

1.01

Personnel Policy

Outcome statement

To ensure the Board's obligations and responsibilities of being a good employer are met.

Scoping

The board recognises its responsibilities and accountabilities to its employees are achieved through the chairperson and the principal.

Delegation

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.

Expectations and Limitations

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 of more than 5 days
 - board approval is sought for any requests for discretionary staff leave without pay of more than 5 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 7 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.

Procedures and Supporting Documentation

Staff Handbook

Consult NZSTA for advice.

In committee minutes if required

Contact SPANZ legal if necessary

Consult the relevant collective agreements Contact school insurance company if necessary Inform audit company (Silks) of personnel liability

Follow NZSTA templates for policy and employment contracts

Legislative Compliance

[State Sector Act 1988](#) [Employment](#)

[Relations Act 2000](#) [Privacy Act 1993](#)

[Health and Safety at Work Act 2015](#) [Collective Employment agreements](#)

Review

This policy will be reviewed in accordance with the Board's regular policy review process.

Ratified by Ruapehu College Board of Trustees

Chairperson: Elijah Pue



Signed: _____ Date: 29.10.20

Date for policy review: October, 2023

Appointment of Staff

1.0 RATIONALE

To equitably meet the Board's obligations to staff and to meet its professional, administrative and Material responsibilities and to ensure capability to achieve the Board's Strategic Plan.

2.0 DELEGATION

2.1 The Board shall have a delegated **Personnel Appointments Sub-Committee** as the need arises.

2.2 The Board delegates the Principal/CEO the responsibility for the appointment of teaching and support staff to meet the school's curricular, extra-curricular, pastoral care and welfare,

administrative, financial and material, and human resource management needs and in line with the Board's strategic intent.

2.3 The whole Board, (or at its discretion and through its Personnel Appointments Sub-Committee), will be involved directly in the appointment of senior management and leadership staff in conjunction with the Principal/CEO, and with other staffing positions as the Principal requires or requires.

2.4 The whole Board, (or at its discretion and through its delegated Personnel Appointments Sub-Committee), will be responsible for the appointment of the Principal/CEO.

2.5 The Board requires the Principal/CEO to **allocate duties** to staff to meet the curricular, extra-curricular, pastoral care and welfare, administrative, financial, material and human resource management needs of the school in meeting the Strategic Plan.

2.6 The Board requires that the Principal/CEO **develop systems** to ensure that all personnel matters be undertaken in compliance with the principles of equal employment opportunities, all

statutory, regulatory and contractual requirements and with appropriate consultation within and beyond the school.

2.7 The Board requires that 2.2, 2.5 and 2.6 be undertaken in compliance with all statutory, regulatory and contractual requirements and in accordance with the principals of natural justice and the Principal/CEO shall comply with NAG 3.

3.0 PROCEDURES

3.1 The Board requires the Principal/CEO to **develop Personnel – Staff Appointments and Duties Procedures** (in conjunction with the Personnel Appointments Sub-Committee) for this policy and to table these for approval, at the meeting following enactment/review of the policy or at any such other time as the Board requires.

3.2 The procedures will meet all statutory regulatory and contractual obligations of the Board in respect of these matters. In particular, but not limited to, the following:

- Employment Relations Act
- State Sector Act
- Secondary (Primary/Area) Principals' Collective Agreement
- Secondary (Primary/Area) Teachers' Collective Agreement
- Support Staff in Schools Collective Agreement
- School Caretakers and Grounds persons Collective Agreement
- Assistants to Teachers of Students with Severe Disabilities and Special Education Assistants Collective Agreement
- Any other relevant collective or individual employment agreement

3.3 The procedures will include provision for reporting to the Board as and when requested and/or required, and to other agencies as and when required.

3.4 The following procedures will be developed for this policy:

- Appointment of staff
- Allocation of duties to staff
- Staff Code of Conduct/Ethics
- Equal employment opportunities
- Teacher registration and employee vetting
- Staff Leave of Absence
- Discretionary Leave
- Staff remuneration and expenses
- (Concerns/Complaints Policy linked)
- Privacy of information; Protected disclosures

4.0 ACCOUNTABILITY

4.1 The Principal will keep the Board regularly informed about staffing and personnel matters through the Principal's Report to Board meetings.

4.2 The Board's Personnel Sub-Committee shall report to the Board as and when required.

5.0 REVIEW

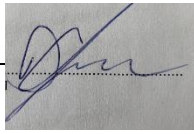
The policy will be reviewed in accordance with the Board's regular review process.

This policy links to the school's Mission, Values, Strategic Aims 1, 2, 3, 5 and NAG 3.

6.0 RATIFIED BY BOARD OF TRUSTEES

Chairperson: Dean Francois

Signed: _____



_____ Date:

25.07.19 Date for Policy Review: June 2022