

POLICY: NON CONTACT TIME FOR STAFF

Rationale

To provide for the non contact time for staff as per the Collective Employment Agreement (CEA) of August 2004.

Purpose

1. To provide for the non contact time as specified in the Agreement.
2. To ensure there is flexibility of arrangements.
3. To meet the needs of the school timetable.

Guidelines

1. From 2006 the employer shall provide 5 timetabled non contact hours within each week. The non-contact time may be a combination of differing periods of time which total no less than the equivalent of 5 non-contact hours. Variations from this may occur under guidelines 4, 5, 6 and 9 below. This excludes House Group Time.
2. Non contact time periods shall be provided for permanent unit holders on the basis of 1 hour per MU held up to 3 MUs.
3. When putting teachers' timetables together for the year, provision needs to be made for guideline 1 & 2.
4. Flexibility is available where there are problems in the timetable for staff to teach more than the teachers specified non-contact hours under the CA, for a period of time up to one term. This arrangement will occur only with consultation and agreement of the staff member concerned and appropriate Head of Department. Every effort will be made in the following term to provide the compensatory time.
5. Shared classes may be timetabled in the senior school where there are no other alternatives in meeting non-contact time as per the Agreement.
6. At times of short notice (eg. Staff member goes home unwell during the day) it may be necessary for staff to be required to do relief that may affect the allocated non-contact time.
7. Where staff have more than their allocation of non contacts, there will be designated period(s) identified in consultation with the teacher as being available for relief purposes on that day without prior notice. If the need for relief is for another day, the staff member will be consulted about the need.
8. Beginning Teachers: Full time first year teachers shall be on a 0.8 Agreement loading and shall not have more than 16 hours allocated teaching duties each.
Full time second year teachers shall be on a 0.9 teacher Agreement loading that equates to 18 hours.
9. Provision for flexibility on all of the above guidelines is required for circumstances beyond the control of management eg unavailability of relievers or there is 3 or less periods to cover.

REVIEW: This policy will be reviewed according to the Board of Trustees' triennial Programme of Self review (MAY 2019)

DATE CONFIRMED: 24 MAY 2016