



MICHAEL PARK SCHOOL AND KINDERGARTEN BOT OPERATIONAL POLICY

PERSONNEL

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. In accordance with its obligation to be a good employer and fulfil the requirements of NAGs 3 and 5.ii the Board of Trustees is committed to helping to create a positive work and learning environment that attracts, retains and values diverse staff and enables all staff to contribute fully, in particular as it relates to the Michael Park School Integration Agreement 1989 and the special character of Michael Park School.

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 and vape-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 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 10 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.
- The school and kindergarten will endeavour to use high quality day-to-day relievers with knowledge of the special character whenever possible.

Procedures/supporting documentation

- Staff leave form
- Staff leave procedure
- Staff performance review
- Professional development
- Storage of confidential information obligations and responsibilities of being a good employer are met
- Complaints & Concerns
- Appraisal
- Teacher registration
- Code of Conduct
- Induction
- Safety checking

Legislative compliance

[State Sector Act 1988](#) [Employment Relations Act 2000](#) [Privacy Act 1993](#)
[Health and Safety at Work Act 2015](#) [Collective employment agreements](#)
[Domestic Violence – Victims' Protection Act 2018](#)

Ratified by Board:



Signed for BOT

Date: 09/04/2020