



Part 3.6 - Operational Policies – Personnel Policy

Outcome statement

The obligations and responsibilities of being a good employer are met.

Scoping

The board recognises its responsibilities and accountabilities to its employees are achieved through its chief executive.

Good employer means an employer who operates an employment policy containing provisions generally accepted as necessary for the fair and proper treatment of employees in all aspects of their employment.

Delegations

The board delegates responsibility to the principal on all matters relating to the day-to-day management of staff in the expectation that they will be managed in a sound, fair and respectful manner in accordance with the current terms of employment agreements, school policy and procedures, relevant legislative requirements and identified good practice.

Expectations and limitations

The principal must ensure:

- all employment-related legislative requirements are applied
- all employees understand their rights to personal dignity and safety and ensure that matters are resolved in an appropriate and fair manner
- a smoke-free and vape-free environment is provided
- employment records are maintained and all employees have a written letter of offer of employment, an up to date job description and for non-union employees an individual employment agreement (IEA)
- teachers are consulted when developing a procedure to determine the use of units – units for appropriate positions are allocated in a fair and transparent manner
- employee leave is effectively managed and reported so that:
 - o the risk of financial liability is minimised, operational needs are met and the needs of individual staff are considered
 - o board approval is sought for any requests for discretionary staff leave with or without pay of longer than 3 days
 - o board approval is sought for any requests for staff travelling overseas on school business
 - o the board is advised of any staff absences longer than 5 school days without notification
- effective and robust performance management systems are in place for all staff that include performance management reviews, attestations for salary increases and staff professional development
- a suitable professional development programme, which takes into consideration the requirements of the strategic and annual plans, is provided as part of each employee's performance agreement
- the requirements of the Health and Safety at Work Act 2015 are met



- advice is sought as necessary from NZSTA advisers where employment issues arise and the school's insurer is notified.

Review schedule: Triennially

BoT Meeting Reviewed:	7 December 2021
BoT Meeting Approved:	7 December 2021
BOT Chairman:	Chris France
Signed by BOT Chairman:	
Date:	7 December 2021