

O3. Personnel Policy (NAG3)

Outcome statement

The obligations and responsibilities of being a good employer are met.

The special Seventh-day Adventist character of the school is evident in all employer/employee relationships and behaviours.

Scoping

The Board recognises its responsibilities and accountabilities to its employees are achieved through its Chief Executive.

Delegations

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, legislative requirements and identified good practice.

Expectations and limitations

The Principal must ensure:

- all employment-related legislative requirements are applied
- all employees' understand their rights to personal dignity and safety and ensure that matters are resolved in an appropriate and fair manner
- a smoke-free/vape-free environment is provided
- employment records are maintained and all employees have written employment agreements
- management pay units for appropriate positions are allocated in a fair, transparent manner
- 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
 - Board approval is sought for any requests for discretionary staff leave with pay exceeding five school days
 - Board approval is sought for any requests for discretionary staff leave without pay of longer than five school days
 - Board approval is sought for any requests for staff travelling overseas on school business
 - the Board is advised of any staff absences longer than five school days
- effective and robust performance management systems are in place for all staff that include performance management reviews, attestations for salary increases and staff professional development

- 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
- the requirements of the Health and Safety at Work Act 2015 are met
- advice is sought as necessary from NZSTA advisers where employment issues arise and the school's insurer is notified.

Procedures/supporting documentation

Staff leave form

Staff leave procedure

Staff performance review

Professional development

Storage of confidential information

Monitoring

Principal's report to the Board

Legislative compliance

[State Sector Act 1988](#)

[Employment Relations Act 2000](#)

[Privacy Act 1993](#)

[Health and Safety at Work Act 2015](#)

[Collective employment agreements](#)

Reviewed: 8 December 2020

Next review: 8 December 2023
