

St Joseph's School Orakei is a place of learning where everyone grows towards his or her full potential in a Catholic environment.

St Joseph's School Orakei Board of Trustees	PERSONNEL POLICY
	March 2015
	To be reviewed: Odd years NAG : 3

REFERENCES:

- *National Administration Guideline 3*
- *Employment Relations Act*
- *State Sector Act*
- *Integration Agreement*
- *The Handbook for Boards of Trustees of New Zealand Catholic Integrated Schools, published by the Catholic Education Office; 2010 Edition. Appendix 9 (Code of Ethics) and Appendix 15 (Expectations of Staff)*

RATIONALE:

A Board of Trustees in a Catholic School has a responsibility to be a good employer and such responsibilities require the development and implementation of Good Employer programmes and practices in keeping with catholic values.

PURPOSE:

1. To be a good employer as defined in the State Sector Act 1988 and comply with the terms and conditions contained in employment agreements applying to teaching and non-teaching staff.
2. To attract, retain and develop quality staff for the School.
3. To promote high standards of staff performance.

POLICY:

The Board delegate's 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 relevant legislation and the current terms of their employment documents. Therefore, the Principal will ensure that:

1. all employment related legislative requirements are applied.
2. all employees their rights to personal dignity and safety and ensure that matters are resolved in an appropriate and fair manner.
3. a smoke free environment is provided.
4. employment records are maintained and that all employees have written employment agreements, either individual or collective.
5. all employees have, through a consultative process, clearly documented job descriptions, performance expectations and development objectives.
6. performance agreements are established for all staff and that reviews are undertaken annually

St Joseph's School Orakei is a place of learning where everyone grows towards his or her full potential in a Catholic environment.

7. 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
8. employees have access to development opportunities consistent with agreed development priorities, in consideration of the requirements of their role, employee professional aspirations, and operational considerations (including budget).
9. required Teaching staff are registered or have a current Limited Authority to Teach.
10. board approval is sought for any requests for discretionary staff leave with pay
11. board approval is sought for any requests for discretionary staff leave without pay of longer than 4 days
12. board approval is sought for any requests for staff travelling overseas on school business
13. the board is advised of any staff absences longer than three school days
14. the requirements of the Health and Safety in Employment Act 2013 are met for both employer and employees.
15. all employees have rights to personal dignity, safety, and access to an approved and fair internal grievance process.
16. Provide a smoke free environment.
17. Provide Protected Disclosure protection.

Advice is sought as necessary from NZSTA advisors where employment issues arise

SUPPORTING DOCUMENTS:

In order to fulfil the policy, the board and management have developed, and will regularly review, the following Procedural and Administrative Guidelines associated with "Personnel Management":

<i>Appointments</i>	<i>Classroom Release Time</i>
<i>Complaints</i>	<i>Leave of Absence</i>
<i>Equal Educational Opportunity</i>	<i>Performance Management</i>
<i>Sexual Harassment</i>	<i>Professional Development</i>
<i>Allocation of Units</i>	<i>Staff Discipline</i>
<i>Principal Appraisal</i>	<i>Exit Interviews</i>
<i>Protected Disclosure</i>	

APPROVED (Date) 25 MARCH 2015

Board of Trustees ChairpersonPrincipal.....

TO BE REVIEWED in accordance with the Board's programme of self-review