



RTL B staffing and pay



Clare Lawrence

Ministry of Education

A note about questions

- If they are general please ask away
- If specific I will ask you to come and talk to me in some of the free time or email/call me next week



What I'll cover

- Getting an RTLB paid – the process
- Banked staffing
- Relief RTLB
- Part time vs job share
- Leadership payments
- When something goes wrong



Getting an RTLB paid – the process



When to fill in a staff change form

- RTLB leaves position
- RTLB starts
- Changes
 - FTTE
 - Permanent/temporary
 - Fixed term/permanent
 - Host school – this can affect pay
 - New contract (fixed termers)
 - Leave with/without pay



The new form

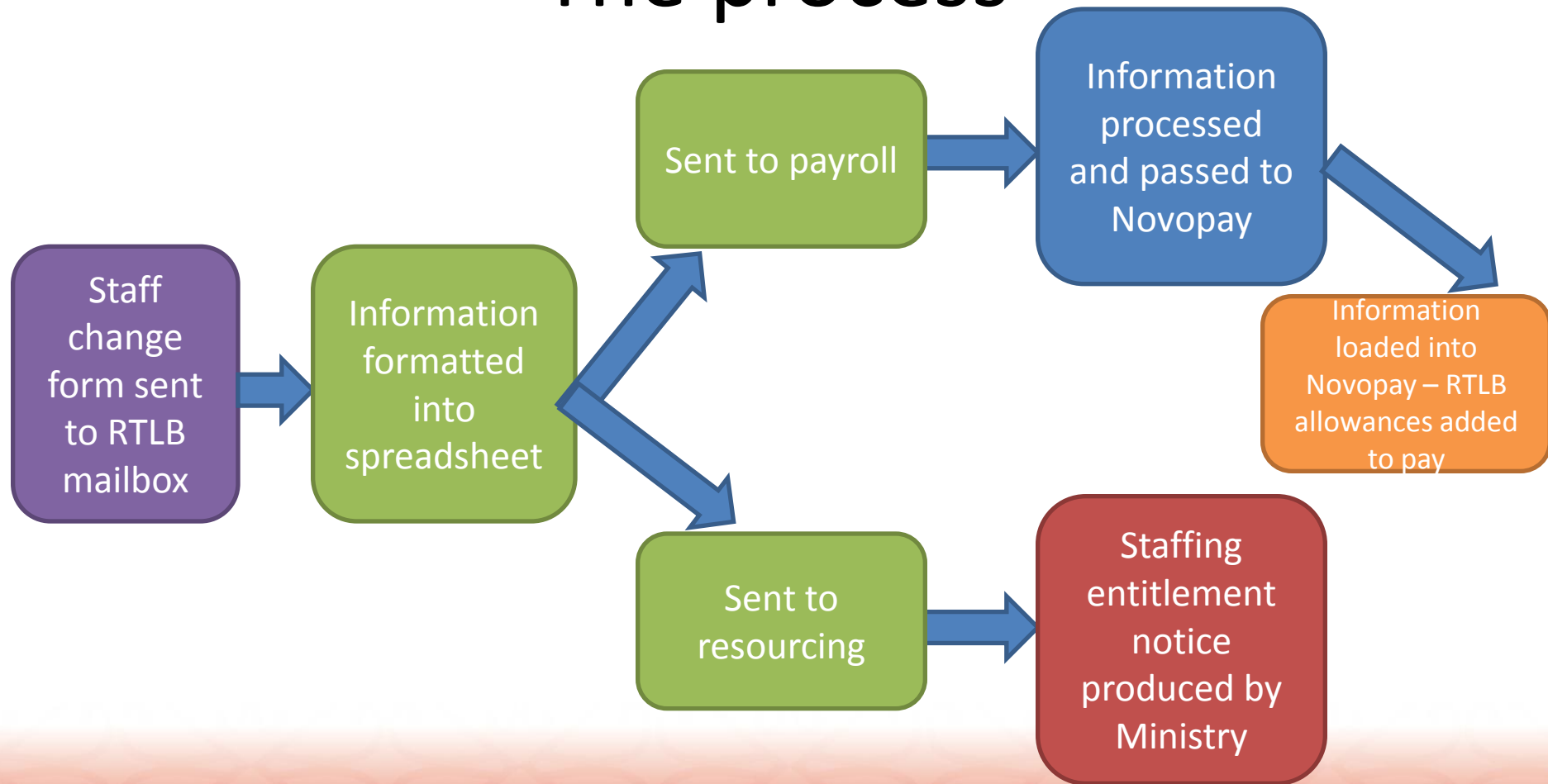
Resource Teacher: Learning & Behaviour Service					
RTL B appointment form					
Use this form for all changes that affect pay or staffing for the individual or cluster including:					
All changes to RTL B staffing			Changes		
<ul style="list-style-type: none"> RTL B leaves position RTL B starts 			<ul style="list-style-type: none"> FTTE Permanent/temporary Fixed term/permanent Host school – this can affect pay New contract (fixed termers) Leave with/without pay 		
Cluster/lead school details (complete all sections)					
Cluster number:				Lead school number:	
Lead school name:					
RTL B details (complete all sections)					
First name				Surname	
MoE #					
Change details (please complete as appropriate)					
		Please tick			
RTL B leaving position		<input type="checkbox"/>		Employment end date:	
RTL B taking LWOP		<input type="checkbox"/>		From: To: Type of leave:	
RTL B taking paid leave		<input type="checkbox"/>		From: To: Type of leave:	
New RTL B appointment		<input type="checkbox"/>		Employment start date:	
Change in FTTE		<input type="checkbox"/>		From: FTTE to: FTTE	
				From (date): to (if for fixed term):	
Change in contract length/type:		<input type="checkbox"/>		Change made:	
Permanent change		<input type="checkbox"/>		Start date:	
Fixed term change		<input type="checkbox"/>		From: / / To: / /	
Job share		<input type="checkbox"/>			
FTTE				Name of other job share RTL B	
RTL B accommodation (complete all sections)					
Name of place/school where RTL B will be based		School:		Host school number:	
		Other:			
Signatures (complete all sections)					
Lead School Principal					
Name:				Signature:	
Date:					
Lead School Principal					
Name:				Signature:	

Getting an RTLB paid - the process

1. Send Novo1t form to Novopay
 - RTLB is loaded as a teacher and gets paid teacher salary
 - New MoE number generated for people who have a gap in employment
2. Send staff change form to RTLB mailbox
 - rtlb.enquiries@minedu.govt.nz
 - This information is sent to:
 - Resourcing for your staffing reports
 - Payroll who then pass it to Novopay so the appropriate allowances can be paid
3. More information:

<http://rtlb.tki.org.nz/Governance-management/Employing-RTLB/RTLb-staffing-changes>

The process



Filling in the staff change form

- Please make sure it is accurate
 - Names
 - Full name e.g. Katherine not Kate
 - First name and surname in the correct boxes
 - Start dates
 - One known case of reversing the start date
- MoE numbers
 - Make sure it's the correct one (especially if a gap in employment)
 - Not Teacher's Council number
 - Not IRD number
- Host school
 - Please complete this – it can affect pay

If there is information missing/errors it can delay correct pay for your staff.

Banked staffing



Interim solution

- May be possible this year (2013)
- Currently negotiating rules & processes
- Details are to be confirmed but likely it will be:
 - No overuse at front end of the year
 - Can only use unused staffing later in the year
 - Minimum period of vacancy before you can bank staff

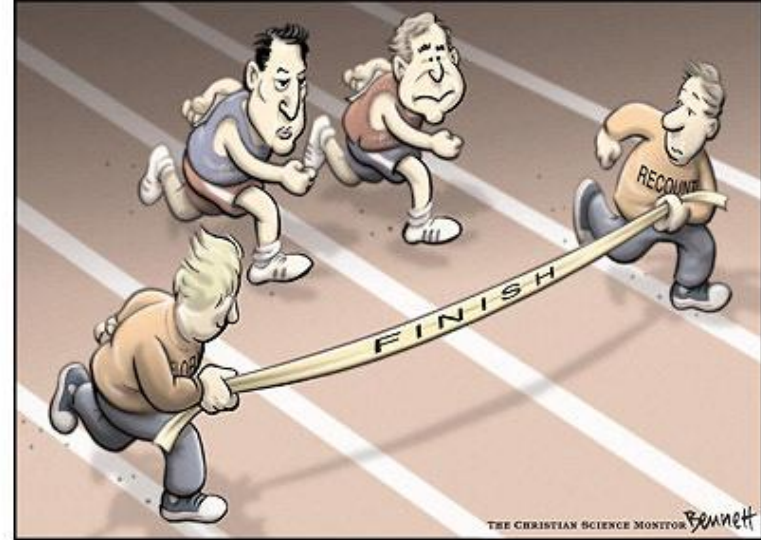
Banked staffing

Do NOT try to bank staff until we send out a communication telling you how it will work

If you try to bank staff before this time we will process the forms and it WILL impact your school's banked staffing

Banked staffing

- Permanent solution
 - Please be patient
 - Rules and regulation are stipulated in the staffing order
 - Not an easy process
 - Requires working with other parts of the Ministry who have other priorities at the moment i.e. Novopay & ensuring people are paid correctly





Relief RTLB

"I presume you're the substitute teacher?"

Covering leave

Unpaid leave	Paid leave
Complete a staff change form for the person taking leave	
Complete a staff change form for the covering RTLB	
The permanent RTLB will not appear on your staffing report	The permanent RTLB will continue to appear on your staffing report
The covering RTLB will also appear on your staffing report	The covering RTLB will also appear on your staffing report
	This will create an 'overuse' that you will be able to fund through the Additional Relief Teacher Funding (ARTF) scheme
Remember to let us know if the permanent RTLB comes back early	

Fixed term or relief teacher

Fixed term	Relief teacher
More security (aids service planning)	Less security
Can add a clause if the permanent person returns earlier than predicted	Easier to end contract if permanent person returns early
Pay is higher for the RTLB (normal RTLB rate with allowances)	Pay is lower for the covering RTLB (day relief rate)
Can claim the costs back through the relief teacher process	Can claim the costs back through the relief teacher process

How to claim back

- You can claim ARTF from day 1.
- Check the situation is eligible for ARTF.
- Collect the documentation required for the claim.
- Information on the scheme is available at:
<http://www.minedu.govt.nz/NZEducation/EducationPolicies/Schools/SchoolOperations/Resourcing/ResourcingHandbook/Chapter3/AdditionalReliefTeacherFunding/AdditionalReliefTeacherFundingScheme.aspx>
- The contact centre processes the claims, so if they need to discuss the requirements they should call 04 463 8383.

How to claim back part 2

- Decide how you will cover that leave.
- The forms are available at:
www.minedu.govt.nz/resourcingforms
- Delivered as cash to the employing board.
- Board can choose whether to employ the reliever from their operational funding or from Teacher Salaries, if they employ from TS they will most likely overuse their staffing but have been compensated for this via the cash payment.

Part time vs. job share

Part time vs. job share

Part time	Job share	Full time
Paid 1 full MMU and SDA allowance	Paid 1 full MMU and SDA between them	Paid 1 full MMU and SDA
Results in a vacancy as all RTLB positions are 1.0FTTE	Can create complications if one person leaves	Easiest to manage
One person to manage, provide PD for, appraise etc	2 people to manage, provide PD for, appraise etc	One person to manage, provide PD for, appraise etc
Can be useful to keep staff who have specific skills sets	Can be useful to keep staff who have specific skills sets	Greater benefit to cluster from staff training/PLD
Part time positions are not allowed under terms of the Toolkit	Can be flexible for needs of the service or	Most flexible for service delivery
Cost more	Cost more	Cheapest option

A note about the SDA

\$995 only if on the top step

Otherwise

It is worth the equivalent of one step up in pay
i.e. can be over \$5000

Leadership payments



Problems and solutions

Problem	Details	Solution
Some have not been paid over the holiday periods	There is no short fix to this. This is a Novopay glitch which is being worked on.	If you know of any outstanding underpayments please let me know.
Inconsistently being loaded by Novopay	You should request these directly from Novopay but they have not been loading them consistently	Please send all leadership payments to RTLB enquiries mailbox whilst we work with Novopay staff to ensure they know the rules re these
Fixed term vs permanent	Novopay cannot accept permanent leadership units	These will need to be loaded again at the start of the new contract cycle. I know this will create work for you but we will keep it as simple as possible!

Computer
says no



When things go wrong...

What you should do... Pay errors

1. Request a manual payment for your RTLB
 - Email resourcing@minedu.govt.nz
 - Subject line: “manual payment request”
 - Include as many details as possible – this will help resourcing and speed things up for you/your staff member
2. Contact Novopay
 - Contact the Novopay contact centre to see if that fixes it

Pay errors part 2

1. If it is still not fixed email me at rtlb.enquiries@minedu.govt.nz
 - I will collate the information
 - Pass it to our payroll officer and ask him to follow up
 - Keep an eye out and filter information through to our payroll officer
2. If it is still not fixed consider how you need to escalate it

What you should do - staffing errors

1. Check the RTLB concerned are getting paid properly (if not follow process above)
2. Email me (rtlb.enquiries@minedu.govt.nz) and resourcing (resourcing@minedu.govt.nz)
3. Wait at least one pay cycle for corrections to show through on your staffing report
4. Involve your local office/regional finance advisors if you are struggling to separate out the RTLB and school staff

I will soon start copying your local regional financial advisors into staffing issues

Staffing

- Your responsibility
- If you have good records you can challenge any incorrect billing/retrieval from the Ministry

Help us to help you

- Please be patient
 - Give our payroll officer time to fix the issues – at least one pay cycle
- Send one email per problem/cluster
 - If you send repeat emails we spend time working out if this is a new problem or the same one
 - This detracts from actually fixing the problem
- Involve your local Ministry office
 - But please let them know what we've done or ask them to call me
 - Time detailing all the actions we've carried out detracts from actually fixing the problem

- Thank you for listening
- Thanks to our payroll officer, resourcing colleagues, Industrial relations colleagues and NZSTA for explaining all this to me and helping me do my job.

General questions

