



Marist Catholic School Herne Bay

OUR CHARISM

As Marists, we think, judge, feel and act in the way of Mary

Board of Trustees Employment and Personnel

Policy 3. (NAG 3)

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. ensure that the required number of teaching staff with tagged positions is maintained
3. all employees their rights to personal dignity and safety and ensure that matters are resolved in an appropriate and fair manner
4. a smoke free environment is provided
5. that employment records are maintained and that all employees have written employment agreements
6. that employee leave is effectively managed and reported so
 - I. that the risk of financial liability is minimised, operational needs are met, and the needs of individual staff are considered.
 - II. board approval is sought for any requests for discretionary staff leave with pay of longer than 3 days
 - III. board approval is sought for any requests for discretionary staff leave without pay of longer than 5 days
 - IV. board approval is sought for any requests for staff travelling overseas on school business
 - V. the board is advised of any staff absences longer than five school days
7. that performance agreements are established for all staff and that reviews are undertaken annually
8. 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
9. the requirements of the Health and Safety at Work Act 2015 are met
10. Advice is sought from NZSTA advisers where employment issues arise

The **Procedures** and **Documents** that support this policy are:

Procedures	Documents
<p>Equal Employment Opportunity EEO Programme Classroom Release Time Staff Appointments Complaints Professional development Serious misconduct by Employees Staff Discretionary leave Allocation of Management Units Performance Management Protected Disclosures</p>	<p>State Sector Act. NZEI Collective Agreements NZ Professional Standards NZTC procedures for registration and mandatory reporting. NZ Teachers Code of Conduct MCSHB Procedure Documents MoE Funding, Staffing and Allowances Handbook Education (2009 School Staffing) Order Employment Relations Act 2000 Health and Safety in Employment Act 1992 Holidays Act 2003 Human Rights Act 1993 Parental Leave and Employment Protection Act 1987 State Sector Act 1983 Wages Protection Act 1983 Protected Disclosure Act 2000 Privacy Act 1993</p>

Self Review – this policy will be reviewed in accordance with the Board’s triennial programme of self review

28th November 2017 version adopted

Chairperson

Principal

Date