

Policy and Procedure Guide

Subject: Relievers	Date Effective: September 2011
	Review Date: By end of December 2012

Responsible to: General Manager**Applies to:** All relieving teachers

Purposes:

1. To ensure quality education and care shall be provided in the kindergarten at all times.
2. To ensure the process for employing relievers, on day-to-day and long-term basis, is clear.

Definitions:

- “Qualified” shall mean a person holding an early childhood teaching qualification recognised for registration as a teacher in New Zealand.
- “Short term reliever” shall mean a person who is employed in a position for which the tenure at the time of appointment is known to be six weeks or less. This includes day-to-day relievers.
- “Long term reliever” shall mean a person who is employed to relieve in a position for which the tenure at the time of appointment is known to be more than six weeks. This includes teachers employed in long-term positions such as Maternity Leave positions.

References:

- Individual Agreements, current Kindergarten Teachers, Head Teachers and Senior Teachers Collective Agreement, current Kindergarten Associations’ Support Staff Collect Agreement.
- Association’s Leave for Teachers Policy

POLICY

1. All relievers, qualified and unqualified, must be listed with the Association or be a parent of a child attending the Kindergarten. A list of all known relieving teachers is available on the Association website.
2. Qualified relievers will be employed whenever possible, particularly in Kindergartens with an All Day licence.
3. All qualified relievers must hold a Practising Certificate (NZTC). If they don’t hold a current practicing certificate they will be treated in the same way as unqualified relievers, i.e. only used as a last resort.
4. All persons in a teaching role in kindergartens will have undergone a Police Vet. The Association will manage the Police Vet for unqualified relievers.
5. Day-to-day relievers will generally be employed for contact time only, with a sufficient amount of non-contact to enable them to help set up and clean up where necessary.

Notwithstanding this, teams may have specific reason from time to time when they need to employ the reliever for a longer period of non-contact. This can be discussed with their Senior Teacher if needed.

PROCEDURE

1. Except in the case of parent relievers, all relievers must complete a relievers application form and be approved as suitable to work with young children. The Human Resources Officer will receive these forms and be responsible for adding relievers to the list and notifying the Reliever Coordinator.
2. Teachers will follow the procedures attached when organising a reliever.
3. The teaching team will identify a list of people from their community who will be available to relieve in their kindergarten when no reliever from the list is available. If the Reliever Coordinator is unable to find a reliever off the list, the team will choose one of the identified 'emergency' relievers from their own list. The Kindergarten's Support Staff may agree to relieve from time-to-time when needed.
4. In the event that a kindergarten be left with only one qualified teacher, a teacher may be moved from a neighbouring kindergarten. There may also be time when a teacher from who is on non-contact time is asked to relieve in another kindergarten. This will be arranged by a Senior Teacher, Operations Manager or, from time to time, the Office Manager.
5. When a reliever is needed for medium or long-term position, e.g. more than two weeks, this will be done through consultation between the Head Teacher (unless it is a Head Teacher position), Senior Teacher and Operations Manager.
6. Long term relieving positions of one year or more shall be advertised in the Education Gazette.
7. All short-term relievers must fill in a Relievers Timesheet every week, detailing the hours they worked at each kindergarten. These hours must be verified by the Head Teacher before the form is sent to the Association at the end of the week. This form generates the fortnightly pay for the reliever, i.e. no reliever can be paid unless a timesheet is received by the Association. The reliever/s used and the days and/or hours worked must also be recorded on the Head Teacher Weekly Return at the end of each week.
8. Long-term relievers will usually be sent a letter of offer confirming the appointment and will not usually need to fill in a timesheet but this will be confirmed with the reliever and the Head Teacher at the time.
9. To prevent a "conflict of interest" situation between employer and employee, members of the WRFKA Board (excluding staff representatives) are not permitted to relieve in teaching positions.