

Personnel Policy

The Maungaraki School Board of Trustees acts as a good employer as defined in the Public Service Act 2020, treating all staff fairly and properly in all aspects of their employment. The Board also meets the expectations of the National Administration Guidelines to promote high levels of staff performance, use educational resources effectively, and recognise the needs of students.

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.

The Principal shall:

1. ensure that employees are not discriminated against and use clear 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 and vape-free environment
5. provide all staff with a written 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 at Work Act 2015
11. manage employee leave so that the risk of financial liability is minimised, operational needs are met and the needs of individual staff are considered
12. provide Protected Disclosure protection
13. develop and implement procedures for classroom release time which meet Ministry of Education and New Zealand Education Institute guidelines
14. develop and implement procedures for the allocation of management units which meet Ministry of Education and New Zealand Education Institute guidelines.

The Board meets reporting and administrative requirements by:

- taking all steps, as far as reasonably practicable, to meet its primary duty of care obligations to ensure good and safe working conditions for employees and responds to all reasonable concerns and requests made by employees
- considering staff health and wellbeing (hauora) and work-life balance
- ensuring systems are in place for keeping employee files safe and secure.

Resources:

- Ministry of Education: <https://www.education.govt.nz/our-work/legislation/nags/>
- Public Service Act 2020
- Human Rights Act 1993
- Education and Training Act 2020
- Privacy Act 2020
- Children's Act 2014
- Health and Safety at Work Act 2015
- Employment Relations Act 2000
- Employment Relations Amendment Act 2018

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