



## PERSONNEL POLICY

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 ensure:

1. That all employment related legislative requirements are applied
2. All employees 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. That employment records are maintained and that all employees have written employment agreements
5. That employee leave is effectively managed and reported so
  - a. That the risk of financial liability is minimised, operational needs are met, and the needs of individual staff are considered
  - b. Board approval is sought for any requests for discretionary staff leave with pay
  - c. Board approval is sought for any requests for discretionary staff leave without pay of longer than four days
  - d. Board approval is sought for any requests for staff travelling overseas on school business
  - e. The board is advised of any staff absences longer than ten school days
6. That performance agreements are established for all staff and that reviews are undertaken annually
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. The requirements of the Health and Safety in Employment Act 1992 are met
9. Advice is sought as necessary from NZSTA advisors where employment issues arise

### Appointments

To assist in the appointment of quality staff to any vacancy which may arise, appointment committees with expertise relevant to the vacancy will be selected to carry out the appropriate appointment procedures. Therefore, the principal must ensure that they:

1. Determine the composition of the various appointment committees according to the schedule outlined below:
  - a. Appointment of senior teachers will involve an appointment committee consisting of, at minimum, the principal, the board chair and a further trustee
  - b. Unless determined otherwise by the board, appointment of all other teachers, part time teachers, long term relieving teachers and non-teaching staff will be the responsibility of the principal in consultation with the board chair or delegate where deemed necessary

Appointment of the principal is the responsibility of the board, which will determine the process.

Review: Triennially

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Our children will leave our school continuing to be faithful, responsible and lifelong learners.