

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 are achieved through its Chief Executive, the Principal.
- Good employer means an employer who operates an employment policy containing provisions generally accepted as necessary for the fair and proper treatment of employees in all aspects of their employment.

DELEGATIONS:

- The Board delegates responsibility to the Principal on all matters relating to the day-to-day 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, school policy and procedures, relevant legislative requirements and identified good practice.

EXPECTATIONS AND LIMITATIONS:

The Principal must ensure:

1. 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 and vape-free environment is provided.
4. Employment records are maintained and that all employees have a written letter of offer of employment, an up to date job description and for non-union employees an individual employment agreement (IEA).
5. Teachers are consulted when developing a procedure to determine the use of units – units for appropriate positions are allocated in a fair and transparent manner
6. That employee leave is effectively managed and reported so that:
 - a. The risk of financial liability is minimised, operational needs are met and the needs of individual staff are considered.
 - b. Board approval is sought for any requests for discretionary staff leave with pay.
 - c. Board approval is sought for any requests for discretionary staff leave without pay of longer than 4 days.
 - d. Board approval is sought for any requests for staff travelling overseas on school business.
 - e. The Board is advised of any staff absences longer than 5 school days.
 - f. What happens when a staff member's sick leave runs out.
7. 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. 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.

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8. 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.
9. The requirements of the Health and Safety at Work Act 2015 are met through the '500 Health, Safety and Wellbeing Policy' at Stratford Primary School. This includes providing WellBeing Support for staff through the EPA Services.
10. Advice is sought as necessary from NZSTA advisers where employment issues arise and the school's insurer is notified.

Review schedule: Triennially

LEGISLATION COMPLIANCE:

[Employment Relations Act 2000](#)

[Education and Training Act 2020](#)

[Privacy Act 2020 \(takes effect 1 December 2020\)](#) - repeals and replaces the Privacy Act 1993

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

[employment agreements](#)

[Individual employment agreements](#)

[Smokefree Environments and Regulated Products \(Vaping\)](#)

[Amendment Act 2020](#)

[Domestic Violence – Victims' Protection Act 2018](#)