



GOOD EMPLOYER PROCEDURE

RATIONALE:

The Board and Principal are committed to creating a positive, safe working environment which values all staff and thus benefits the students.

PURPOSE:

To comply with requirements of *National Administration Guideline 2*.

GUIDELINES:

General

- 1 To provide a procedure for recruitment and retention of all staff.
Ensure that this procedure clearly outlines provisions for student safety.
- 2 A procedure for Performance Appraisal of all staff specifies:
 - persons responsible for implementation of the appraisal process
 - specification of the process to be followed in the appraisal of teacher /support staff performance
 - a process for dealing with disputes
 - a statement on confidentiality provisions.
- 3 Staff employed under relevant contracts will be entitled to their provisions and appropriate remuneration.
- 4 **Each staff member will have a job description which will be reviewed annually including the Principal's to be reviewed annually by the Board.**
- 5 Each year the Board will approve funding for professional development.
- 6 The Board will seek to comply with the provisions of the *Health and Safety Act* in providing for the safety and welfare of the staff and students.
- 7 Procedures are available for dealing fairly with complaints against staff and students.
- 8 Procedures for dealing with cases of sexual harassment are available.
- 9 Discretionary leave provisions will ensure each case will be treated consistently.
- 10 To endeavour to acknowledge the efforts of all people who contribute positively to the operation of our school.
- 11 Any documentation held on staff will be treated with respect to the provisions of the *Privacy Act*.

Trustees Specific Roles:

Work in conjunction with the Principal to ensure educational goals and strategic directions for the school are planned annually.

Work with the Principal on all employment matters where appropriate.

DISCIPLINARY GUIDELINES

1. The Board of Trustees will recognise its obligations as a good employer to provide fair and just procedures for the discipline of staff where this is required to uphold the good conduct of the school.
2. The Board of Trustees and Staff adopts the guidelines as laid out in the NZEI publication, *“Complaints, Discipline and Competency Procedures”*, as the formal disciplinary procedures for the school.
3. Where disciplinary action is considered necessary the Board of Trustees will seek advice from the School Trustees’ Association before taking action.
4. **It is the responsibility of the Principal to carry out any disciplinary action in respect of a Staff Member, in consultation with the Board Chairperson.**
5. **It is the responsibility of the Board Chairperson to carry out any disciplinary action in respect of either the Principal or any Trustee, in consultation with the full Board of Trustees.**
6. Where disciplinary action is deemed necessary the following principles will be followed:
 - (a) The employee must be advised of their right to request Union or legal assistance and representation at any stage.
 - (b) The employee must be advised of the specific nature of the alleged conduct and a reasonable opportunity provided for the employee to respond.
 - (c) The employee must be advised of any corrective action required to amend their conduct and given a reasonable opportunity to do so.
 - (d) Before any substantive disciplinary action is taken, an appropriate investigation is to be undertaken by the Principal.
 - (e) The process and results of any disciplinary action are to be recorded in writing, sighted, and signed by the employee as having been seen, and placed on their personal file.
 - (f) If the alleged conduct is sufficiently serious an employee may be either suspended on pay or transferred temporarily to other duties pending an investigation under (d).
In exceptional circumstances an employee may be suspended without pay.
 - (g) An employee who has been suspended and the allegation is found to be without substance, must be entitled to resume the position from which they were suspended.

(h) An employee aggrieved by an action taken by the employer must be advised of their right to pursue a Personal Grievance within 90 days.

(i) Nothing in this section prevents instant dismissal without notice in the case of serious misconduct.

7. All disciplinary business at Board of Trustees meetings will be dealt with **“in committee”**.
8. In instances of repeated minor misconduct, or of moderate misconduct, the Board may consider a process of progressive oral and written warnings which may culminate in dismissal if the warnings are not heeded. Depending on the circumstances, a written warning will not necessarily be preceded by an oral warning.

Review Responsibility: *Chairperson, Deputy Chair, Principal, DP & Staff Rep.*

Date Confirmed: 8 March 2021

Principal: