



St Mary's Catholic School, Papakura Board of Trustees

PERSONNEL POLICY : NAG 3

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 Gospel 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 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 relevant legislation and the current terms of their employment agreements. Therefore, the Principal will:

1. Meet current employment legislation.
2. Ensure all staff have an employment agreement, either individual or collective.
3. Ensure all employees are accorded their rights to personal dignity, safety and access to an approved and fair internal grievance process.
4. Ensure that all employees have, through a consultative process, clearly documented job descriptions, performance expectations and development objectives.
5. Carry out annual performance appraisals for all employees.
6. Provide employees with 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).
7. Ensure that all required teaching staff are registered or have a current Limited Authority to Teach.
8. Take reasonable steps to protect staff from unsafe or unhealthy working conditions.
9. Provide a smoke free environment.
10. Provide Protected Disclosure protection.

SUPPORTING DOCUMENTS:

In order to fulfil the policy, the Board and management have developed, and will regularly review, the following Board procedures and guidelines associated with personnel management:

Allocation of Units
Appointments
Appraisal
Classroom Release Time
Discretionary Leave
Equal Employment Opportunity
Protected Disclosure
Recognising Service
Staff Profile

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. Appendix 9 (Code of Ethics) and Appendix 15 (Expectations of Staff)*

Reviewed and Approved 3 September 2020

Board Authorisation – Board Minutes of 3 September 2020

TO BE REVIEWED in accordance with the Board's bi-annual programme of self-review - every two years.