

Additional resourcing packages - Unexpected staffing costs: 2021 Process for schools

Overview

Principals may apply for additional resourcing when their school experiences financial distress caused by the cost of replacing classroom teachers in notionally allocated positions who are absent on short-term leave.

Additional resourcing is available to help support schools when, after all reasonable management action has been taken and available staffing resources have been exhausted, the cost of replacing classroom teachers in notionally allocated full-time equivalent (FTE) positions who are on short-term leave has placed the school in financial distress and at risk of not being able to meet its financial obligations.

Assessment for this additional resourcing occurs in Term 1 of each calendar year to help replace un-budgeted staffing costs incurred in the immediately preceding calendar year that the school has sourced from cash reserves and other activities.

Process

1. Throughout the school year, school leadership teams use the TRACER system to record replacement of short-term absences involving centrally-funded classroom teachers.
2. During Term 1 of the following calendar year central office will make an initial assessment for eligibility based on TRS-SSE usage data sourced from TRACER and credit position from the School Budget Solution.
3. Eligible schools will be advised of their eligibility by email and the process to apply if the school wishes to seek reimbursement.
4. School makes an assessment as to whether to proceed with a safety net claim based on their current financial position and other relevant factors.
5. Before the agreed submission date, the principal submits the application to central office for collation and forwarding to the regional director for endorsement
6. Regional Finance teams provide advice throughout the year on the fiscal management of the school, including whether it is experiencing financial distress. To be in financial distress, the principal must demonstrate that the additional cost of replacing notionally-allocated classroom teachers has had a material impact (greater than 10%) on the current adjusted budget.
7. Regional Finance teams confirm the financial implications of the application and provide advice to the regional director
8. The regional director may seek advice from any source when considering whether or not to endorse the application, which is then forwarded to central office HR.
9. Central office HR records all applications and submits to SFRAG for consideration.
10. During Term 2, SFRAG considers applications for approval, decides outcomes and identifies the type (notional and/or cash) and source (school-based salaries budget or EMB approval) of additional resources for approved applications.

11. During Term 2, central office HR advises schools of SFrag's decision on their application, including any reason for not approving, and distributes any approved additional resources to schools.
12. During Term 2, central office HR makes available information about all applications and decisions about applications for additional resourcing to areas of the department including the region, State Schools Division and the Education Improvement Branch.