



## Personnel (NAG3) policy

### Outcome statement

The obligations and responsibilities of being a good employer are met.

### Scoping

The board recognises its responsibilities and accountabilities to its employees are achieved through its chief executive.

### Delegations

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
  - 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 five 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/supporting documentation

Staff leave form

Staff leave procedure

Staff performance review

Professional development




Storage of confidential information

Legislative compliance

[State Sector Act 1988](#) [Employment Relations Act 2000](#) [Privacy Act 1993](#)

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

Reviewed: April 2021	Next review: October 2023
Signed BOT Chair 	Date: <i>March 2022</i>
<i>J. Barham (Principal)</i>	<i>March 2022</i>