

Personnel Policy

Rationale:

The board delegates responsibility to the principal on all matters relating to the 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 documents and identified good practice.

Therefore, the principal must:

1. Ensure that employees are not discriminated against and use clearly job-related criteria, individual performance or qualifications in decision making.
2. Ensure all employees their rights to personal dignity, safety and access to an approved and fair internal grievance process.
3. Ensure that all required staff are registered or have a current Limited Authority to Teach.
4. Provide a smoke free environment.
5. Provide all staff an employment agreement.
6. Provide a suitable professional development programme, which takes into consideration the requirements of the strategic and annual plans.
7. Carry out annual performance appraisals.
8. Meet current employment legislation.
9. Take reasonable steps to protect staff from unsafe or unhealthy working conditions.
10. Meet the requirements of the Health and Safety in Employment Act 1992.
11. Provide Protected Disclosure protection.
12. Develop and implement procedures for classroom release time that meet Ministry of Education and New Zealand Education Institute guidelines.
13. Develop and implement procedures for the allocation of management units that meet Ministry of Education and New Zealand Education Institute guidelines.

Approved: March 2017

Review: March 2020