

# FAQs for part time teachers on changes in 2025

## 1. What is the change?

From the start of 2025 all part time teachers (including fixed term, ITMs and RTLBS) must be provided with 1 hour of timetabled non-contact time for every 4 hours of timetabled teaching and all schools will be provided with extra staffing hours to support this change.

For part-time teachers continuing to be employed in the same school next year, the default situation is that your paid/timetabled hours will be increased 11% and the 11% salary loading will go. Your pay will stay the same. The total hours must include prorated noncontact time.

There should be written agreement to the new hours.

## 2. I am a part time ITM/RTLB – does this affect me?

All part time teachers other than those employed to teach years 1-6 in composite/area schools are covered by these changes.

From the start of 2025 your hours must include a timetable/paid non-teaching component for preparation, resource development, administration, equipment maintenance etc.

## 3. I am fixed-term part-time – does this affect me?

If your current employment is continuing into the 2025 school year you will be included in the automatic adjustment of hours. You will be entitled to the prorated non-contact.

If you are starting new employment in 2025 then your hours will be as agreed for that new job. The agreed hours for the job must include prorated non-contact time.

The 11% salary loading will also not apply to the agreed hours for new jobs, and you will be paid only for the hours you are timetabled for in the new employment.

There should be written agreement to the new hours.

## 4. How do I know what my hours will be next year?

You can use the calculator on the website to see what your hours would be automatically adjusted to next year and hour, what contact and non-contact time this would give you and what happens to your pay. <https://www.ppta.org.nz/advice-and-issues/preparing-for-the-start-of-2025/>

## 5. Do I have to accept the changed hours?

No, you can agree to keep your current hours or to different total hours, but the 11% salary loading will not be paid on the alternative hours you agree to.

Without the 11% salary loading in 2025, keeping your total hours the same as this year or agreeing to fewer than the automatic adjustment will reduce your fortnightly pay.

Agreement to different hours must be in writing.

#### **6. Will I be teaching more hours?**

For most part-time teachers you will be teaching fewer hours because the total hours will have to include the fully prorated non-contact time.

For example, if you are employed to teach for 10 hours per week and have no non-contact time, your new total hours would be 11 hours and 7 minutes, including 2 hours and 13 minutes non-contact time. Your contact time would be 8 hours and 54 minutes per week instead of 10 hours per week.

Some part-time teachers may have increased contact hours if they were previously already receiving fully prorated non-contact and the 11% salary loading. To maintain their pay their hours will increase and they may then have more contact hours than currently. This adjustment brings those teachers into line with other part time teachers.

#### **7. Will I have to be at school for longer?**

This will depend on your individual circumstances, but in most cases you are likely to already be at school during timetabled time for more hours than you are timetabled for teaching and for non-contact. Those currently untimetable hours can become part of your total timetabled hours for 2025.

For example, if you are employed to teach for 10 hours per week your new total hours would be 11 hours and 7 minutes, including 2 hours and 13 minutes non-contact time.

If you are currently timetabled to teach period 1 and period 3 and period 5 on one day but periods 2 and 4 are not a recognized (paid) non-contact hour, then in 2025 those two periods could be counted towards your non-contact time. Your timetabled hours would increase but the total time spent at school would not.

#### **8. I currently don't have to come in on one day per week – would I have to next year?**

The school must discuss with you when your non-contacts are timetabled.

The school should seek to arrange it so that your non-contact periods fall at times you would normally be at school.

It could be agreed that some of your non-contact is on a day when you are not timetabled to teach.

#### **9. My school wants me to increase my hours by more/less than the automatic 11% next year. Do I have to agree?**

If you have ongoing employment you do not have to agree to more or fewer hours than the automatic adjustment will give, but you can do so if you wish.

The 11% salary loading will be gone in 2025 and reducing hours below those that will automatically occur will reduce your fortnightly pay.

**10. I am a part time ITM/RTLB and my school(s) don't want to give me the non-contact time.**

The school is contractually bound to provide the non-contact time as part of your total hours. Contact your field officer. The school will accrue liability for the non-contact time during the period it is not provided.

**11. How does this affect the non-timetabled duties?**

As a fully prorated teacher you can be asked to do prorated duties.

This might work best when considered over the whole year. For example, if you are 0.5 FTE then you could be asked to do half the duties done by a full-time teacher over the year, attend half the meetings etc.

**12. I have a mix of permanent and fixed term hours. How does the change affect me?**

The adjustment will occur automatically for your permanent hours. You will need to agree the fixed-term hours for 2025 as you currently do each year. The hours recorded with payroll at the end of this year will be adjusted. All the hours (fixed term and permanent) must include the non-contact time from the start of 2025.

**13. Does the extra staffing for schools only cover the 11% extra time?**

The extra staffing provided nationally was calculated by the Ministry of Education from payroll data to cover all the changes, including the full prorating of non-contact time.

As the total amount was calculated assuming that all schools only gave the minimum non-contact time most will get more than they need, but because the total extra staffing is averaged out across all schools by roll size, some schools (generally those with a lot of part time teachers) may get less staffing than they need for the changes. Schools that have not endeavoured to provide prorated non-contact time, as required by the collective agreements since 2008, may now need to make those staffing adjustments need to find additional staffing if they want to continue to have the same number of teaching hours as in 2024.

All schools will need to make the adjustments within all the staffing resource available to them.

**14. What is prorated non-contact time to be used for?**

Non-contact time is timetabled time when you are free to undertake self-directed work associated with:

- The preparation, evaluation and assessment generated by classes and students, or other requirements such as external examination prescriptions, or reporting on the progress of individual students;
- The counselling and pastoral needs of students;
- Administration either in respect of their curriculum or pastoral responsibilities or in respect of the general administration of the school.

*Note: Itinerating teachers may agree that some of the non-contact time covers travel time (not travel costs) between schools during the timetabled school hours and/or time spent in maintenance and repair of resources and instruments/equipment.*

#### **15. What happens if I am asked to do relief during my non-contact time?**

The school can ask you to forgo a non-contact period if there is genuine reason in exchange for a compensatory mechanism.

If they cannot get a day reliever and ask you to relieve during a designated non-contact period you can agree to defer your non-contact to another agreed time during the school week and to take the relief class period as a day reliever.

EdPay would just need to be notified that you are to be paid for the relief time at day reliever rates for the relief time as they are currently.

#### **16. What happens if I am teaching less than my FTTE contact hours?**

If you are under code then the school could ask you to do relief that is equivalent to the 'unders'. This is the same as a full-time teacher who is under-code for weekly contact.

For example, if your weekly contact time is 11.11 hours per week and you are timetabled for 11 hours contact then the school could accumulate the 7 minutes each week and ask you to do a relief period once a term as part of your contact hours.

#### **17. In 2024 I had prorated non-contact and the 11% salary loading. Why can't I keep both of these?**

Having both prorated non-contact and the 11% salary loading was an anomaly of the previous system which gave an advantage to some part time teachers over most other part timers and over full-time teachers. That advantage could not be maintained for those who had it. Everyone is now receiving non-contact time and being paid on the same basis.

#### **18. When we calculate the new part time hours are we required to add the 11% loading and then 20% for non-contact time?**

The adjustment that will occur automatically is that the current hours will be increased by 11.11111%.

There is no requirement to increase the hours further.

Of the new total hours one fifth must be non-contact time from the start of next year.

For example:

- A teacher is timetabled for 18 hours per week currently.
- Their hours are extended next year to 20 hours per week ( $18 \times 1.111111$ ).
- Of those 20 timetabled hours one in five must be non-contact
- $20/5 = 4$  hours timetabled non-contact.
- The remaining 16 hours can be timetabled contact time.

You can use the principals' version of the part time changes calculator to see how many hours the teacher would be employed for in total from next year (unless there is agreement to different hours).

**19. If the school wants to keep the same number of teaching hours what should the new total hours be at the start of next year?**

From 2025 there will be 1 hour of timetabled non-contact for every 4 hours teaching.

There is no obligation to keep the same number of teaching hours.

If the school wants to do so you would need to agree to add one hour for every 4 current contact hours.

For example

- A teacher is currently teaching 10 hours per week.
- To maintain those teaching hours next year they would need to have 10 hours contact and 2.5 hours timetabled non-contact (10 contact hours/4).
- That is a total of 12.5 timetabled hours per week.
- To teach 10 hours in 2025 they would to be timetabled for 12.5 hours per week.

**20. What if my school has a non-standard timetable?**

*This might be something like a timetable that is not based on five days, or a rotating timetable.*

You are currently timetabled for a number of hours each week for payroll purposes. Your letter of appointment should say what those hours are.

As you have a non-standard timetable those hours may vary week by week. In effect you are paid for the average number of hours you are timetabled for each week over the term.

If you have a non-standard timetable you can work out your current average weekly timetabled hours using this calculator. [Entitlement calculator - PPTA](#)

The same process applies as for a teacher employed within a regular timetable:

- Confirm how many timetabled hours per week you are being paid for by payroll (check your pay slip for the timetabled hours you are paid for per fortnight and divide by 2).
- Multiply those hours by 1.111111.
- One fifth of the new total hours must be non-contact time and four fifths can be contact time.

Over the term the school can timetable you for those hours each week on average over the term

For example:

- A teacher is paid for 20 timetabled hours per fortnight.
- They are timetabled for 100 hours every ten term weeks but as their timetable is non-regular sometime weeks they are timetabled for more than 10 hours and some weeks for less.
- From 28 January 2025 their average weekly timetabled hours increase to 11.1 hours per week.
- The school can then timetable them for 111 hours every ten weeks.
- One fifth of those 111 hours (about 22 hours per term) must be timetabled non-contact time.
- Over a ten-week period they could be timetabled for contact for a little less than 89 hours.
- They will average a little less than 9 hours contact and a little over 2 hours non-contact per week, but the actual hours per week would still across the non-standard timetable.