

## **3.1 Personnel Policy**

### **Statement of Intent**

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.

A 'good employer' is an employer who operates a personnel policy containing provisions generally accepted as necessary for the fair and proper treatment of employees in all aspects of their employment, including provisions requiring;

- Good and safe working conditions; and
- An equal employment opportunities programme; and
- Selection of suitably qualified persons for appointment through a fair and transparent process; and
- Opportunities for the enhancement of the abilities of individual employees.

Onslow College will be an equal opportunity employer recognising;

- a. The aims and aspirations of the Māori people; and
- b. The employment requirements of the Māori people; and
- c. The need for greater involvement of the Māori people in the Education service; and
- d. Recognition of the aims and aspirations, and the cultural differences, of ethnic or minority groups; and
- e. Recognition of the employment requirements of women; and
- f. Recognition of the employment requirements of persons with disabilities.

### **Board's Expectations**

The Board's expectations in this area are that:

1. that all employment related legislative requirements are applied
2. all employees rights to personal dignity and safety are respected and the Board will ensure that matters are resolved in an appropriate and fair manner
3. that performance agreements are established for all staff and that annual appraisals are completed for all staff
4. that employment records are maintained and that all employees have written employment agreements
5. a suitable professional development programme is provided
6. the requirements of the Health and Safety in Employment Act 1992 are met
7. advice is sought as necessary from NZSTA advisors where employment issues arise

## **Delegations**

- a) The Board is responsible for the appointment of the principal and involved in the appointment of the deputy principals and the business manager
- b) The Principal is responsible for the appointment of all other staff
- c) Requests for leave of more than three weeks are considered and decided by the Board

## **Supporting Documents**

The Board expect that the following guidelines and procedures are in the school and regularly reviewed by school management. These documents are available to the Board on request.

1. Appointments guidelines and procedures
2. Protected Disclosures
3. Performance management guidelines and procedures
4. Guidelines and procedures to manage staff complaints and personal grievances
5. Timetable policy
6. Guidelines and criteria for taking Leave
7. Guidelines and procedures for handling employee stress
8. Privacy guidelines and procedures
9. Procedures for dealing with complaints about staff
10. Staff Induction Procedures
11. Procedure for allocation of management units
12. Police Vetting Procedures

## **Appendix 1**

The Personnel Policy is intended to be consistent with the requirements of the following Acts and agreements and subsequent amendments:

- Human Rights Commission Act 1977
- Employment Relations Act 2000 Contracts Act 1991
- Education Act 1989
- Race Relations Act 1971
- Health and Safety in Employment Act 1993
- Privacy Act 1993
- Protected Disclosures Act 2000
- Current employee collective agreements and individual employment agreements.

The State Sector Amendment Act 1989 covered conditions for senior staff and principals. It was repealed in 1991 and not replaced.