



NZSTA
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EMERGENCY STAFFING SCHEME

CODE OF PRACTICE / GUIDELINES 2023 for School Boards

Overview of ESS

NZSTA, on behalf of the Ministry of Education, administers the Emergency Staffing Scheme (ESS), which provides last resort help for school boards of state and state integrated schools who are unable to attract principals/deputy principals.

To qualify for an ESS pool member, a board must meet a set criteria and demonstrate the steps taken to meet the requirements.

Boards who need ESS assistance should contact the National ESS Coordinator (not the Ministry of Education) who will make the connection between the Presiding Member (Board Chair) and pool member.

It is expected an ESS pool member would be available within 24 hours' notice or at the outside, the appointment would be taken up within a maximum five day period.

ESS pool members are not "change agents", nor are they available to resolve possible conflicts between the community and the board. They are only available to fill last resort vacancies, for a maximum of one term.

This period may be extended where the position remains unfilled despite continued recruitment initiatives. Approval must be sought in writing from the MoE through the ESS National Coordinator.

Criteria

The following is the qualifying criteria for ESS placements:

- No one available to "act up" within the school
- Advertising locally for suitable reliever unsuccessful
- All reasonable efforts are being/have been made to use normal avenues for appointing a permanent principal where applicable
- The need is temporary (not more than 10 weeks)
- The need is to provide for last resort coverage for a situation the board cannot control, e.g., the principal has another position, major illness, etc.
- The request is not to provide for day-to-day casual relief

Application process

1. Boards who need ESS assistance and meet the qualifying criteria should first contact the ESS National Coordinator (not the Ministry of Education).
2. A request for ESS assistance is made via email from the Presiding Member (Board Chair). The request must include background information outlining the situation and the actions the board has taken to meet the ESS qualifying criteria.
3. The ESS National Coordinator will then process an ESS application and a decision will be made
4. Once approved the ESS National Coordinator will then locate an available ESS pool member and put them in contact with the Presiding Member.
5. The ESS relieving principal will then travel to the school for the approved period of the placement.
6. Placements are for no more than one term. A new request is required for each term which needs to be approved by the MoE through the ESS National coordinator.

Role of School Boards

NZSTA maintains a national pool of between 10-15 trained, experienced, registered principals who are available at short notice to provide emergency short-term principal services to state and state integrated schools.

Any board utilising the emergency staffing scheme becomes the employer of the pool member on a fixed term agreement for the period of the ESS placement. At no time is NZSTA the employer of any pool member.

The board is required to apply the normal processes for appointing a short-term appointment. The pool member must therefore receive a letter of appointment, which specifies:

- the pool member is engaged for a fixed term period with a commencement date and finish date
- the conditions under which a pool member is employed [IEA, CA]
- the position the pool member is engaged to fill [e.g., relieving principal]
- the description of the position [i.e., attach job description]
- provide background details of events that led to the placement
- outline support or resource available to support the pool member during the term of the placement

The board is the employer of the pool member, and the applicable individual employment agreement (IEA)/collective agreement (CEA) applies (i.e., the Primary/Secondary/Area Principals' Collective Agreement).

Due to the 'emergency' nature of the scheme, boards do not have the opportunity to screen pool members for suitability. It is a requirement on the ESS National Coordinator to screen applicants as per MoE/NZSTA contract.

Once employed by the board, the board has full responsibility for its obligation in meeting contractual provisions including managing any performance/ disciplinary issues. If there are any performance or disciplinary issues the board must immediately contact the ESS National Coordinator and must manage the concern(s) as outlined in employment agreements by seeking the advice of the NZSTA employment advisor as appropriate.

The employing board has an absolute responsibility to advise the ESS National Coordinator of:

- any concerns/problems arising during the period of employment, and
- such notification must be given as soon as any issue arises

The ESS National Coordinator's role does not include direct assistance to the board in dealing with performance issues. Notification of difficulties to the ESS National Coordinator is however essential so that the coordinator can notify the relevant NZSTA Employment Advisor.

At the conclusion of the employment period the board is required to complete a survey on the effectiveness of the emergency staffing scheme and return it to the coordinator.

- this survey forms part of the coordinator's reporting to NZSTA
- the survey is between NZSTA and the board
- the pool member does not normally receive a copy of the report but will be provided an overview

It is important that a board be precise in their comments about the pool member. If there have been concerns, then the board must ensure that these concerns are accurate and well founded as the information may be passed onto the pool member concerned (any serious

concerns should have already been notified to the coordinator at the time the concerns were raised).

If a report is negative NZSTA will, in the interests of natural justice and fairness, inform the pool member of the allegation and provide the pool member with the opportunity to respond. The satisfaction ratings provided by boards are used by NZSTA in the quarterly reports to the Ministry of Education.

If a board is not satisfied with a pool member's performance, they are under no obligation to employ that pool member again. Unless the dissatisfaction is a competency or disciplinary matter the pool member is likely to remain a pool member.

Role of ESS Pool Members

Emergency staffing scheme pool members are paid a retainer by NZSTA to ensure their immediate availability to boards.

Pool members:

- must be registered and have a recent, quality teaching and principal background
- are available at short notice, within 24 hours' notice or within a maximum five-day period.
- enter into an employment relationship with a school board engaging the pool member under the ESS scheme for the period agreed
- normally undertake a period of engagement of up to ten weeks

The School Board, as the employer, is required to ensure contractual provisions are met including managing any performance concerns that may arise.

Attached in Appendix Two is an example of the required duties and standards of the pool members.

Salary and Expenses

Payment of ESS Pool Member's Salary

In most instances, positions to be covered by the ESS pool member will be vacant and their salary will be paid as per teacher's salaries.

The following table outlines how the ESS pool members salary is to be paid:

If the position to be covered by the ESS pool member is...	then the ESS pool teacher's salary is...
currently vacant	<p>paid from Teachers' Salaries. The board becomes the pool teacher's employer with the provisions of the relevant Collective Agreement applying.</p> <p>ESS pool members are paid at the rate applicable to their qualifications and experience.</p>
to cover a teacher/principal on long-term leave with pay (and sick leave)	<p>met by the board from its operational funding.</p> <p>You can apply for additional relief teacher funding in the usual way if your situation meets the conditions outlined in the additional relief teacher funding scheme.</p> <p>Additional relief teacher funding</p>

The board becomes the principal's employer with the provisions of the relevant CA applying. ESS pool members are paid at the rate applicable to their qualifications and experience. ESS pool members are not employed by NZSTA.

Professional Development

A fund of \$500 is available for each pool member per annum as a contribution towards their professional development. To access this, pool members need to submit a professional development plan to the NZSTA National Coordinator prior to the release of this funding. The plan should identify the specific professional development needs of the pool member and the activities to be undertaken to help meet these needs.

Expenses claimed by ESS pool member and reimbursed by the MoE

Living Away from Home Allowance

- A school board will be able to apply to be reimbursed for up to \$130 (GST inclusive) per day for costs relating to accommodation and food costs as follows:
 - \$110 of this allowance is the dedicated accommodation allowance. This can be used to reimburse rent and any costs relating to rent such as electric/gas/water, costs for hotels or Airbnb's, cost to pay boarding fees.
 - Up to \$12 per day for food in alignment with the Evening Meal Allowance stated in the Primary Principals' Collective Agreement.
 - \$6 per day for additional costs related to living away from home.
 - The total figure of \$128 can be rounded up to \$130 (including GST).
- Where an appointment spans two terms, the accommodation allowance will not be paid for the school holiday period.
- If accommodation is unable to be found within the daily allowance, the Ministry will consider a case from the employing Presiding Member for the reimbursement of additional costs. You must get prior approval for this. An email requesting an increase to the daily allowance needs to be sent to the MoE through the ESS coordinator. It must state the reasons why the additional amount is being requested and the amount of difference being requested.

Travel

For pool members **living away from their normal place of residence** where the placement is at least 100km away

- Travel from their normal place of residence to the school
 - This is for one return trip per placement between their normal place of residence and the school, at the current financial years IRD rate (currently \$0.83 per km)
 - Travel is reimbursed at the 'Transport Allowance for Relieving Employees' rate in the relevant collective agreement
 - If the placement is extended to a second term, they will be able to claim for the second term etc.
 - This is claimed from the school board who then claim this from the MoE. It would help to attach a google map showing the distance.
 - Actual expenses up to \$130 per day under the living away from home allowance.
- Generally, it is expected accommodation is close to the school, therefore daily travel will not need to be claimed. If travel is some distance due to no suitable accommodation being available close to the school, a daily travel allowance may be able to be claimed. If this is the case the presiding member of the school must request additional funding from the MoE. Prior approval must be gained from the MoE via the ESS national coordinator.
 - The pool member should claim this through the school board who then claims this from the MoE. Again, a google map would be helpful.

For pool members **living at their normal place of residence**

- travelling up to 60km each way from their normal place of residence to placement
 - One return trip per day between normal place of residence and the school
 - Travel is reimbursed at the current financial years IRD travel rate (currently \$0.83 per km)
 - This is claimed from the school board who then claim this from the MoE. It would help to attach a google map showing the distance.

 - travelling from 60km up to 100km each way from their normal place of residence to placement
 - One return trip per day from their normal place of residence and the school
 - There is a cap of \$350 per week reimbursement to the board from the MoE (the board will need to pay the excess).
 - This is claimed from the school board who then claim this from the MoE. It would help to attach a google map showing the distance.
- OR
- 1 return trip per term (\$0.83 per km) and actual expenses up to \$130 per day under the living away from home allowance
 - The Ministry will consider a case from the employing board for the reimbursement of additional costs. Prior approval must be gained from the MoE via the ESS national coordinator.

Travel is reimbursed at the 'Transport Allowance for Relieving Employees' rate specified in the relevant collective agreement. The amount of mileage you can claim is \$0.83c per km.

An ESS pool member may wish to travel home in term time during the appointment. This travel will be at the expense of the employee. The daily living away from home allowance, however, will continue to be paid.

Administration of Accommodation and Travel Claims

The board employing the ESS pool member is responsible for the payment of travel expenses and the daily living away from home allowance. The Ministry of Education (MoE) will reimburse the board for their expenses.

To be reimbursed for these expenses, the school board will need to provide the MoE with documentation / evidence that these costs were paid by the ESS Principal and then reimbursed by the School Board to the principal. Evidence can be provided by:

- Invoices
- Bank Statements
- Receipts

The MoE is only able to reimburse costs that are directly paid out of board funds.

How to claim reimbursement for qualifying ESS expenses

Pool members are required to submit claims to their employing boards using the Emergency Staffing Scheme Claim form [see example below] available from the Ministry website [HERE](#). This should include receipts for travel and accommodation expenses.

The board should initially pay the qualifying expenses from its operational funding. Once these expenses are paid, the board should seek reimbursement of the actual costs paid from the Resourcing Division. Only those expenses listed above will be reimbursed.

Boards should send each claim for reimbursement of expenses to the Resourcing Division, Ministry of Education, resourcing@education.govt.nz and include:

- the completed Emergency Staffing Scheme Claim form
- a copy of the letter from the ESS National Coordinator to the board confirming the ESS pool member's appointment
- receipts for accommodation expenses for the ESS pool member.

For up-to-date allowances, please check the Ministry of Education website [HERE](#):



Emergency Staffing Scheme Application

Application information				
School Name		School no.		
Contact Email				
ESS Teacher's Name		MOE no.		
Place of residence				
Appointment details				
Period of ESS appointment	From	to	Period of this claim	From to
For teachers living at normal place of residence:				
Daily travel between normal place of residence and school:	days x	km per day @ 83c per km=	\$	
For Teachers living away from normal place of residence:				
Travel from normal place of residence to take up an appointment		km@83c per km	\$	
Travel to normal place of residence at end of appointment		km@83c per km	\$	
Accommodation Allowance (includes weekends/excludes school holidays)		Actual expenses up to @\$130 per day	\$	
Return travel to normal place of residence for holiday period (if applicable)		km@83c per km	\$	
		Total claim	\$	
Application must include:				
<input type="checkbox"/> A copy of the letter from the ESS regional co-ordinator confirming the ESS teacher's appointment <input type="checkbox"/> Evidence of payment of these expenses to the ESS teacher from Board funds				
Certification				
I certify that I have checked the information on this form, to the best of my knowledge, is true and correct in every particular				
Board of Trustees Chairperson signature:		Date:		
ESS Teacher signature:		Date:		
Send to: resourcing@education.govt.nz				

Appendix one

ESS - Example duties and standards

Principal/Deputy Principal

The pool member will be required to undertake the principal's/deputy principal's role ensuring the continuation of high-quality education to the students of the school.

The principal:

- will report and be accountable to the school board through the presiding member
- has the dual role of being a board member in his/her own right whilst undertaking the role of the chief executive of the school
- will be responsible for ensuring ongoing management and leadership of the school by taking direction from the school charter, the board, and the board's policies
- manage the day to day running of the school
- undertake teaching duties where required.

Deputy Principal/Teacher

The pool member will be required to:

- teach students in areas as required by the principal
- work to the teachers' professional standards
- participate as an active member of the school's staff

Appendix two

NZSTA Contacts and Resources

If you require assistance, please contact:

Lucienne Shelley
ESS National Coordinator
Phone: 021 190 7273
Email: ls Shelley@nzsta.org.nz

NZSTA 0800 number services

Call **0800 782 435** for assistance and you will be given the following options:

- Option 1** – Governance advice
- Option 2** – Employment advice
- Option 3** – Professional development enquiries
- Option 4** – Office of the President
- Option 5** – Other enquiries

Employment Issues

NZSTA maintains a free specialist employment advisory service which can be accessed by school boards. This advisory service is available to assist school boards with issues which may arise in the board's role as the employer. Boards are encouraged to utilise this service at the first sign of any employment related problem arising.

The work undertaken by the advisors ranges from answering quite simple helpdesk queries to assisting member boards through complex disciplinary or competency situations, which can take many months [and sometimes even a year or more] to resolve.

You can also contact us by sending an email to eradvice@nzsta.org.nz