

# Advice on change to part-time non-contact provisions

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## A note on composite and area schools (ASTCA)

This advice is written using the phrasing of the STCA provisions for teachers in secondary schools, which is worded in terms of non-contact time. Although the ASTCA provisions for teachers teaching predominantly years 7-13 are worded in terms of maximum contact, the operation of those provisions is the same as the operation of the STCA provisions.

You can read the advice below as applying to both teachers in secondary schools and to teachers of year 7-13 in composite schools.

The changes do not apply to part time teachers teaching predominantly years 1-6 classes in composite/area schools, who will continue with their hours and 11% loading as before.

## The new provisions

Until 28 January 2025 the provisions for part-time non-contact do not change.

From 28 January 2025 the new non-contact provisions for part-time teachers are:

STCA 5.3.4B **From start of the 2025 school year** and subject to clause 5.2.1 (d), a teacher cannot be timetabled for more than 20 hours per week class contact. The balance of their timetabled hours will be non-contact time of which for:

- a. Full-time teachers must be a minimum of five hours per week;
- b. ***Part-time teachers must be proportionate to that provided to full-time teachers, based on their total FTTE. Where the non-contact time is less than one student class the non-contact time must be included in the teacher's FTTE but is not required to be timetabled***

ASTCA 4.2.3 (d) ***From start of the 2025 school year a part-time teacher's maximum timetabled classroom teaching time may be a combination of differing periods of time but must be proportionate to that of a full-time teacher, based on their FTTE. The balance of their timetabled week shall be non-class contact time.***

This means that from 28 January 2025 you must timetable one hour of non-contact for every 4 hours of timetabled contact time and the part-time teacher's total timetabled hours will be the combination of the two.

From 28 January part-time teachers:

- Will no longer be paid the 11% loading.
- May be asked to do non-timetabled duties proportionate to full time teachers
- May be employed for more than 0.89 FTTE

Some part-time teachers, at the top end of the FTTE scale, will be converted to full time.

Additional staffing will be given to schools to support the changes. This will be:

<b>Secondary schools</b>	0.1 + 0.01584 times the school's staffing entitlement (FTTE)
<b>Area/composite schools</b>	0.1 + 0.026 times (the year 7-13 roll divided by the total roll) times the school's entitlement staffing (FTTE)
<b>Restricted composite schools</b>	0.1 + 0.01584 times (the year 9-10 roll divided by the total roll) times the school's entitlement staffing (FTTE)

Schools will receive confirmation of the extra staffing in with their 2025 provisional staffing notice in 2024. The extra staffing will be available from the start of 2025.

## Ministry and payroll

The Ministry and EPL will be confirming the following in the coming months:

- Any administrative requirements they have for the change.
- The specific payroll processes which will apply at the point of change.

## Timeline for change

### 2024

Before September 2024 No change is required to the timetable arrangements of part-time staff.

Confirm existing part-time appointments are correctly recorded as fixed term or permanent.

Check part-time hours and FTE are correctly calculated by the school and recorded for payroll.

Review for your understanding the 2025 changes for part-time teachers.

The change can be checked in the spreadsheets available on the PPTA webpage.

Raise with part-time teachers the effect of the change for them. For permanent part-time teachers and any continuing fixed-term teachers with stable timetables discuss the impact of the increase in hours.

All other fixed term teachers will need hours confirmed later in the year.

September 2024 Your staffing notice with confirmed additional staffing for adjustment will be received.

Term 4 2024 Schools to provide confirmed hours for part-time teachers continuing at the school in 2025.

Issue continuing part-time staff a letter to confirm their hours for 2025.

Appointment of new part-time staff who will start in 2025 will be with prorated non-contact. See sample letter.

Area/composite schools will identify for EdPay the year 7-13 part time teachers. Schools will be advised on the process for this before the end of term 4.

Ensure that payroll has correct hours for part-time teachers continuing to be employed in the school.

## 2025

Before payroll cut off: Ensure that payroll has correct hours for part-time teachers continuing to be employed in the school if there have been adjustments.

28 January: Payroll automatically adjust FTTE of notified part-time teachers.

All part-time teachers must receive prorated non-contact time as part of their total paid timetabled hours.

From 28 January All future new appointments will be with prorated non-contact.

## Four types of parttime teacher to consider

When thinking about the changes and what you need to do in preparation there are the following scenarios:

### Part-time teacher, only permanent hours

Confirm their recorded hours and FTTE are correct before 2025.

Payroll will have their hours already on record and will use those hours to make the adjustment

If a teacher does not want the adjustment to their total hours, or to their maximum contact time, then they will need to agree with you their new part time hours from the start of 2025. These new permanent hours would then be offered, accepted and recorded in the same way that any agreed change to permanent hours would be.

### Part-time teacher only fixed term hours, continuing in 2025

Confirm that these positions are genuine fixed term and should not be either permanent or a mixture of permanent and fixed term hours.

Confirm their hours for 2025 with the teacher.

Payroll will use the hours you have provided by 27 January 2025 to make the adjustment

### Part-time teacher mix of permanent and fixed hours, continuing in 2025

Confirm that fixed term hours are genuinely fixed term.

Confirm their fixed term hours for 2025 with the teacher.

Payroll will use the total hours you have provided by 27 January 2025 to make the adjustment.

### Part-time teacher new to the school in 2025

Confirm the total weekly hours for 2025 with the teacher.

These hours will include the prorated non-contact time.

Payroll will not adjust these hours on 28 January 2025.

## The change

On 28 January 2025 payroll will adjust the hours/FTTE of part-time teachers who continue to be employed in your school from 2024.

They will increase the hours on record by 11% and they will cease making the 11% salary loading.

## Documentation

Before the change to hours occurs, there still needs to be offer and acceptance of the additional hours. A letter offering the additional hours will need to be provided by the employer to the part-time teacher and signed by the teacher. This will replace their existing letter confirming their employment hours.

Permanent part-time teachers are not required to accept the additional hours.

## Change in timetabling

All part-time teachers must be timetabled with prorated non-contact.

Where schools have been providing prorated non-contact and teachers have received these hours and the 11% loading they will have an increase in possible timetabled contact time if they accept the additional 11% of hours.

All part-time teachers who did not get prorated non-contact will see a reduction in the number of hours they can teach in a week and an increase in their timetabled non-contact time.

All continuing part-time teachers are eligible for the 11% increase in their total timetabled hours for 2025.

Some permanent part-time teachers may not accept the increase in hours and they are not obliged to.

All changes in hours of employment must be by agreement between the employer and the individual teacher and recorded in writing.

The change can be checked in the spreadsheets available on the PPTA webpage.

## After the change

From 28 January 2025 all new appointments to part-time positions will be made under the new provisions.

## Calculations

### Hours and FTTE

The hours for payroll of a part-time teacher are their total timetable classroom teaching/contact time plus any timetable non-contact time plus any other timetabled non-teaching time allowances they have.

The FTTE of a part-time teacher are their total hours (above) divided by 25.

**Example 1** A part-time teacher is employed to teach 15 hours of class time and has an hour of non-contract time.

Payroll is advised they are employed for 16 hours.

Their FTTE is 0.64 (16/25).

**Example 2** A part-time teacher with a permanent unit is employed to teach 15 hours of class time and has an hour of non-contract time plus one hour for duties associated with the unit.

Payroll is advised they are employed for 17 hours.

Their FTTE is 0.68 (17/25).

The current 11% salary loading is not counted as part of their hours. It is generated from their timetabled hours.

### 2025 adjustment

Payroll will increase the teacher's record hours by the amount required to ensure that teachers do not lose pay because of the change. For almost everyone this will be done by multiplying their recorded hours by 25 and dividing by 22.5. This is the way in which the equivalent of the one additional paid hour for each nine timetabled hours (the '11% loading') is generated.

**Example** A part-time teacher is employed for 12 hours per week (0.48 FTTE).

On 28 January 2025 they will adjust to 13.33 hours per week.

## Sample wording

### Offer of additional hours at transition

Dear [name]

[Date]

From 28 January 2025, part-time teachers covered by the [Secondary/Area School] Teachers' Collective Agreement must be given non-contact time pro-rata to full time teachers. From this date the additional 11% payment made to part-time teachers will stop.

This letter is to offer you additional hours of work to accommodate these changes.

I am pleased to offer you increased hours for your existing part-time position to a total of [XX] hours per week.

Your total FTTE will increase from [0.XX] to [0.XX/fulltime].

The changes will mean that you will then have a maximum timetabled contact time of [XX] hours per week and (X) hours per week of timetabled non-contact time.

All other terms and conditions of your employment will remain as per the [Secondary/Area School] Teachers' Collective Agreement.

I am happy to discuss this offer with you. Please return the signed acceptance by [date]

Signed            Principal

Date