

D3 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.

Delegations

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.

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 environment is provided
- employment records are maintained and all employees have written employment agreements
- management pay units for appropriate positions are allocated in a fair, transparent manner
- employee leave is effectively managed and reported so that:
 - the risk of financial liability is minimised, operational needs are met and the needs of individual staff are considered
 - board approval is sought for any requests for discretionary staff leave with pay longer than 5 days
 - board approval is sought for any requests for discretionary staff leave without pay of longer than 5 days
 - board approval is sought for any requests for staff travelling overseas on school business
 - the board is advised of any staff absences longer than 5 school days
- 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.

Associated Procedures and supporting documentation

Allocation of Units Procedure
Classroom Release Time Procedure
Professional Development Procedure
Performance Management Manual
Privacy Procedures
Protected Disclosure Procedure
Staff Leave Form
Staff Leave Procedure

Legislative compliance

[State Sector Act](#)
[1988 Employment Relations Act 2000](#)
[Privacy Act 1993](#)
[Health and Safety at Work Act 2015](#)
[Collective employment agreements](#)

Monitoring

The principal will prepare a report for every board meeting that includes:

- significant changes in staffing
- professional learning undertaken
- applications for leave

At the first meeting of the year the principal will present an Attestation of Personnel and Management Unit report.

This policy and related procedures will be reviewed by the Review Committee as per the tri-annual review cycle. Recommendations will be brought to the full Board of Trustees. Guidelines for the review can be found in the review Manual

Reviewed: May 2021	Next review: May 2024
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