

3. Personnel Policy

Reviewed 1 June 2016

According to the legislation on employment and personnel matters, (NAG 3), each Board of Trustees is required in particular to:

- a) 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
- b) 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.
- c) Comply with the conditions of the Employment Relations Act 2000.

Procedures relating to this policy are found in the Personnel Procedures Manual.

CONTENTS:

3.0	General Policy on Personnel	3
3.1	Good Employer	3
3.2	New Staff Induction	3
3.3	Police Vetting	3
3.4	Payment of Employees	4
3.5	Reimbursement of Expenses	4
3.6	Leave	4
3.7	Professional Learning	4
3.8	Timetable	5
3.9	Appraisal and Teacher Registration/Certification	5
3.10	Privacy of Information and Document Storage.....	5
3.11	Staff Conduct and Discipline	6
3.12	Personal Grievance.....	6
3.13	Protected Disclosure	6
3.14	Exit Interviews	6

3.0 GENERAL POLICY ON PERSONNEL

By fostering a professionally committed, loyal and skilled staff, the College will provide the best learning environment for students to be the best they can be.

The college will be a good employer and employ the best possible staff who will be provided with optimum working conditions, appropriate resources, effective ongoing training, career opportunities and support.

This will provide the best learning environment for our students.

3.1 GOOD EMPLOYER

The fair treatment of all staff is required by law under section 7A of the State Sector Act, 1988, and is fundamental to the Board's obligations as a good employer.

All employees and applicants for employment will be treated fairly and according to their skills, qualifications, abilities and aptitudes.

The Principal has delegated authority from the Board of Trustees to appoint staff within approved staffing and budgetary limitations.

For appointment to senior management roles, a Board member will be invited to be a member of the interview panel.

3.2 NEW STAFF INDUCTION

The effective operation of the college in its provision of quality education depends upon the knowledge, skills and understanding of staff.

New employees will receive a programme of introduction to the college routines and induction into their role in the services provided by the college.

The induction will be the beginning of an ongoing development process which the employee and senior staff plan jointly.

3.3 POLICE VETTING

The Board of Trustees and the Principal must be assured that staff have no history of criminal convictions which may put at risk the safety of students and other staff in the college.

All staff employed by or contracting to the college, or who regularly volunteer to work with college students will be required to undergo a police vet as a condition of their employment or engagement. The police vet will be renewed every three years.

3.4 PAYMENT OF EMPLOYEES

All employees have the right to be paid promptly and accurately at appropriate rates.

The Board of Trustees delegates its authority to manage the employee payroll to the Principal. The Principal in turn delegates authority to “authorised administrators” who are responsible for inputting or submitting data to the Novopay system.

Employee remuneration and allowances are determined by the relevant employment agreements.

3.5 REIMBURSEMENT OF EXPENSES

Staff should not be financially disadvantaged because of costs incurred when undertaking approved college-related activities.

As a good employer, the Board of Trustees will ensure staff receive fair and adequate reimbursement of expenses related to approved college activities.

The Board will support teaching staff in maintaining their professional registration by making a contribution towards costs of registration with the New Zealand Teachers’ Council.

3.6 LEAVE

The Board, as a good employer, is required to have a clear process by which staff are able to apply for and be granted leave.

The Board of Trustees will adhere to the leave entitlements of the relevant employment agreement.

3.7 PROFESSIONAL LEARNING

The Board of Trustees has a responsibility to ensure that all of its staff are highly trained and qualified to be effective in their roles.

All staff will receive professional learning which is derived from the college’s strategic goals, curriculum team goals and individual staff appraisal goals.

This will ensure that all staff are continually learning new pedagogy, skills and knowledge and are therefore modelling that learning is an important and lifelong process.

The Principal will ensure that all Professional Learning is carried out within agreed budgets.

3.8 TIMETABLE

A well organised, functional timetable is required in order that the college delivers the curriculum in a way that provides the best learning outcomes for all students.

The timetable must be staffed within approved staffing / budgetary limitations.

The Board expects the Principal to ensure that:

- There is the widest possible range of curriculum options for students
- The most appropriate method of structuring the timetable is obtained to provide the optimum learning environment for students and to meet the specific needs of all curriculum areas.
- The fairest possible workload allocation is available to teaching staff within Kuranui College's resources
- Class sizes, non-contact time and duty requirements meet the criteria stipulated in the STCA
- A process exists for providing for circumstances where it is not possible to provide the non-contact time or class size restrictions as listed in the STCA

3.9 APPRAISAL and TEACHER REGISTRATION / CERTIFICATION

The Board and the college community must have confidence that staff are highly trained and effective professionals.

All staff will be appraised annually to ensure that they are carrying out their professional duties as outlined in their job description.

All teaching staff must be registered and have current certification with the Education Council of New Zealand or a Limited Authority to Teach.

Appraisal will identify professional learning priorities and allow staff to have opportunities to discuss areas of concern and to feel valued members of the college community.

3.10 PRIVACY OF INFORMATION and DOCUMENT STORAGE

The Board is required to comply with the Privacy Act, 1993 and the School Records Retention and Disposal Schedule regarding the privacy, storage, retention and disposal of information.

The Board will appoint a Privacy Officer who will understand and implement the legislative requirements contained in the Act.

3.11 OPERATION OF SOCIAL AGENCIES WORKING WITH STUDENTS

The College works closely with a range of social agencies. Personnel representing these agencies must comply with procedures which ensure the safety and confidentiality of the students they are working with.

Memoranda of Understanding will be promulgated to ensure all personnel representing these agencies are suitably trained and qualified and have been subject to Police Vetting.

3.12 STAFF CONDUCT AND DISCIPLINE

The Board and the college community should have confidence that all staff will behave in a professional manner in all of their duties.

On appointment and annually during appraisal, all staff will sign a job description which includes clearly defined levels of professional conduct.

Where a breach of conduct appears to have occurred, the employer has the responsibility and the right to determine whether formal disciplinary procedures should be initiated against a staff member.

3.13 PERSONAL GRIEVANCE

In accordance with the Employment Relations Act, 2000, Personal Grievance procedures are available to all staff, whether they are employed on individual or collective employment agreements.

3.14 PROTECTED DISCLOSURE

A protected disclosure is a declaration made by an employee or contractor where they believe serious wrongdoing has occurred. Those making disclosures are protected against retaliatory or disciplinary actions and will not be liable for civil or criminal proceedings related to the disclosure by the Protected Disclosures Act 2000.

The Act ensures that the college's procedures follow principles of natural justice.

By following the policy, all employees will be protected by the following:

- Personal grievance provisions of the Employment Relations Act
- The victimisation provisions of the Human Rights Act
- Maintenance of confidentiality requirements.

3.15 EXIT INTERVIEWS

Voluntary and confidential exit interviews are offered to departing staff to identify trends, common concerns, or other issues which can then be used to enhance employment conditions, teaching or administrative practices.