

Stratford Primary School: Operational Policies

300 Personnel Policy

OUTCOME STATEMENT:

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

SCOPING:

- The Board recognises its responsibilities and accountabilities to its employees.
- 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. All employees have the right to their personal dignity and safety and ensure that matters are resolved in an appropriate and fair manner.
 3. A smoke free environment is provided.
 4. That employment records are maintained and that all employees have written employment agreements.
 5. That employee leave is effectively managed and reported so that student learning is not unreasonably affected, the risk of financial liability is minimised, operational needs are met, and the needs of individual staff are considered.
 - a. The principal will follow the collective agreements around leave entitlement, including having a procedure for discretionary leave that ensures consistency in granting leave with or without pay.
 - b. Board approval is sought for any requests for discretionary staff leave, with or without pay, for longer than 5 days. This includes when an employee has exceeded five days over the school year.
 - c. Board approval is sought for any requests for staff travelling overseas on school business.
 6. That performance agreements are established for all staff and that the reviews are undertaken annually. All teachers' reviews must be aligned to the 'Standards of the Teaching Profession', where teachers are meeting or exceeding expectations.
 7. A 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. However, it is also expected that staff will be fully committed towards any professional development offered to them in order to meet the Boards Annual and Strategic goals.
 8. The requirements of the Health and Safety at Work Act 2015 are met as stated in the '500 Health and Safety Policy' at Stratford Primary School. This includes providing WellBeing Support for staff through the EPA Services.
 9. Advice is sought as necessary from NZSTA advisers where employment issues arise.

Review schedule: Triennially