



NAG 3

Personnel Policy

Rationale

Paparangi School Board of Trustees is a good employer and recognises that staff are our school's most valuable resource for ensuring the best teaching and learning environment possible is provided for staff and students.

The Board delegates responsibility to the Principal on all matters relating to the management of staff in the expectation that staff 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
 - a. including that the requirements of the Health and Safety at Work Act 2015 are met;
 - b. and ensuring that a smoke free environment is provided
2. All employee's rights to personal dignity, well-being and safety are met and ensure that matters are resolved in an appropriate, sound, fair and respectful manner.
3. That employment records are maintained and all employees have written employment agreements (individual or collective) and that performance agreements are established for all staff and reviews are undertaken annually.
4. A suitable professional development programme is provided as part of each employee's performance agreement; which takes into consideration the requirements of the strategic and annual plans and teacher's own personal, professional goals.
5. Units are allocated in an equitable, fair and transparent process to fulfil the intent of the strategic and annual plans; remunerating teachers in leadership positions or positions of additional teaching and learning responsibility, and to support career pathways.
6. That 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.

7. That arrangements for part time teachers working in the school will be effectively managed and expectations of roles and responsibilities will be clearly communicated.
8. When staff are exiting the school, that an invitation to attend an exit interview is provided to determine how well the school has supported staff in their professional role.
9. Advice is sought as necessary from NZSTA advisors where employment issues arise.
10. The Principal will report regularly to the Board of Trustees on significant professional development.
11. The community will be informed via the school newsletter of the annual school-wide focus for professional development.

Related Policy and/or Procedures

- Health and Safety
- Harassment
- Concerns and Complaints
- Digital Citizenship
- Provision of Leave
- Performance Management
- Principals' Appraisal
- Appointments
- Unit Allocation
- Exit Interview
- Part Time Teacher
- Equal Employment Opportunity

Approved: May 2018

Review Date: May 2021