

Primary Principals' Higher Duties Allowance Charging FAQ

HDA overview

When a Principal goes on leave and the Deputy Principal (DP) 'acts up' what units and allowances in the form of Higher Duties Allowances (HDA) can the DP as Acting Principal receive?

The DP would be entitled to HDA while the Principal is on study leave. The HDA is based on the Primary Teachers CA (PTCA) Clause 3.16 as follows:

- 3.16 Relieving Principal**
- (a) Where a teacher relieves in the position of principal for a period of more than two weeks, payment for the period concerned shall be an allowance representing the difference between his/her salary (if any) and the base salary rate that would be payable if the teacher was appointed to the position of principal but shall not be less than the rate of salary in the teacher's own position.
 - (b) The allowance shall be paid from the first day of acting up including the first two weeks.
 - (c) This allowance shall be included in the teacher's salary in order to calculate appropriate holiday pay for the teacher.

So the Acting Principal can be paid both the base salary rate of the Principal (ie the difference between their current DP salary and the Principal's salary) and any allowances that amount to the same value of any applicable transferable units and allowances, with both being paid as a HDA.

As the DP will be the acting Principal, aspects of their role will be distributed to other staff members and those staff members will be entitled to HDA based on the PTCA Clause 3.15 as follows:

- 3.15 Higher Duties Allowance – Acting in a Higher Position Other Than Principal**
- (a) A higher duties allowance shall be paid to an employee who acts up for more than 8 consecutive working days in a position with a higher salary.
 - (b) The amount of the higher duties allowance shall be:
 - (i) An additional 5% on the employee's existing salary (excluding allowances) for periods where the employee acts up for up to one term;
 - (ii) The difference between the employee's existing salary (excluding allowances) and the rate for the position the employee is acting in but not more than the rate which is equivalent to up to a maximum of three units above the employee's existing salary (excluding allowances) where the employee acts up for one full school term or more.
 - (c) The allowance shall be paid from the first day of acting up, including the first 8 days.
 - (d) An employer may agree that the duties of the higher position may be shared between two employees for the duration of the period of acting in a higher position. Where this occurs the employer will advise the hours assigned to each employee and they will be paid on a pro rata basis according to (f) below
 - (e) This allowance shall be included in the employee's salary in order to calculate appropriate holiday pay for that employee.
 - (f) The 'rate for the position' is the salary the employee acting up would receive should they be permanently appointed to the position but not less than the rate for their current position.

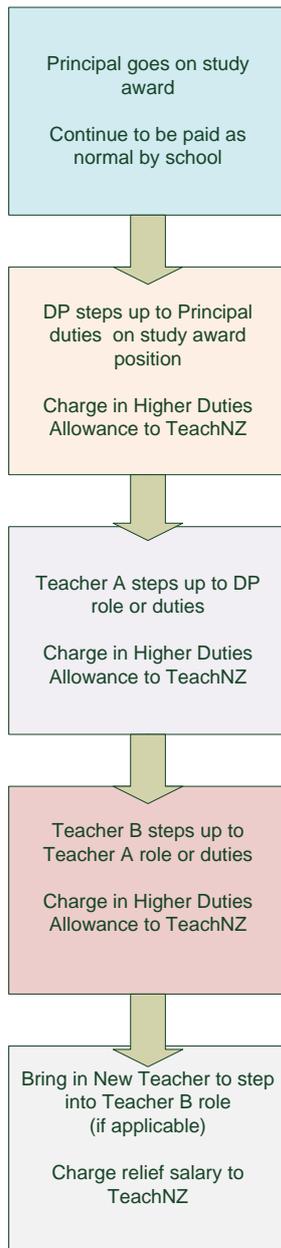
While this clause references salary it actually means the difference between what the DP currently gets paid i.e. base salary, units (permanent and fixed term) and any school-based allowances and what they would be paid if they were appointed to the Principal role. This means all school-based payments i.e. U-Grade salary, Staffing Funding Component, Decile (if applicable) and Leadership should be included in the DP's payment total as HDA.

What this essentially means is that the school can claim HDA for the Acting Principal, Acting Deputy Principal, and any teacher's below them stepping up and taking on an increased level of responsibility which is then compensated by the payment of units. It is a cascade effect starting with the Principal and ending with the Long Term Reliever (see attached diagram to give you a visual).

The number of units the person stepping up and requiring cover holds is effectively released for use by their cover. The person that covers their role directly can only receive the same number of units that are allocated to that role i.e. if the DP role has 4 units then the value of those 4 units is what their cover can receive and no more. For example, if the teacher 'stepping up' into the DP role has 2 units already, then they can only claim the value of 2 units as HDA and the other 2 units worth are to be passed on to another teacher stepping up.

The school would continue to pay salary and units as normal to all of the teachers stepping up, their units are not re-allocated. The value of the units and any other allowances (as discussed above) is redistributed as a HDA payment. Long Term Reliever's salary is charged to us as well.

Cascade of charges



Teacher A goes on study award
Continue to be paid as normal by school



Teacher B steps up to Teacher A on study award position
Charge in Higher Duties Allowance to TeachNZ



Teacher C steps up to Teacher B role or duties
Charge in Higher Duties Allowance to TeachNZ



Teacher D steps up to Teacher C role or duties
Charge in Higher Duties Allowance to TeachNZ



Bring in New Teacher to step into Teacher D role (if applicable)
Charge relief salary to TeachNZ

Teacher A goes on study award
Continue to be paid as normal by school



Bring in New Teacher to step into Teacher A role
Charge relief salary to TeachNZ