



EMPLOYMENT and PERSONNEL POLICY

RATIONALE:

Wellington Seventh Day Adventist School Board of Trustees will ensure the school will be staffed by registered, trained and qualified teachers, and by support staff who are qualified for the position in ways that will enable the school to meet its Charter objectives.

PURPOSE:

- 1 An effective school maintains good communication amongst all staff and keeps them informed over matters relating to their employment, promotion and conditions of service.
- 2 The school's staff members are the most important resource the school has in meeting the objectives of the Charter.
- 3 The school's ***Employment and Personnel Procedures*** will outline the principles and procedures for utilising resources in the most effective way to enhance learning within the school.

PROCEDURAL GUIDELINES:

- The policy will enable the Board to provide a framework for the day to day management for the responsibility of the Principal to enact.
- The Principal will be responsible, in conjunction with the appropriate Sub Committees and the school's staff, for managing the school's procedures for all areas of school employment and personnel management.
- ***Responsibility for reviewing procedures will take place by the specifically designated review group. Reviews will take place on an "as of need" basis and all changes reported, ratified and dated by the Board.***

The Board will ensure procedures for the following are developed and implemented:

3.01 Code of Conduct

3.02 Good Employer

3.03 Equal Employment Opportunities and Equity

3.04 Staff Absences & Leave

3.05 Classroom Release Time

3.06 Staff Development

- 3.07 Performance Management**
- 3.08 Staff Appointments**
- 3.09 Grievances against Employees**
- 3.10 Provisionally Registered Teacher**
- 3.11 Staff Units**
- 3.12 ICT Professional Development**
- 3.13 Teacher Associate**
- 3.14 Physical Restraint & Contact with Students**
- 3.15 Principal's Career Structure Allowance**
- 3.16 New Staff Employment Provisions**
- 3.17 Engagement of Contractors**

CONCLUSION:

Compliance with all relevant *Legal Acts, National Administration Guidelines* and the current *Employment Agreement Contracts* will ensure the Board, through the Principal, develops and implements high quality employment and personnel management procedures.

Date Policy Confirmed..... 12 June 2017

Date of Review..... as needed - prior to 2020

Signed BOT Chairperson 