

# Rangiora High School Board



## Personnel Policy

### Rationale

The Rangiora High School Board is required to develop and implement personnel and employment relations and procedures, within the policy and procedural frameworks set by the Government, which promote high levels of staff performance and accountability, recognise the educational and pastoral needs of students and effectively use educational resources.

### Purpose

The Board, in particular, aims to be

1. A good employer as defined in the State Sector Act 1988.
2. Comply with the conditions contained in employment contracts applying to all staff.

### Guidelines

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. Therefore, the Principal must ensure:

1. that all employment related legislative requirements are applied
2. all employees their rights to personal dignity and safety and ensure that matters are resolved in an appropriate and fair manner
3. a smoke free environment is provided
4. that employment records are maintained and that all employees have written employment agreements
5. that employee leave is effectively managed and reported so
  - a. that the risk of financial liability is minimised, operational needs are met, and the needs of individual staff are considered.
  - b. Board approval is sought for any requests for discretionary staff leave with pay
  - c. Board approval is sought for any requests for discretionary staff leave without pay of longer than five days
  - d. Board approval is sought for any requests for staff travelling overseas on school business
  - e. The Board is advised of any staff absences longer than 10 school days
6. that performance agreements are established for all staff and that reviews are undertaken annually

7. 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
8. the requirements of the Health and Safety at Work Act 2015 are met
9. advice is sought as necessary from NZSTA advisers where employment issues arise

### **Related Policies**

- Appointments Policy
- Equal Employment Opportunities (EEO) Policy
- Health and Safety Policy
- Professional Boundaries Policy
- Professional Learning and Development Policy
- Te Tiriti o Waitangi (Treaty of Waitangi) Policy

### **Documentation**

- Equal Pay Act 1972
- Human Rights Act 1993
- New Zealand Bill of Rights 1990
- Rangiora High School Staff Handbook
- State Sector Act 1988
- Employment Relations Act 2020
- Education and Training Act 2020

<b>Date of Review</b>	March 2020
<b>Date of Next Review</b>	March 2023
<b>Date adopted by the Board</b>	<b>March 2020</b>
<b>Date of Amendment by the Board</b>	<b>December 2021</b>