

## PERSONNEL POLICY

Board of Trustees approved at 13.05.2008 meeting.

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### 1.0 RATIONALE

As a good employer the Board will provide appropriate working conditions for all Staff and BOT members to help deliver a comprehensive education to the students and as trustees will keep the performance of the Staff and BOT under review.

### 2.0 PURPOSE

2.1 To abide by relevant Industrial Relations Acts.

2.2 To provide at least the teaching staffing recommended by the Ministry of Education and to provide ancillary staff.

2.3 To encourage all staff to improve their skills through professional development.

2.4 To maintain a system of performance Appraisal and Attestation of Professional Standards for all staff.

2.5 To operate an equal employment opportunities programme.

2.6 To encourage trustees to participate in appropriate training.

2.7 To be conscious of the pressures both physical and psychological and have due consideration for the welfare of all staff.

### 3.0 GUIDELINES

3.1 The Board as employer will provide opportunities for discussion on issues which affect Industrial Harmony.

3.2 A safe and healthy working environment will be provided for all staff.

3.3 The BOT will abide by all Employment Contracts pertaining to all staff.

3.4 The Board will abide by all legislation pertaining to confidentiality (refer Privacy Act). The Principal is appointed as Privacy Officer.

New staff members are to be informed of this and this position is to be confirmed at the April Board Meeting each year. The staff and community are to be advised of this.

3.5 The Board will be responsible for the appointment of the Staff to meet the needs of the curriculum objectives and the operation of the school.

3.6 Staff will be encouraged and given the opportunity to take on new responsibilities and roles. They will be provided with opportunities for in-service training.

3.7 The Principal will co-ordinate a professional staff development plan annually. Part of this to be an Appraisal of Staff Performance.

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3.8 Trustees will be provided with the opportunity to increase their expertise, in areas of governance.

### 4.0 CONCLUSION

- The Personnel Policy is to be read in conjunction with :
- Principal Appraisal Policy – STA011.
- Equal Employment Opportunities Policy – STA003.
- Staff Development Policy – STA008.
- Personnel Complaints Policy – STA002.
- Harassment Policy – STA009.
- Staff Leave Policy – STA006.
- Health and Safety Policy – STA012.
- Staff Appraisal Policy – STA007.
- Staff Appointments Policy – STA005.
- Allocation of Units Policy – STA010.

In implementing this policy the Board is bound by the Education Act, the Privacy Act and the Human Rights Act.

### 5.0 REVIEW STATUS

Issue	Date	Reason
1	08.08.1995	Original
2	11.08.1998	Reviewed & Amended
3	13.07.1999	Reviewed & Amended
4	25.07.2000	Reviewed & Amended
4	17.07.2001	Reviewed No Changes
5	23.07.2002	Reviewed & Amended
5	08.06.2004	Reviewed No Changes
5	14.06.2005	Reviewed No Changes
6	15.05.2007	Reviewed No Changes
7	13.05.2008	Reviewed & Amended