



MARIST CATHOLIC SCHOOL

PROCEDURE: **Unit Allocation**

Salary units are provided to schools based on a formula determined by the Ministry of Education, to recognise management and responsibility, and to assist with recruitment, retention, and/or reward. The number of salary units is based on the school's staffing entitlement.

- The school consults with staff to determine the best way to use units.
- Unit positions are advertised internally or externally and awarded to the best applicant, as determined by an appointment committee.
- Permanent units are allocated first, and then remaining units generated by staffing are distributed as fixed term units.
- Up to 40% of a school's available units may be distributed as fixed term on the basis of a needs analysis.
- Fixed-term units have an end date, usually within the current year's staffing entitlement period. Fixed term allocations for a clearly defined task or assignment have an end date, or cease on completion of the task or assignment.
- Fixed-term units may only be proportioned for staff in an approved full-time job-share situation (or in small schools with less than four units).
- Performance objectives relating to responsibilities are included in individual job descriptions and performance agreements.

See the [Ministry of Education](#) for more information about salary units, including rules for their allocation.