

# Make your Collective Agreement Real

## Advice and guidance

For further advice consult your local PPTA field office

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PPTA

# Are You Getting All your ASTCA Workload Entitlements?

PPTA

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## Timetable policy (see ASTCA part 4)

- ▶ Teachers must be consulted on development of the timetable policy and any changes to it.
- ▶ The policy must include non-contact time and other matters (e.g. class size, duties).
- ▶ The policy must include a compensatory process for dealing with circumstances where it isn't possible to provide the ASTCA non-contact provisions.
- ▶ The employer must give a genuine reason during timetable development or at short notice to ask you to exceed your maximum contact within any week. Requests should not be a regular occurrence.

## Maximum contact time (see ASTCA part 4)

*NB. Contact time includes subject classes, supervision, SSR, academic mentoring etc. It does not include general administration time (e.g. form time).*

## For those teaching year 7 and above for 80% or more of their teaching time.

### FULL-TIME teachers

- ▶ Maximum timetabled hours per week (full-time teacher) = 25 hours.
- ▶ Maximum timetabled contact hours per week (full-time teacher) = 20 hours minus any time allowances.
- ▶ *First year teacher* = no more than 15 hours per week timetabled contact.
- ▶ *Second year teacher* = no more than 17.5 hours per week timetabled contact.
- ▶ *Unit holders* = deduct 1 hour contact for each of the first three permanent units. Further reduction in contact time is provided for senior managers in accordance with a school's policy.

### **PART-TIME teachers**

- ▶ Maximum timetabled hours per week = 19.5 hours
- ▶ Teachers employed for **18 hours or more per week** must have a minimum amount of non-contact time included in their hours (See table 4.2.3 (d)).
- ▶ *First year teacher employed for 12.5 hours or more* – paid hours include teaching and 2.5 hours non-contact for advice and guidance plus the part-time teacher non-contact time allowances.
- ▶ *Second year teacher* – the same non-contact entitlements as fully registered part-time teachers.
- ▶ *Unit holders* – deduct 1 hour contact for each of the first 3 permanent units in addition to the general part-time non-contact allowances. Further reduction in contact time is provided for senior managers in accordance with a school's policy.

### **For those teaching year 7 to 13 for less than 80% of their teaching time.**

- ▶ The maximum timetabled classroom teaching time may be averaged out on a per term basis.
- ▶ *Full-time teachers* – have an average of 24 hours maximum timetabled classroom teaching time per week.
- ▶ *Part-time teachers employed for 0.80 FTTE per week or more* – have an average maximum timetabled classroom teaching time equivalent to 0.96 of the hours for which they are employed.
- ▶ *Unit-holders or their equivalents* – the school must endeavour to reduce your teaching time where you are required to carry out specific management and/or additional responsibilities.

### **Additional time allowances (see ASTCA part 2)**

All teachers may be eligible for additional time allowances.

- ▶ Specialist teachers have maximum timetabled contact reduced by 2 hours per week (school roll less than 100) or by 4 hours per week (roll over 99). You may have other time allowances which reduce your maximum contact further.
- ▶ HOD/Tutor teacher time allowance – 40 hours per year for each year 1 teacher for whom you have responsibility for curriculum advice and guidance.
- ▶ Te Atakura time allowance.
- ▶ Overseas teacher time allowance – for overseas trained teachers in their first two terms of teaching in New Zealand.

### **Compensatory mechanisms (see ASTCA clause 4.2.2 (c))**

- ▶ You may agree to temporarily increase your maximum contact time (at the request of the employer) provided the compensation processes in the timetable policy are applied.

### **Call backs – duties when the school is not open for instruction**

(see ASTCA clause 4.7)

- ▶ Schools can require teachers to be on site for 190 days per year when open for instruction and;
  - up to 5 days per year (or equivalent, ie 25 hours) for administration preparation, co-ordination and reporting.
  - up to 5 days per year (or equivalent) for professional development on days when the school is not open for instruction.
- ▶ *For PD* – your own initiatives and needs must be taken into account.
- ▶ *For administration* – these must be reasonable and take account of your own initiatives.
- ▶ Employer must not be unreasonable (adequate forewarning, reasonable timing etc.) and each teacher's individual situation must be taken into account.
- ▶ *For all call back days* – the board must pay actual and reasonable costs including childcare, travel and meals.
- ▶ For call back purposes the school year is between 28 January 2013 and 27 January 2014.

### **Rest and meal breaks**

(*Employment Relations Act part 6D [possibly to be repealed]*)

- ▶ Schools must provide a 30-minute meal break and 10-minute breaks before & after the meal break.
- ▶ If you're at school for longer than 10 hours then you're entitled to further break entitlements.
- ▶ The rest and meal breaks must be free from duty.
- ▶ Timetabled non-contact time is not a rest or meal break.

### **What should I do if I'm not getting some of these entitlements?**

- ▶ First, raise the issue with your principal.
- ▶ If it is not resolved, raise the issue with your PPTA branch officers
- ▶ If it is STILL unresolved contact your PPTA field office .

### **For more information ...**

Find "It's about time 2013" or "Guide to rest and meal breaks" or sample timetable policies at [www.ppta.org.nz](http://www.ppta.org.nz).