

POLICY 3: PERSONNEL



RUAHINE SCHOOL

The Best I Can Do, The Best I Can Be
Tū māku au ki te maha, tū rangatira au ki te ao
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RATIONALE

According to the legislation on employment and personnel matters, the Ruahine School Board of Trustees is required in particular to:

1. Develop and implement personnel and industrial policies, within policy and procedural frameworks set by the Government from time to time, which promote high levels of staff performance, use educational resources effectively and recognise the needs of students; and
2. Be a good employer as defined in the State Sector Act 1988 and comply with the conditions contained in employment contracts applying to teaching and non-teaching staff.

PURPOSE

To ensure employment law is followed, and staff are safe and happy in their workplace in order to create an excellent working and learning environment for staff, students and community.

GUIDELINES

The board delegates responsibility to the principal on all matters relating to the management and leadership of staff in the expectation that management and leadership will be sound, fair, and respectful in accordance with the current terms of employment documents and identified good practice.

Therefore, the principal will;

1. Ensure that employees are not discriminated against and use clearly job-related criteria, individual performance or qualifications in decision making.
2. Ensure all employees have their rights to personal dignity, safety and access to an approved and fair internal grievance process
3. Ensure that all required teachers are registered or have a current Limited Authority to Teach.
4. Provide a smoke free environment
5. Provide for all staff an individual or collective employment agreement
6. Provide a suitable professional learning and development programme which takes into consideration the requirements of the strategic and annual plans
7. Carry out annual performance appraisals for teachers via Practice Analysis Conversations and collaborative inquiries
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. Provide Protected Disclosure protection

Board Chair

Principal

Last Reviewed September 2017

Reviewed June 2020

NAG 3 procedures

- 3.1 Allocation of units
- 3.2 Staff appointments
- 3.3 Appraisal, PLD and disputes
- 3.4 ICT responsible use agreement - staff
- 3.5 Complaints
- 3.6 Discretionary leave
- 3.7 EEO
- 3.8 Principal appraisal and responsibilities
- 3.9 Ruahine PCT induction and mentoring programme
- 3.10 Sexual harassment
- 3.11 Staff well-being
- 3.12 Safety outside work hours