

Residential Personal Care Allowance – Implementation Guidance for Specialist Residential Schools



Te Whakarōpūtanga
Kaitiaki Kura o Aotearoa
New Zealand School Boards Association

e tipu e rea...

Clause 6.8, which is new to the 2025-2027 [Specialist Residential Schools' Collective Agreement](#) ("SRSCA"), introduces an allowance to recognise the residential employees who provide personal care to students while they live in the residence. The allowance is an amount equivalent to 5% of the top of Grade B in clause 4.2 of the SRSCA.

Who is eligible for this new allowance?

A residential employee is eligible for the Residential Personal Care Allowance ("RPCA") when, as part of their role, they would be required to clean a residential student in the residential setting who has become soiled with vomit, excrement, urine, or blood. This expectation needs to be reflected in their job description.

Ordinary care tasks, such as administering medication, do not fall within the scope of this allowance (see clause 6.8.2 of the [SRSCA](#)).

Due to the nature of residential school care, almost all residential staff working in the residential setting will receive this allowance. It is important to note that the RPCA is not an incident-based allowance.¹ As such, eligibility is not determined by *how often* they are required to perform personal care, but rather whether there is an *ongoing expectation* of their role that they would clean a residential student if they became soiled while the employee is on shift.

If you have any questions about eligibility, please contact the Te Whakarōpūtanga Kaitiaki Kura o Aotearoa - New Zealand School Boards Association's Advisory and Support Centre to discuss further before deciding on eligibility.

When will the allowance be payable from?

The allowance is payable from the start of Term 1, 2026. However, for practical reasons at Education Payroll's end, the first payment will be made in Pay Period 23, 2026 (pay date: 3 February 2026). This will include a back payment to the start of Term 1, 2026.

What actions are required ahead of Term 1, 2026?

As a matter of priority, schools need to confirm that the job descriptions of the staff members expected to perform the work of cleaning a soiled residential student in the residential setting, should the need arise, accurately reflect this task/duty. Ideally, this should be completed by the end of the 2025 school year.

If the employee's job description does not reflect this task/duty, it needs to be updated to include this expectation under the section detailing key tasks and duties. We recommend "*Provide personal care to students who are soiled with vomit, excreta, urine or blood*" (or words to that extent) being added.

¹ Like the Tiaki Allowance in the Support Staff in Schools' Collective Agreement.

Schools will then need to advise Education Payroll of the residential employees who should receive the RPCA. Education Payroll will [provide separate instructions on](#) how to load this into their system.

Can schools use the update of job descriptions to implement the RPCA as an opportunity to also to update job descriptions more generally?

It is important to have up-to-date job descriptions for all employees. If, while updating the residential employee's job description, the school identifies that it does not accurately capture the work being done by the employee, now would be an opportune time to make the necessary updates.

Changes to job description require consultation and need to be carried out in accordance with clause 4.4 of the [SRSCA](#). If there is a dispute, or a longer consultation process is needed, the school should seek agreement with the employee just to update the job description to ensure it reflects the task/duty of providing personal care to students who are soiled with vomit, excreta, urine or blood and look to revisit the rest of the job description in the new year.

Is there a template for a job description available?

Yes, one is available [here](#).

Can we stop existing employees from getting the RPCA?

Current employees who, but for the introduction of this allowance, would have continued to be expected to clean a soiled residential student in the residential setting should not lose these duties (and thus their eligibility for this allowance) purely to restrict their entitlement to the allowance.

The Ministry of Education is providing additional funding to schools to support the cost of the new allowance.

What if I have further questions or need support with updating job descriptions?

Boards as employers can contact Te Whakarōpūtanga Kaitiaki Kura o Aotearoa – New Zealand School Boards Association's Advisory and Support Centre on 0800 782 435 (Monday to Friday, between 8:30 am and 5 pm) or email eradvice@tewhakaroputanga.org.nz.

Residential employees can speak with their PSA Delegate in the first instance or contact Te Roopu Tohutohu Manaaki.