

Information for the employer

– key messages to staff in the New Brighton schools that are merging

This fact sheet includes information for staff – teaching and support staff, and those on permanent and fixed term agreements – on the implications for them now that the final decision has been made that their school will merge.

Staff are encouraged to discuss their situation and seek advice from their union, or if not a union member, with an appropriate advisor.

Employers/change managers should contact the NZ School Trustees Association for advice.

- » There will be a process which:
 - will cover all employees whether permanent or fixed term
 - is contained in a collective agreement, or an individual employment agreement.
- » Boards will have a change manager to support the process with both employees and the relevant union.
- » The change manager will support the Board to ensure all employment records are up to date, including confirming who is permanently employed and who is employed on a fixed term agreement.
***Note** some employees may have both a permanent and a fixed term role and both roles will need to be confirmed.*
- » For permanent employees, there are various options outlined in their employment agreement. Depending on their current role, the outcome could be reassignment or reconfirmation, appointment to a new position or disestablishment of the existing position and access to the surplus staffing options contained in the applicable collective agreement or individual employment agreement.
- » For fixed term employees, their termination process will be in accordance with their letter of appointment and their employment agreement.
- » The appointed Board (i.e. the continuing board) of the newly merged school (i.e. the reorganised or continuing school) will be responsible for the management of the process to:
 - appoint a principal to the school being formed by the merger
 - undertake a needs analysis and establish the new staffing structure (following consultation with the employees in the schools to be merged and relevant union) for the school being formed by the merger



- seek, in writing, any expressions of interest for voluntary options
***Note** the Board is not bound to agree to any voluntary offer. However, their decision, once in writing, is final.*
 - reconfirm or reassign permanent employees to suitable positions in the new staffing structure
 - advertise any unfilled roles
 - give written notice to any employee in the schools being merged who do not secure a position in the new staffing structure, and support permanent employees while they decide which surplus staffing option they wish to elect.
- » An appropriate package will be put in place to support the schools through to their transition to the merged school in 2015.
- » All staff have access to the wellbeing and workforce support package. See the fact sheet in this information pack for further information on the package.

Further information is available
on the *Shaping Education* website
www.shapingeducation.govt.nz

