

Personnel Policy

Rationale

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The Board of Trustees of Paparoa Primary School as a good employer defined in the State Sector Act 1987 wishes to promote high levels of staff performance and to ensure that competent and appropriately qualified personnel are employed.

Purpose

The Board recognises its responsibilities and accountabilities to its employees are achieved through the Principal.


Delegations

The Board delegates responsibility to the principal 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.

Policy Guidelines

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 for more than 2 days.
 - board approval is sought for any requests for discretionary staff leave without pay of longer than 4 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.

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- The Board will seek advice from NZSTA advisers where employment issues with the Principal arise and the school's insurer is notified.

Monitoring

The Principal will:

- *Report to the Board and carry out the above guidelines.*
- *Keep up to date with any legislative changes to ensure this policy is compliant*

Supporting Documentation

Staff leave form

Staff leave procedure

Staff performance review

Professional development

Storage of confidential information

Ratified by Board: _____

Signed for B.O.T.

Date

Next Review: _____

Date

Recorded in the Board of Trustees Minutes dated: _____

