Whangarei Boys' High School.
- Ensure all staff have an equitable distribution of classes.
- Ensure that staff holding a position of responsibility receive an equitable allocation of time to fulfill their duties.
- Ensure that all staff receive compensation for reduced non-contact entitlement.

**Related policies:**

1. Discretionary Leave
2. EEO



**References or Sources:**

1. National Administration Guidelines 3 & 5(c)
2. Secondary Teachers' Collective Agreement (28/10/15 – 27/10/18) and any future updates during the life of this policy.

**Review details:**

Version No	Action	Date
1	Written by LUD, SMN, PRI, BLO, POR, HLV, WAL	Nov 2002
1	Ratified by BoT	Oct 2003
2	Reviewed LUD, SMN, POR, BLO, HLV, MAC	Oct 2005
2	Approved by EMG	Nov 2005
2	Ratified by BoT	Nov 2005
3	Reviewed LUD, SMN, SMV, BLO, MAC, HLV, EAD	Jun 2008
3	Approved by EMG	Jul 2008
3	Ratified by BoT	Jul 2008
4	Reviewed ELL, SMN, SMV, BLO, TAR, HLV, EAD	Aug 2012
4	Reviewed by BoT	Aug 2012
4	Ratified by Bot	Aug 2012
5	Reviewed by GIL, BoT	Mar 2013
5	Ratified by BoT	Apr 2013
6	Reviewed by GIL	Mar 2016
6	Ratified by BoT	Mar 2016
Review cycle: <b>3 years</b>		Due for Review: <b>Mar 2019</b>

**Management Contact:**

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