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## Operational Policies

### 3.13 Hours of Work Policy

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**Classification:** Human Resources  
**Applies to:** All Employees  
**Approved by:** General Manager

**Date:** April 2023  
**Review Date:** April 2025

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#### **Purpose:**

- To clarify expectations pertaining to Teachers' hours of work as related to the Kindergarten Teachers, Head Teachers and Senior Teachers collective agreement (KTCA) and Kaitiaki Kindergartens.

#### **References:**

- Kindergarten Teachers Collective Agreement (KTCA)
- State Sector Act 1988
- Employment Relations Act 2000
- Current Employment Agreements
- Staff Code of Conduct
- Vulnerable Children's Act 2014
- Equal Employment Opportunity Policy

#### **Definition:**

- Kaitiaki Kindergartens – is referred to as 'The Association'
- Head Teachers and Centre Managers – are referred to as Service Leaders
- Professional Practice Leaders – PPL
- Kindergartens and Early Learning Centres – are referred to as services
- Non-teaching employees – Other Employees
- FTE – Full time equivalent

#### **Policy**

The teaching profession is such that hours of work for FTE teachers will often exceed 40 hours per week and likewise for pro-rata positions, taking into account meetings, committee activities and general teaching responsibilities.

However, the Association recognises the importance of managing a life balance and is committed to working with teams to ensure that, as far as practicable, their working week should not exceed 40 hours for a full-time teacher and for part-time teachers not exceed the total hours of work set out in their letter of appointment.

#### **Procedures**

1. All teachers shall work such hours as are required of them to properly fulfil the duties and responsibilities connected with their employment.
  2. Teachers must make arrangements for the care of their own children during working hours.
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3. All leave required within work hours must be signed by the Service Leader and approved by the PPL. Leave should be applied for in advance using the Leave Application Form. In the case of an emergency, a phone call to the PPL is required prior to any leave being taken.
4. All teachers working in services that operate during term time only are required to be available for work and/or professional development during the second week of each term break for the total hours of their usual working week. Should a teacher need to take leave during this week including:
  - a. Sick leave
  - b. Bereavement Leave
  - c. Time in lieu
  - d. Leave without pay
  - e. Paid Union MeetingThey must submit their application according to the Association's Leave policy.
5. Attendance at local committee meetings is required of the Service Leader. Attendance by other teachers within the team will be by negotiation with the Service Leader (however travel will be paid in these circumstances).
6. Teachers are expected, within reason, to attend the majority of social and community functions related to their extended service community programme. Non-attendance at any such function is to be negotiated with the Service Leader.

#### **Part time teachers**

7. Part-time teachers will have an allocated timetable for their work hours that has been calculated to pro-rata of a FTE that includes team meeting time.
8. Attendance at professional development during the second week of the term break will be negotiated with the Service Leader depending on the contracted hours available.
9. Any additional hours required of the part-time teacher must be approved by the PPL in advance of the time to be worked.

Signed:

General Manager

Date: 8/6/23

#### **Endorsed by**

Signed:

President of the Board

Date: 8/6/23