

Chapter 3: Additional Payments to Schools

Overview

Introduction This chapter outlines payments that the Resourcing Division of the Ministry of Education makes to boards in addition to their operational funding and staffing entitlement.

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Additional Relief Teacher Funding Scheme

Introduction

School boards are allocated funding through operational funding to assist with relief teacher expenses. Information on the relief teacher funding component of operational funding can be found in Chapter 1, page 12.

Surpluses and deficits arising from under- and over-expenditure on the employment of relief teachers, for whatever reason (including payment of salary on the incorrect salary step, and payment of the Higher Duties Allowance), are a board responsibility to manage from year to year as part of the overall financial management of the school.

To reduce a board's exposure to excessive demands on its operational funding due to long-term or recurring illness of a teacher in any one calendar year, a central funding pool is managed by the Ministry. This pool is used to provide Additional Relief Teacher Funding where the absence of a teacher due to his/her own illness exceeds eight consecutive full school days.

Additional Relief Teacher Funding is calculated on a flat rate. Details of how this is calculated and paid are on page 4 of this section.

Funding is provided to assist schools with the payment of relief expenses, which may include Higher Duties Allowance. It is not a reimbursement of any school's particular relief related expenses such as, where applicable, Higher Duties or Acting Up allowances.

Leave that may attract Additional Relief Teacher Funding

Additional Relief Teacher Funding is provided by the Ministry of Education where:

- a teacher is absent due to his/her own illness for more than eight consecutive full school days in the same school year; or
 - a teacher is absent due to a recurring illness for more than eight full school days in the same school year; or
 - a teacher is granted leave to participate in an international sports or cultural event that meets the conditions of the Sports and Cultural Leave section, page 11; or
 - a teacher is granted leave with pay for jury service (see Additional Relief Teacher Funding for other positions and activities, page 3).
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Recurring teacher illness

In cases of recurring teacher illness, boards are required to fund the first eight school days of relief to cover this absence *each school year*.

Where a teacher's ongoing medical condition results in intermittent absences throughout a given school year, and this is confirmed by an acceptable medical certificate, only one eight-day stand down period for the total teacher's absence, *for the school year*, will be applied.

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Additional Relief Teacher Funding Scheme, continued

Additional Relief Teacher Funding for other positions and activities

The following table outlines the other positions and activities that may attract Additional Relief Teacher Funding:

Position/ Activity	Conditions
Resource Teacher of Learning and Behaviour (RTLB)	<p>Where an RTLB is absent for short periods, it is expected that a reliever will not be necessary and no Additional Relief Teacher Funding will be paid.</p> <p>Where an RTLB is absent, on paid sick leave, due to his/her illness for at least one school week, and a suitably qualified reliever is employed to cover this absence, Additional Relief Teacher Funding may be paid. Normal claim procedures and documentation requirements apply.</p> <p>Additional Relief Teacher Funding is funded claimed from the first day of the RTLB's absence. The eight-day rule does not apply.</p>
Attached Teachers	<p>Permanently appointed attached teachers (for example, Itinerant Music Teachers - ITMs) are not included in the Relief Teacher Funding Calculation. Where an attached teacher is absent, on paid sick leave, due to their own illness, Additional Relief Teacher Funding will be paid only where appropriately qualified relief teachers are employed as cover.</p> <p>Additional Relief Teacher Funding may be claimed from the first day of the attached teacher's absence. The eight-day rule does not apply.</p>
Jury Service	<p>A board may grant leave with pay for jury service. Additional Relief Teacher Funding will be provided for each day, or part thereof, that a teacher is absent on jury service. The jury service fee for the whole period must be handed to the board to offset relief costs.</p>
Part-time Teachers	<p>If a part-time teacher is absent, on paid sick leave, due to his/her illness, in excess of eight school days, Additional Relief Teacher Funding may be made to match the part time entitlement.</p>

Leave that will not attract additional funding

The full costs of all casual absences other than those listed above, such as professional development, bereavement leave, board granted discretionary leave or leave granted to teachers to attend dependent member(s) of their household, must be funded in full by the board.

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Additional Relief Teacher Funding Scheme, continued

Attending Job Interviews

Additional Relief Teacher Funding is not available when a reliever is employed to allow a staff member to attend a job interview.

When a reliever is employed in order to allow a staff member to attend a job interview at another school, the current employing board must pay for the reliever. Other interviewing expenses may be met by the interviewing board. If the teacher is subject to the redeployment/surplus staffing provisions of the Collective Agreement, the employing board is responsible for the actual and reasonable interview expenses.

Calculation of Additional Relief Teacher Funding

Additional Relief Teacher Funding is calculated by taking the number of days that qualify for payment and multiplying by the maximum daily rate payable for a relieving teacher under the Collective Agreement. ACC and GST are then added. **With effect from 1 July 2009, the maximum relieving teacher rate (step 10) was \$54,132.**

Example of calculation

The following example illustrates the reimbursement that would be made to a board when a teacher is absent due to their own illness for 20 days (medical certificates provided).

Item			Totals	Explanation
No. of days funded			12	20 less the eight days the board is required to fund
Funding (step 10)		x	(1/190 of \$54,132.00)	Max. relieving teacher rate effective from 1 July 2009
	Subtotal (a)	=	\$3,418.86	(1/190 of \$54,132.00) x 12 days
ACC		+	\$14.36	Subtotal (a) x ACC rate (\$3,418.86 x 0.0042)
	Subtotal (b)	=	\$3433.22	Subtotal (a) + ACC (\$3,418.86 + \$14.36)
GST		+	\$429.15	Subtotal (b) x 12.5%
	Total	=	\$3,862.37	Subtotal (b) + GST (\$429.15)

Note: Rates listed as of 1 July 2009. Rates will be updated periodically. Please go to Appendix 1 of Chapter One, Operational Funding, for the current rates.

Payment of Additional Relief Teacher Funding

Additional Relief Teacher Funding is paid on a 7 day basis and includes payment of weekends when a teacher is on sick leave before and after the weekend.

Additional Relief Teacher Funding is not available during school or public holidays. Payment of Additional Relief Teacher Funding is made directly to the school's bank account.

How to Claim for Additional Relief Teacher Funding

Introduction All claims for Additional Relief Teacher Funding must be submitted to the Resourcing Division on an RT2 Form available at www.minedu.govt.nz/resourcingforms, along with the required documents outlined on the next page.

Conditions that must be met Additional Relief Teacher Funding will be approved only where all of the following conditions are met:

Type	Conditions
Teacher Illness	<ul style="list-style-type: none">• the teacher was absent on paid leave for an unbroken period of at least eight (8) full school days or was absent due to a recurring illness for more than eight school days in the same school year• the teacher's absence was due to his/her own illness• medical certificates, complying with the requirements in the medical certificate requirements section, page 6, are provided• a copy of the board's notification to its pay centre advising teacher absence and the deduction of sick leave is provided.
Jury Service	<ul style="list-style-type: none">• a copy of the court document verifying jury service is provided.

When to submit claims Boards are urged to submit claims for Additional Relief Teacher Funding as promptly as possible. To assist boards' cash flows, the Ministry recommends that claims for Additional Relief Teacher Funding be submitted no later than the end of each school term.

Final date for claims The final date for processing claims for each school term will be the end of the following term. For instance, if a teacher's absence is during Term 2, claims for Additional Relief Teacher Funding for the period of absence during Term 2 **must be made** by the end of Term 3. Boards are encouraged to submit claims as soon as they have the required documentation available (i.e. medical certificates and weekly schedules of leave). Note that this will now mean claims for Term 4 must be submitted by the end of Term 1 of the following year.

Late claims Claims received at the Resourcing Division after the end of the following term will not be actioned; nor will claims received prior to these cut-off dates, where appropriate and full documentation was not included with the claim and had not been received by the appropriate date.

Sending claims All claims should be faxed to the Resourcing Division: (04) 463 8374.

Medical Certificate Requirements for Additional Relief Teacher Funding Claims

Introduction When considering any request for leave, including sick leave, the board must follow the provisions of the relevant Employment Agreement. These set out the circumstances in which a current medical certificate is required.

Boards are expected to proactively manage such situations and you may seek the assistance of the New Zealand School Trustees Association (NZSTA) where this is an employment matter.

However, to secure Additional Relief Teacher Funding, the following conditions must be met.

Contact the Resourcing Division early If the board has any queries about the Ministry requirements for additional relief teacher funding, including medical certificate requirements, please contact us to discuss these. As some of these requirements cannot be met retrospectively, please call the Resourcing Division Contact Centre at the beginning of any absence to discuss our documentation requirements.

Resourcing Division Contact Centre
Phone: 04 463 8383
Email: resourcing@minedu.govt.nz

Medical certificate expiry date All medical certificates in support of any claim must state the expected number of days the teacher will be absent, or an expected date that the teacher will return to work.

If a medical certificate does not state an expected return to work date or the numbers of days the teacher will be absent it will be deemed by the Ministry of Education to have an expiry date of **one calendar month** after the date of issue or the consultation.

Dating of medical certificates All medical certificates must show the date of consultation and/or the date they were signed or issued. Additional Relief Teacher Funding costs will only be considered from that date. The Ministry of Education will not accept a medical certificate that does not show the date of issue or consultation.

Note: Medical certificates dated within the first eight school days of absence that the board is required to resource will not affect the Additional Relief Teacher Funding due to be paid. Certificates dated after the eighth school day the board is required to resource will only generate Additional Relief Teacher Funding from and including the date of the medical certificate.

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Medical Certificate Requirements for Additional Relief Teacher Funding Claims, continued

Renewal of medical certificates

Additional Relief Teacher Funding costs for the extended absence of a teacher will require the board to seek a renewal of the medical certificate if the absence extends beyond the date covered in the original or subsequent medical certificates.

Extended sick leave

When the period of sick leave is to be greater than eight days the board shall provide a medical certificate with its claim for Additional Relief Teacher Funding.

The board shall inform the Ministry, at the time it becomes aware, of any changes of circumstance that may alter the board's entitlement to additional relief teacher funding for that teacher.

The Ministry of Education may require assurance from the board in the form of the board attesting that, on the basis of all information it has available, the illness is genuine, that the certificate is issued by a valid issuer, and that it has organised relief cover for the whole period of sick leave identified in the medical certificate.

Additional Medical Certificates

If the board at any stage has cause for reasonable doubts with respect to either the validity of the issuer or to the genuineness of the illness, the board shall require the teacher to obtain another medical certificate. This applies to the first or any subsequent certificates.

This second certificate will replace the first medical certificate and should be from an alternative medical provider, nominated by the board. This alternative medical provider should, wherever practical, be a specialist in the illness or condition that is preventing the teacher returning to normal teaching duties. For this second certificate, the board will meet the cost of the medical examination. This will be reimbursed by the Ministry of Education.

For the same reasons, the Ministry of Education may require the board to request that the teacher obtains a second medical certificate from a medical practitioner nominated by the Ministry. The Ministry will reimburse the costs of this second medical certificate. This certificate will replace the first medical certificate and must be sent to the Ministry's Resourcing Division.
Fax: 04 463 8374

Note: In this case, the first certificate shall apply up until the date when the second certificate is issued. The second certificate will then replace the first medical certificate. This will take effect from the date the second certificate is issued.

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Medical Certificate Requirements for Additional Relief Teacher Funding Claims, continued

Serious or potentially terminal illness

Where a teacher is suffering from a serious or potentially terminal illness, and this is verified in a medical certificate, renewal of medical certificates will not be required. Further medical documentation may be required if the absence extends beyond the period covered by the initial medical certificate. All other listed medical certificate requirements still apply.

The board should contact the Resourcing Contact Centre on 04 463 8383 to discuss what documentation may be required when submitting the initial claim.

Note: in specific circumstances the provisions of medical retirement may apply. Please refer to the relevant Employment Agreement.

Valid issuers of medical certificates

Medical certificates must be issued by a New Zealand registered Medical or Dental Practitioner currently practising within New Zealand or a Lead Maternity Carer as defined by the Ministry of Health.

Invalid issuers of medical certificates

Certificates from registered psychologists and other professionals are not acceptable unless accompanied by a valid medical certificate from a registered Medical or Dental Practitioner or a Lead Maternity Carer as defined by the Ministry of Health.

Long term principal illness

Applications can be made to the Ministry of Education where schools have received Additional Relief Teacher Funding for the long term illness of the principal and still consider themselves under financial hardship.

Applications of this nature will be considered on a case by case basis.

Call the Resourcing Division to discuss our documentation requirements. An assessment of the school's financial position by a Ministry of Education Financial Advisor will be required as part of the consideration of any application.

Resourcing Division Contact Centre
Phone: 04 463 8383
Email: resourcing@minedu.govt.nz

Employees on ACC

Introduction

Boards receive directly, via the Education Service Payroll, the Earnings Related Compensation (ERC) from ACC for an injured employee. Boards should ensure their administrative processes around ERC are the same for all board employees on ACC, regardless of how their employment is funded.

‘Top-ups’ for individual ACC payments will not be made.

Work-related accidents

If the accident is work-related, the following process occurs:

Stage	Description						
1	The employee continues on full pay and no sick leave is deducted:						
	<table border="1"> <thead> <tr> <th>If...</th> <th>then...</th> </tr> </thead> <tbody> <tr> <td>the employee is charged to Teachers’ Salaries</td> <td>the full 100% continues to be funded by the Crown and charged as 1.00 FTTE usage for banking staffing purposes, in the same way as they had been before the absence.</td> </tr> <tr> <td>the employee is charged to operational funding</td> <td>the board continues to fully fund the employee’s salary, in the same way as they had been before the absence.</td> </tr> </tbody> </table>	If...	then...	the employee is charged to Teachers’ Salaries	the full 100% continues to be funded by the Crown and charged as 1.00 FTTE usage for banking staffing purposes, in the same way as they had been before the absence.	the employee is charged to operational funding	the board continues to fully fund the employee’s salary, in the same way as they had been before the absence.
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the employee is charged to operational funding	the board continues to fully fund the employee’s salary, in the same way as they had been before the absence.						
2	ACC pays the ERC to the pay centre.						
3	The pay centre forwards the ERC to the board’s bank account.						

Non work-related accidents

If the accident is non work-related, the following process occurs:

Stage	Description
1	The employee continues on full pay with one day’s sick leave for each week absent debited from their sick leave entitlement.
2	ACC pays the ERC to the pay centre
3	The pay centre forwards the ERC to the board’s bank account.

The ERC

The ERC is paid at 80% of the employee’s assessed salary into the board’s bank account, or direct to the employee if the accident was non work-related and all sick leave has been exhausted.

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Employees on ACC, continued

Using the funds from ACC The ERC paid into the board's bank account may be used in whichever way the board wishes. Usually it is used to fund cover for the injured employee. In most cases boards find this is sufficient to meet their relief teacher expenses. Where this is not the case, the board is required to fund the difference from their own funding.

Further information For further information about applying for employee compensation from ACC, see www.schoolpayroll.govt.nz or see ACC's website: www.acc.co.nz

Additional Relief Teacher Funding for Sporting and Cultural Leave

Introduction The Ministry of Education manages a limited funding pool to assist schools with relief teacher costs when boards of trustees grant teachers paid leave to attend an international sports or cultural event.

Additional Relief Teacher Funding for sports and cultural leave is restricted and only available under certain circumstances. In some cases it will not cover the entire period of leave that has been granted by the board, or requested by the teacher.

Granting leave The granting of leave, with or without pay, to teachers is the responsibility of the employer, being the board of trustees of the school. In making decisions to grant leave, boards should follow the appropriate provisions of the relevant collective employment agreement. Advice related to employment is available to boards of trustees from the NZSTA. The Ministry of Education does not approve or decline leave requests for teachers, nor does it determine if leave is to be granted with or without pay.

Limit to Additional Relief Teacher Funding Additional Relief Teacher Funding for an individual teacher's absence due to sports or cultural leave is limited to a maximum of 20 school days in any one school year. Note that the 'eight day' rule does not apply.

Additional Relief Teacher Funding for sports and cultural leave is paid on a five day basis, and is not available during weekends or school holidays.

Advance payment Additional Relief Teacher Funding for sports and cultural leave may be approved and paid in advance of the event on the proviso that if the event is cancelled or the teacher cannot fulfil his/her commitments to the event, any Additional Relief Teacher Funding that was paid will be returned to the Ministry of Education.

Eligibility conditions for sports leave

Introduction	<p>The following is a list of the eligibility conditions that <i>must</i> be met for Additional Relief Teacher Funding for sports leave to be approved. Additional Relief Teacher Funding will not be available for any event that is excluded under the ‘exclusions for sports and cultural leave’ section of this chapter even if the event meets these eligibility conditions.</p>
Eligible sports	<p>The sport must be a current <i>accredited sport for competition</i> in the Olympic or Commonwealth Games. The list of current accredited sports for competition in the Olympic and Commonwealth Games are determined by the IOC and Commonwealth Games Federation respectively.</p> <p>Lists of current competition sports are available at: www.olympic.org/uk/sports/index_uk.asp www.thecgf.com/sports/default.asp</p>
Other sports	<p>Additional Relief Teacher Funding is not available for any other sport lists, or other IOC and Commonwealth Games Federation <i>Recognised Sport lists</i>. Boards should check these sports lists, or check with the Resourcing Division, to confirm that the sport is eligible for Additional Relief Teacher Funding prior to making application.</p>
National body	<p>The sport must be formally constituted and recognised by a national organising body that conducts regular tournaments in the sport.</p>
Representing New Zealand	<p>The teacher must be a participant competing in an international event where their participation as an individual or team member is representative of ‘New Zealand’ on a national level. No Additional Relief Teacher Funding is available for a teacher representing a country other than New Zealand.</p> <p>This condition excludes all events where the teacher is participating as an individual or a member of a team which is representative of a city, area, region, or island (North or South) of New Zealand.</p>
What is a participant?	<p>A participant is a competitor or recognised accredited official. Recognised accredited officials are coaches, managers, necessary escorts for youth teams, umpires, referees and interpreters. <i>Selectors, touch judges, assistant referees, timekeepers, other escorts and non-coaching analysts are not included.</i></p>

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Eligibility conditions for sports leave, continued

International level competition

The teacher must be a participant competing at an international event. No Additional Relief Teacher Funding is available for events that take place in New Zealand unless it is an international event.

Additional Relief Teacher Funding for sports leave is provided for the actual days of international level competition during any tour. In some cases this will not be the same number of days of the actual tour, or the same number of days that the teacher has applied to the board for leave.

Open competition

The competition must be open to all age groups. Events that are selected, competed or awarded solely in age restricted categories or limited to a specific age group only, are not eligible for additional funding, unless it can be clearly established by the national body that the selection process and the event is 'open to all age groups' despite being run in age grouped heats.

The only exception being nationally selected school, or school aged youth teams, where the accompanying teacher is an accredited recognised official, and the event meets all other criteria.

National Selection

Selection must be on a national basis, normally by means of 'open' national competition, not by invitation or appointment.

This condition excludes all events where the selection has been limited to a city, area, region, or island (North or South) of New Zealand.

Eligibility conditions for cultural leave

Introduction

The following is a list of eligibility conditions which *must* be met for Additional Relief Teacher Funding for cultural leave to be approved.

Additional Relief Teacher Funding will not be available for any event that is excluded under the 'exclusions for sports and cultural leave' section of this chapter even if the event meets the eligibility conditions.

Significant event

The activity must be a significant event in an international context. Normally for Additional Relief Teacher Funding for cultural leave, an event will take the form of an artistic or cultural performance, competition or exhibition.

However, the activity is not limited to these specific event types, and other related 'activities' are considered in terms of their significance in an international context.

The activity must meet all of the other conditions for cultural leave.

National body

The event must be arranged by a recognised national organising body that holds regular meetings regarding the activity.

National selection

The event must be arranged by a recognised national body, and selected on a national basis.

This condition excludes all events where the selection has been limited to a city, area, region, or island (North or South) of New Zealand.

Public relations benefits

New Zealand participation should be likely to lead to considerable public relations benefits for this country.

Exclusions for Sporting and Cultural Leave

Introduction The following is a list of exclusions for Additional Relief Teacher Funding for both sports and cultural leave.

Additional Relief Teacher Funding will not be available for any event that falls into the exclusions listed below, even if the event meets the eligibility conditions for both sports and cultural leave.

Inter-provincial and national events No Additional Relief Teacher Funding will be provided where a board grants leave with pay for inter-provincial, inter-state or national events that are taking place in New Zealand or in other countries.

This includes any events where ‘New Zealand’ is competing against a city, area, region, or state of another country either in New Zealand or that country.

Meetings No Additional Relief Teacher Funding is available for meetings. This includes business, board or service organisation meetings, conferences, conventions, forums or any similar ‘meeting for discussion’ event.

Training and build-ups No Additional Relief Teacher Funding is available for:

- coaching sessions
- sports training
- training camps
- sports practice
- rehearsals
- performance practices or other training or practice activities
- qualifying events
- time trials
- build-up events
- preliminary competitions
- preparatory events or other related events.

This is irrespective if these activities or events take place in New Zealand or overseas.

Representing other countries No Additional Relief Teacher Funding will be provided for an event where the teacher is representing a country other than New Zealand.

Fees No Additional Relief Teacher Funding will be provided where a board grants leave with pay for teachers who are receiving fees or other remuneration for their participation or services in the event.

Applying for Additional Relief Teacher Funding for Sporting and Cultural Leave

Checking eligibility with the Resourcing Division

It is strongly recommended that boards make applications in advance, as not all events will meet the requirements to receive Additional Relief Teacher Funding. Boards that have made a commitment to grant leave with pay to a teacher for a sporting or cultural event and then make application may find that the event does not meet the requirements for Additional Relief Teacher Funding. In this case, boards are required to fully fund this absence.

Supporting documentation

The application *must* include supporting documentation from the national body. This is required on the national body's official letterhead and will need to detail the following:

- the international event (event name, teams competing etc)
 - the nature of the teacher's participation (competitor, accredited official) and the level at which any competition will take place
 - a detailed itinerary of the planned tour which includes:
 - the dates of the international event
 - the dates of any 'in person' registration for the international event
 - planned travel dates
 - any other related activities (training days, rehearsals etc)
 - the basis on which selection has been made (invitation or national competition) and documented evidence of the selection
 - public relations benefits for New Zealand for cultural leave
 - any other relevant details related to the conditions set out above whether fees (or other remuneration) are being paid for the teacher's participation or services
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Applications

Applications for Additional Relief Teacher Funding should be completed on an RT2 form. These are available at www.minedu.govt.nz/resourcingforms.

Applications should be faxed to the Resourcing Division on 04 463 8374.

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Applying for Additional Relief Teacher Funding for Sporting and Cultural Leave, continued

Travel

For Additional Relief Teacher Funding for both sports and cultural leave, the Ministry provides a standard travel period for necessary travel which is based on the quickest method of travel for the regions that are specified below. Travel is paid on each side of the event dates that have been approved to receive Additional Relief Teacher Funding. Travel days are limited to school days only.

The maximum days of funding provided for necessary travel for international events in different countries are listed below.

Note: these days are only applicable if they are school days.

Region	Number of Days
New Zealand or Australia and the Pacific Region	one day each side of the approved event dates
Asia, North and South America	two days each side of the approved event dates
Other regions (UK, Europe, Africa and Middle East)	three days each side of the approved event dates

Professional Development

The Ministry of Education actively supports educators interested in further professional development. Funding for this is not available through the Additional Relief Teacher Funding Scheme, however, support for professional development may be available through other Ministry of Education schemes, which include Study Awards.

For further details on professional development, please refer to:
www.minedu.govt.nz/NZEducation/EducationPolicies/Schools/ProfessionalDevelopment.aspx

Additional Relief Teacher Funding for Ngā Manu Korero (National Speech Competitions in Te Reo Māori)

Introduction

Under the provisions of the Secondary Teachers' Employment Agreement, a national entitlement of 350 relief teacher days is available to administer the Ngā Manu Korero contests.

This resource is jointly managed by the Post Primary Teachers' Association (PPTA) and the Ministry of Education.

Payment may only be made to boards that have applied through the process below. Payments cannot be made to organising committees or other bodies.

Application process

Consultation with the local Ngā Manu Korero organising committee must take place before an application is made.

Stage	Description
1	The board sends their application to the PPTA. The application should include: <ul style="list-style-type: none">• dates and location of the competitions• the names of the teachers requiring leave for attendance.
2	The PPTA receive and assess all applications, then pass on their recommendation to the Ministry of Education.
3	The Ministry of Education gives approval.
4	The Resourcing Division processes the application, and sends payment to the approved school.

Contact details for PPTA

All applications should be sent to:

PPTA
PO Box 2119
Wellington
Attn: Te Makao Bowkett, Apiha Māori

Relief Funding for Study Awards and Study Leave Positions

Study awards and study leave positions

Where a teacher or a principal is the recipient of a study award, or a study leave position, as set out in the Employment Agreements, they shall be granted leave with pay for the period of the study upon application to their employing board.

Where the study award is one of the awards set out in Appendix 2, leave to undertake the study award is at the discretion of the employing board. If the board approves the leave, teacher relief costs (where required) will be met by the Ministry in accordance with the relief costs section below.

Note: It is normally a condition of application that pro-forma approval has been granted by the employing board before the application can be accepted.

Fellowships, scholarships and awards

Prior approval must be given by the Ministry of Education for a teacher or a principal to be absent on leave with pay on one of the prestigious fellowships, scholarships, or awards listed in Appendix 1.

Relief costs

Where such approval has been granted the cost of the reliever is met from the first day of absence to the last day of the course or of the course assessment. A special charge code (MQ) is given in the letter of approval. All relief staff costs associated with such approved paid leave, including the salary of the reliever and any appropriate higher duties allowance(s) for staff acting in higher positions, are charged against this code. No reimbursement procedure is necessary.

Other fellowships or awards

Fellowships managed through the Royal Society, or study awards to private schools or other agencies, will normally be paid on invoice, or according to a negotiated schedule.

Discretionary study leave with pay

Where an employee is granted discretionary leave with pay to undertake study, other than for those awards set out in Appendix 1 and 2, all costs of relief staff employed will need to be met by the board in addition to the employee's salary.

Employment of relief teachers

See Appendix 3 on page 37 of this chapter for information about the employment conditions of relief teachers.

Employment Conditions for Teachers on Study Awards and Study Leave Positions

Introduction A teacher or principal on leave to undertake study continues to be an employee of their board and as such, management of the employee remains the responsibility of the employing board. The normal obligations and responsibilities of the parties continue in all respects as if the employee remained working at the school.

Nature of employment Employees taking up a study award, study leave position, fellowships, scholarships are normally offered leave for a fixed number of school weeks including all applicable statutory holidays. Their employment tenure and status do not change.

Change of employee details During the course of study an employee will sometimes move away from their usual place of residence. In these circumstances the monitoring of their progress will become more difficult, and boards must plan for this.

The board needs to note any changes in employee details and/or circumstances, informing the Ministry of Education and/or the local pay centre as necessary.

Resignation If an employee on study leave resigns from their school during this leave, the study award or position, fellowship or scholarship is cancelled unless they begin employment with a new school and gain the written approval of the new employing board to continue the leave.

Disciplinary procedures If an employee either fails to comply with the conditions of the award/leave or fails to complete the course of study, it may be a disciplinary matter between the employee and their employing board.

Employees on leave to undertake study should give their board details of the preliminary process as well as evidence that all conditions and requirements associated with the study are being met. Additionally, evidence to the board's satisfaction of completion of the study or training should also be given.

Where the board is of the view that the employee's obligations in terms of their study are not being met, the disciplinary procedures under the employee's employment agreement should be followed.

Failure to enrol, wilful neglect of studies and failure to complete any course requirements, are examples of possible disciplinary matters.

Should any of these situations arise, boards are advised to seek advice and assistance from the New Zealand School Trustees Association (NZSTA).

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Employment Conditions for Teachers on Study Awards and Study Leave Positions, continued

Salary, units and 3R payments

An employee's salary, any permanent unit(s), Middle Management Allowances, Senior Management Allowances and Recruitment, Retention and Responsibility (3R) payments continue to be paid according to the entitlement criteria during the period of study leave.

Although no change is normally made to the employee's salary arrangements, it is still advisable to inform the pay centre that the employee is on study leave with pay. This means that the employee remains on the board's payroll and their details will be shown on the fortnightly SUE report.

Sick leave

An employee's sick leave entitlement will continue to accumulate during the period of leave in accordance with their employment agreement and may be used in the normal way during that time.

Where an employee takes sick leave the board must promptly advise their local pay centre of the change in the employee's leave status.

Employees should clarify their entitlements prior to the commencement of the leave.

Further information

Further assistance in these matters may be obtained from:

New Zealand School Trustees Association
PO Box 5123
Wellington
Phone: 04 473 4955
Fax: 04 473 4706
Email: admin@nzsta.org.nz

Administrator
Teacher Study Awards
Ministry of Education
PO Box 1666
Wellington
email: teacher.studyawards@minedu.govt.nz
Tel : (04) 463 4859

Reimbursement for Reading Recovery Travel

Introduction In many rural and some urban schools, a teacher (full or part-time) on the staff of one school travels during the school day to nearby schools to deliver a Reading Recovery programme. This arrangement is known as a Reading Recovery cluster or network, and is coordinated by the Reading Recovery tutors.

Base schools in a Reading Recovery cluster or network are allocated discretionary staffing from the Ministry of Education.

Eligibility for reimbursement The base school of the Reading Recovery cluster is eligible to claim reimbursement from the Ministry for Reading Recovery related travel between schools. This reimbursement is claimed after the school has reimbursed the teacher for the travel.

Ineligibility for reimbursement A teacher may be employed separately by two or more schools as a Reading Recovery teacher, rather than by a base school in a cluster. In this case, the teacher holds two or more part-time teaching positions and is responsible for their own transport arrangements in getting to and from each school. They are not eligible for Reading Recovery related travel reimbursement.

Travel reimbursement policy Travel is reimbursed at the “Expenses Incurred in Use of Private Vehicle” rate specified in the *Primary Teachers’ Collective Agreement*.

As with all other teachers, Reading Recovery teachers are responsible for travel from home to the first place of teaching duties and from the last place of teaching duties to home, whether this is the base school or not.

Exception to policy There may be circumstances where the Ministry may, at its discretion, approve limited reimbursement of travel expenses from a teacher’s home to the first place of teaching and / or from the last place of teaching to home. However, this will only be when the reading recovery teacher is required or scheduled to begin or end the day in a school other than their base school and there are compelling reasons why approval is given.

Such reasons may be to best utilise a teacher’s teaching time or there are particular local approved circumstances. Where a teacher is not required to return to the base school to teach at the end of the day, mileage back to the base school cannot be claimed.

In such cases the local office of the Ministry of Education must approve any arrangement before approval is sought from Resourcing Division.

Continued on next page

Reimbursement for Reading Recovery Travel, continued

Claims and payments procedure

The following table outlines the process for Reading Recovery cluster teachers to claim and receive reimbursement and for boards to receive reimbursement for travel payments.

Stage	Description
1	Reading Recovery cluster teachers are required to keep a log of daily travel.
2	At the end of each term the teacher completes a <i>Claim for Reimbursement of Reading Recovery Travel Expenses Form</i> . These are available from the Reading Recovery tutor, or can be downloaded from the Ministry's website at www.minedu.govt.nz/resourcingforms .
3	The teacher gives their completed form and a copy of their daily travel log to the Reading Recovery tutor for checking and initialling.
4	The tutor confirms the claim as correct, and forwards the reimbursement form to the Reading Recovery coordinator at the local Ministry of Education office for their provisional approval.
5	It is then sent to the principal of the base school for approval and payment.
6	Payment of the Reading Recovery cluster teacher's travel expenses is made from the base school's operational funding.
7	The teacher signs the receipt portion of the claim form acknowledging payment.
8	The principal of the base school may then submit a claim for the reimbursement of the travel payment made to the teacher as soon as the transaction is completed.
9	This should then be sent to the Resourcing Division who will then reimburse the base school for this travel.

Final date for claims

The final date for processing claims for each school term will be the end of the following term. This means for example, claims for travel during term 1, 2010 must be submitted to the Resourcing Division by the end of term 2. Please ensure your administration processes allow you to meet these deadlines.

Support Staff Expenses (Retiring, Long Service and Sick Leave)

Introduction

Since 1990 boards of trustees have been provided with funding for the employment of support staff through their operational funding. Support staff for the purposes of this reimbursement process means caretakers, cleaners, and, in secondary and area schools only, executive clerical staff. Primary administration staff are specifically excluded.

As part of their overall management, boards will be accrual-accounting for any leave entitlement liabilities incurred by the board from the employment conditions of its support staff.

There are instances, however, where support staff were employed by the board or its predecessor prior to 1 January 1990 and the employment agreements of these staff members include payments for long service, retirement and sick leave.

The Ministry recognises and funds entitlements for support staff in continuous employment in the education sector accrued for their period of service prior to 1 January 1990.

Employed after 1990

Boards must pay the full costs of any retirement leave, long service leave and sick leave accrued since 1 January 1990 for all board-employed non-teaching staff.

First employed before 1990

Support staff employed prior to 1990, who have remained in continuous employment at the same school since then, may have retirement, long service, and sick leave entitlements for their continuous service in the education sector prior to 1990.

The Ministry of Education will meet the full costs of any entitlement from the employee's employment at the school for that portion of service prior to 1990. Boards are required to fund all entitlements arising from support staff employees' employment since 1 January 1990.

Where a support staff employee's sick leave entitlement includes an entitlement for the period of employment prior to 1 January 1990, the ministry will meet the full costs of any relieving support staff brought in by the board to cover an absence. Costs will only be met for the leave entitlement for the period of employment prior to 1 January 1990. Once the entitlement generated by the employee's employment prior to 1 January 1990 is exhausted, no further reimbursements will be made.

Exception in case of redundancy

The Ministry will not accept any liability where a board of trustees makes a support staff member redundant. A redundancy is a discrete action over which the board has full control. The onus for all expenses rests with the board.

Continued on next page

Support Staff Expenses (Retiring, Long Service and Sick Leave), continued

Establishing entitlement

Boards are advised to contact their Payroll Service Centre to establish any entitlement that may be due to an employee before committing themselves to any payment.

Requests to the Ministry

Requests to the Ministry for its share of payments should include:

- Type of leave; sick, retirement or long service
 - Name of employee
 - MOE Employment Number (if applicable)
 - Position held
 - Employment percentage
 - Date of starting work at the school
 - Current gross fortnightly salary
 - For retirement leave, gross payment made
 - For sick leave, advice on the sick leave accrued at 31 December 1989.
 - A summary of leave and relief, copies of the timesheets for the staff member and pay sheets for their reliever.
-

Superannuation – Employer Contribution for Support Staff

**National
Provident Fund
superannuation
scheme**

The Ministry reimburses employer superannuation contributions to support staff who joined the National Provident Fund superannuation scheme prior to 1 April 1992.

**Claiming
reimbursement**

Claim forms for the reimbursement are available from the Ministry's website at www.minedu.govt.nz/resourcingforms and should be lodged at regular intervals with the Resourcing Division.

Resourcing Division
Ministry of Education
PO Box 1666
Wellington
Email: resourcing@minedu.govt.nz

**Other
superannuation
schemes**

For information on other superannuation schemes please refer to www.schoolpayroll.govt.nz

Emergency Staffing Scheme

Introduction

The Emergency Staffing Scheme (ESS) is funded by the Ministry of Education and administered by the NZSTA.

A national pool of up to 30 experienced, trained and registered teachers able to undertake a senior management role are maintained to provide state and state integrated schools with emergency short-term services where the board is unable to fill a vacancy arising outside the board's control.

Scheme members are each paid a retainer to ensure their immediate availability to boards. This retainer is paid to scheme members through NZSTA.

Conditions

Placement under this scheme would be a principal vacancy, and may be approved where it can be clearly demonstrated that:

- an acting appointment from within the school is impossible or impracticable
- the board has made every effort to obtain a relief principal to cover the vacancy, including utilising local and regional resources
- support is required for 10 school weeks or fewer
- the emergency has arisen from a situation outside of the board's control.

Deputy principal (or other senior leadership) vacancies may be approved where the school is able to demonstrate that the role cannot be filled by any other mechanism and meets all the other conditions listed above.

Placements beyond 10 school weeks or extensions to existing placements beyond 10 school weeks must have prior approval from the Ministry and NZSTA, and will only be considered in exceptional and extenuating circumstances.

Accessing the scheme's services

Schools meeting the above criteria for an ESS placement should contact the NZSTA's head office in Wellington for the name of their nearest ESS regional coordinator.

Continued on next page

Emergency Staffing Scheme, continued

Retainer Details

Emergency Staffing Scheme pool members are paid a retainer, \$6,000 per annum plus \$500 per term for distance placements. Distance payments are when a school is 100kms or more from the pool members normal place of residence.

This retainer is paid through NZSTA to the pool member in four equal instalments by direct credit into the ESS pool member's nominated bank account.

Contact details

New Zealand School Trustees Association
Physical address: Level 3, Aurora Chambers, 66–68 The Terrace, Wellington
Postal address: PO Box 5123, Wellington
Phone: (04) 473 4955
Fax: (04) 473 4706
Email: admin@nzsta.org.nz

Payment of the ESS pool member's salary

The following table outlines how the ESS pool member's salary is to be paid:

If the position to be covered by the ESS pool member is...	then the ESS pool member's salary is...
currently vacant	paid from Teachers' Salaries. The board becomes the pool member's employer with the provisions of the relevant Collective Agreement applying. ESS pool members are paid at the rate applicable to their qualifications and experience.
to cover a teacher on long-term leave with pay (and sick leave)	met by the board. The board is responsible for meeting salary costs from its operational funding. Where the conditions are met, the board may seek Additional Relief Teacher Funding from the Resourcing Division in the usual way.

Continued on next page

Emergency Staffing Scheme, continued

Claimable expenses

The following table shows expenses that may be claimed by an ESS pool member and reimbursed by the Ministry:

Travel	Entitlement
Pool member living at normal place of residence and travelling up to 60kms each way to placement	<ul style="list-style-type: none"> • Reimbursement of return travel (one trip per day) between their normal place of residence and the school. • Travel is reimbursed at the “Transport Allowance for Relieving Employees” rate specified in the relevant Collective Agreement.
Pool member living at normal place of residence and travelling up to 60 - 100kms each way to placement	<ul style="list-style-type: none"> • Reimbursement of return travel (one trip per day) between their normal place of residence and the school with a cap of \$350 per week reimbursement to the board from the Ministry (The board will need to pay the excess) or: • 1 return trip per term and \$50 per day living away from home allowance. If accommodation is unable to be found within the daily allowance, the Ministry will consider a case from the employing board for the reimbursement of additional costs. Prior approval must be sought from the Ministry for this. • Travel is reimbursed at the “Transport Allowance for Relieving Employees” rate specified in the relevant Collective Agreement
Pool member living away from normal place of residence where placement is at least 100kms away.	<ul style="list-style-type: none"> • Return travel (one trip per appointment) between their normal place of residence and the school. • Travel is reimbursed at the “Transport Allowance for Relieving Employees” rate specified in the relevant Collective Agreement. • A daily allowance of \$50.00 per day (including weekends). This is to cover all living expenses. If accommodation is unable to be found within the daily allowance, the Ministry will consider a case from the employing board for the reimbursement of additional costs. Prior approval must be sought from the Ministry for this.

Expenses that may not be claimed

An ESS pool member may wish to travel home in term time during the appointment. This travel will be at the expense of the employee. The daily allowance, however, will continue to be paid.

Continued on next page

Emergency Staffing Scheme, continued

Reimbursement of claims The board employing the ESS pool member is responsible for the payment of travel expenses and the daily allowance. The Resourcing Division will then reimburse these expenses to the board.

The following table outlines the process for the reimbursement of claims:

Stage	Description
1	The ESS pool member submits their claim to their employing board. The claim consists of: <ul style="list-style-type: none">• receipts for travel and accommodation expenses• the <i>Emergency Staffing Scheme Claim Form</i> available from the Ministry website at: www.minedu.govt.nz/resourcingforms
2	The board initially pays the qualifying expenses from its operational funding.
3	The board seeks reimbursement of the actual costs paid from the Resourcing Division. Only those expenses listed above will be reimbursed. Boards should send each claim for reimbursement of expenses to the Resourcing Division and include: <ul style="list-style-type: none">• the completed <i>Emergency Staffing Scheme Claim Form</i>• a copy of the letter from the ESS regional coordinator to the board confirming the ESS pool member's appointment• receipts for travel and accommodation expenses for the ESS pool member.

Final date for claims The final date for processing claims for any school year will be 31 March of the following year. Claims received at the Resourcing Division after this date **will not** be actioned. Nor will claims received prior to the cut-off date, where appropriate and full documentation did not accompany the claim and has not been received by 31 March.

Board of Trustees' By-elections – Expenses Reimbursement

Introduction Boards are entitled to claim a refund of actual and reasonable expenses incurred in holding board of trustee by-elections for parent representatives only. Boards can also claim a limited refund where a staff by-election is held.

Ineligible claims No claim can be made for expenses for filling co-opted member positions, or for the election of student representatives.

Fees Before the by-election work begins, boards should come to an agreement with the returning officer and any clerical staff over the amount of their fees.

There is a generally accepted formula to calculate the returning officer's fee although boards are not bound by this. A reasonable fee for the returning officer is considered to be 50% of the election grant base amount, and 25% of the per pupil amount.

Maximum reimbursement The Ministry limits maximum reimbursements according to a formula related to school rolls, and to the funding rates used at the previous triennial election.

The formula used to calculate the maximum funding available for reimbursement is the same as that used for board of trustee triennial elections. That is, the per pupil amount multiplied by the provisional roll, plus the base grant.

Where a voting election is not required because the maximum reimbursement for a by-election is limited to 70% of the maximum funding described above. Boards that have to hold a voting election can claim up to the full amount.

If there is any uncertainty about reasonable expenditure, consult the Resourcing Division.

Note: Refunds are made at the conclusion of the by-election, not in advance.

Board of Trustees' By-elections – Expenses Reimbursement, continued

Process

The table below outlines the process of reimbursement from the Ministry:

Step	Action
1	When the by-election work is finished, complete the <i>BOT By-Elections Reimbursement Form</i> , available on the Ministry's website at: www.minedu.govt.nz/resourcingforms
2	Check that the form has been signed by both the board chairperson, or secretary, and the returning officer.
3	Attach all receipts and copies of invoices to the claim form, otherwise refunds cannot be made. This is necessary whether or not a poll was held. Invoices from boards to the Ministry are not acceptable as evidence of expenditure.
4	Send the completed application form and supporting information to the Resourcing Division: Resourcing Division Ministry of Education PO Box 1666 Wellington
5	The returning officer must complete the <i>New Membership of Board of Trustees Appendix F Form</i> . The form is available at www.nzsta.org.nz , under Election and Voting Forms, or can be found in the returning officers handbook. The completed form must be submitted within one week of the declaration of election results, and send it to the Data Management and Analysis Division: Data Management Unit Ministry of Education PO Box 1666, Wellington

Finder's Fee for International Teachers Recruitment

**Further
information**

Please refer to Chapter 4: Payments to Individuals.

National Recruitment Allowance

**Further
information**

Please refer to Chapter 4: Payments to Individuals.

Appendix 1: Prestigious Study Awards

Prestigious Awards

Prestigious Awards are available to teachers and principals through the generosity of donor organisations.

The following table lists the awards for which the Ministry of Education will meet relief teacher costs for the period of the award, including reasonable travelling time. Leave with pay is at the discretion of the employing boards of trustees. To ensure that relief teacher funding for the board is approved, the recipient is to send a copy of the award advice notice and a letter of approval from the employing board to: Administrator, Teacher Study Awards, Ministry of Education, PO Box 1666, Wellington. Phone: 04 463 4859. Email: teacher.studyawards@minedu.govt.nz.

Name of Award	Purpose	Awarding Body
ASB/APPA Travelling Scholarship (two awards available)	To widen experience through opportunity for Auckland principals to study, especially in areas of professional leadership.	Auckland Primary Principal's Association. Contact: Alan Jermaine alanj@paradise.net.nz Ph. 09 418 0156
Canterbury Primary Principals Fellowship	To allow the recipient to carry out study of benefit to schools and principals in Canterbury.	Canterbury Primary Principals' Association. Contact: Denise Torrey, President Phone (03) 332 2364
Graham Nuthall Classroom Research Trust Scholarship	To support classroom based research into learning and teaching, reflecting the approaches used by the late Graham Nuthall. Open to South Island-based teachers and post-graduate students.	Graham Nuthall Classroom Research Trust. School of Education, University of Canterbury, P O Box 4800, Christchurch
National Association of Secondary Deputy and Assistant Principals (NASDAP) Scholarship	To encourage and support leadership development focused on raising achievement in the secondary sector.	National Association of Secondary Deputy and Assistant Principals. Contact: President, PO Box 842 Nelson www.nasdap.org.nz
WestpacTrust Rotorua Principals' Association Fellowship	To provide an opportunity for national and international experience for leaders in the educational field in the Rotorua district.	Rotorua Principals' Association 07 349 6070 www.rpa.school.nz/resources/westpac-fellowship
Southland Primary Principals' Association Fellowship / Konica Minolta	To provide an opportunity for national and international experience for leaders in the educational field in the Southland district.	SPPA President, Wendy Ascot: 03 217 5196 www.sppa.school.nz/awards/awards.html

Continued on next page

Appendix 1: Prestigious Study Awards, continued

Name of Award	Purpose	Awarding Body
Minolta Dame Jean Herbison NZEALS Fellowship	To allow an education administrator to study or visit schools and education organisations in Australia. For more information see: www.nzeals.org.nz/kmdjh	New Zealand Education Administration and Leadership Society 03-326 5707, email: principal@avonside.school.nz
Winston Churchill Memorial Trust Awards	For New Zealanders to travel overseas to learn about other culture and to investigate topics which will benefit their work and community	Department of Internal Affairs, 0800 824 824, email: trusts@dia.govt.nz
Woolf Fisher Fellowships	To enable recipients (primary and secondary teachers and principals) to study education overseas with reference to their own subject, and to experience the life and culture of another country.	Woolf Fisher Trust 09-528 2927, www.woolffishertrust.co.nz/wft/faqs.htm
Training Programmes for Teachers of the Japanese-Language	To improve Japanese language skills and teaching methodology and deepen knowledge of Japan.	Japan Information and Cultural Centre, Embassy of Japan, PO Box 6340, Marion Square, Wellington 6140.
NZPF Fellowship	To encourage and support school leaders to engage in professional development.	New Zealand Principals' Federation, PO Box 11120, Wellington 04 471 2338

Applications

It is for the Minister of Education to designate an award as 'prestigious', and an application through the Ministry should reflect the following criteria:

- The Government's objective in education.
- The benefits to the teacher, school and education in general.
- The status of the sponsorship, which must be at least equal to any contribution by the Ministry.
- The openness of the selection procedures.

Appendix 2: Other Study Awards

- Teachers of the Visually Impaired
 - Teachers of the Hearing Impaired
 - Advisors of the Deaf
 - Reading Recovery Tutor Training
 - Bilingual Education
 - Guidance Counsellor Training
 - Resource Teachers of Learning and Behaviour (RTLB) (Note: relief costs are not payable with these awards)
 - Teachers of Students with Special Teaching Needs
 - Kura Kaupapa Māori Teacher Training
 - E-Learning Fellowships
 - Sabbatical Leave for Area School Principals
 - Sabbatical Leave for Area School Teachers
 - Sabbatical Leave for Primary School Principals
 - Sabbatical Leave for Primary School Teachers
 - Sabbatical Leave for Secondary School Principals
 - Sabbatical Leave for Secondary School Teachers
 - Deputy and Associate Principals' Study Leave
 - Secondary Specialist Teachers' G3 Upgrade Awards
 - Early Intervention Study Awards
 - Study Support Grants
-

Appendix 3: Employment of Relieving Teachers

Managing expenditure of relief teacher funding

Each board's expenditure will vary from year to year. Boards are advised to consider their previous relief teacher funding requirements and take into account any known budget demands such as professional development, special leave, ongoing illnesses or impending hospitalisation and/or surgery.

Surpluses and deficits arising from under and over expenditure on the employment of relief teachers, for whatever reason, are a board's responsibility to manage from year to year as part of the overall financial management of the school.

Employment conditions

The employment conditions of relieving teachers are governed by the respective teachers' Collective Agreement (CA).

Relieving teacher individual employment agreements

As with any other teacher, a relieving teacher may elect to be covered by the respective Collective Agreement (CA) or an Individual Employment Agreement (IEA) based on the CA and as promulgated by the Ministry. The current collective agreements and promulgated individual agreements are available on the ministry website at www.minedu.govt.nz/employmentagreements. Any employment agreement must be reconfirmed at the beginning of each period of employment.

Implications of IEAs

When employing a relieving teacher on an IEA, boards must ensure that the agreement specifies:

- the reason for their employment (and relieving for a teacher on paid leave)
- their weekly hours
- the period of employment, including a finish date and the reason it is a fixed term agreement.

This is a single agreement, i.e., it is applied to a specific individual occupying a specific relieving position. When the same reliever is used to fill a position for another teacher on leave, a new agreement must be completed.

Templates are available from NZSTA's website www.nzsta.org.nz.

Short-term extended to long-term agreements

Where a short-term agreement is extended to a long-term agreement to replace the same absent teacher on leave, the change in rate may occur on the date the board revises the agreement or when the short-term relief period expires, whichever is the earlier.

A short-term reliever is employed for less than six weeks; a long term reliever is one employed for greater than six consecutive weeks.

Continued on next page

Appendix 3: Employment of Relieving Teachers, continued

Employment relationship If the board is receiving Additional Relief Teacher Funding, this does not change the employment relationship between the employing board and the relieving teacher. The Ministry of Education only funds relievers, and is not the employer.

Daily pay rates Relief teachers are paid at the following daily rates:

Agreement	Primary, Area and Secondary Teachers' CAs
Remuneration (daily rate)	1/190 of appropriate annual salary (inclusive of holiday pay).
Maximum daily rate payable	Not to exceed 1/190 of step 10 of the base scale (inclusive of holiday pay).

These rates apply irrespective of whether a relieving teacher's employment is funded from the board's operational funding (BG) or teachers' salaries (TS).

Long term relievers Long-term relievers employed under a single Individual Employment Agreement to relieve in a teaching position during a teacher's absence for a period in excess of six weeks will be paid at the appropriate rate (according to qualifications training, and experience) specified in the relevant CA.

Banking Staffing Using the flexibility Banking Staffing offers, boards may choose to charge relief teachers to Teachers' Salaries (TS). Before charging relievers to TS, boards should assure themselves that they will keep within their staffing entitlement for the year. Should a board overuse their entitlement, under the Banking Staffing policy, the Ministry will charge any over usage to the board at the rate promulgated at the time.