

# Information for the employer

## – key messages to staff at St Paul’s School (Dallington) and Our Lady of Fatima School

*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 the schools will close and a proposed new school established and integrated.*

*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 will contact the NZ School Trustees Association for advice.*

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- » There will be a process which:
  - will cover all employees whether permanent or fixed term
  - has been agreed to by NZEI and the Ministry
- » 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 the agreed process. 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.
- » For fixed term employees, their termination process will be in accordance with their letter of appointment and their employment agreement.
- » The Establishment Board of the proposed new school will be responsible for the management of the process to:
  - appoint a principal to the school being established
  - undertake a needs analysis and establish the new staffing structure (following consultation with the employees in the schools to be closed and relevant union) for the school being established

- seek, in writing, any expressions of interest for teaching positions at the proposed new school
  - reconfirm or reassign permanent employees to suitable positions in the new staffing structure
  - advertise any unfilled roles or new positions
  - give written notice to any employee in the schools being closed 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.
- » 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](http://www.shapingeducation.govt.nz)

