



Coastal Taranaki School

NAG 3 Personnel

Policies and Procedures

3. PERSONNEL POLICY

Rationale

Coastal Taranaki School will be a good employer in recognition that a committed stable staff will provide the best learning environment for students.

Purpose

To provide the best learning environment for students we recognise that by providing staff with optimum conditions, adequate resources, effective on-going training, career opportunities and encouragement we will foster staff well-being and promote high levels of performance.

Guidelines

- Develop and implement personnel and industrial policies, within policy and procedural frameworks set by the Government from time to time, which promote high levels of staff performance, use educational resources effectively and recognise the needs of students;
- Be a good employer as defined in the State Sector Act and comply with the conditions contained in employment contracts applying to teaching and non-teaching staff.

Conclusion

Coastal Taranaki School Board of Trustees meets its obligations to NAG 3, by ensuring that the following documentation is developed, implemented and reviewed as part of the Board's self-review process.

This policy is reviewed on a 3-year cycle in line with the Board's documented self-review plan.

Approved: _____

Signed: _____

Date: _____

SUPPORTING DOCUMENTS

Employment of Relievers	Job Descriptions
Performance Standards	Staff personnel records
Collective Employment Agreements	EEO Programme & Report
Associate Teacher Reports	Staff Appraisal programme/agreement/records
Staff Development programme	Current Budget
BOT Folder	Appointment Documentation
Ministry Gazette Notices & Circulars	Charter
Professional Development Evaluation Form	Professional Development Application Form
Staff Induction Form	

3A EQUAL EMPLOYMENT OPPORTUNITY POLICY

Definition:

Equal Employment Opportunities refers to the operation of the principle of appointment and promotion by merit. It refers to the right to be considered for a job for which one is skilled and qualified without a person's chances of employment, promotion etc. being reduced by any irrelevant personal characteristics. It is aimed at ensuring that preference is given to the person best suited to the position.

Rationale:

In accordance with the requirements under the State Sector Amendment Act, the Coastal Taranaki School Board of Trustees affirms its commitment to the principles of Equal Employment Opportunities for all employees and has adopted the policy of:

- Eliminating discrimination and ensuring the continued absence of discrimination in employment on the grounds of race, creed, sex, marital status, physical disability, sexual or political preference and on any other grounds that shall constitute a disadvantage.
- Promoting equal opportunity in all aspects of employment including recruitment, selection and appointment, education, training and development, career path planning and promotions.

Purpose: The purpose of this policy statement is to ensure that all employees and applicants for employment are treated according to their skills, qualifications, abilities and aptitudes, without regard to irrelevant factors.

Broad Guidelines:

1. This school will develop and implement the EEO programme in consultation with Board employees, particularly employees from the target groups and their employee organisations.
2. We will appoint or select a designated staff or Board member who will be responsible for co-ordinating the development and implementation of the equal employment opportunities programme, and who may be contacted for further information about EEO matters in the school.
3. All personnel policies and practices will be developed or reviewed to ensure that they include EEO principles. Personnel policies and practices include the areas of recruitment and selection, promotion and career development, and conditions of service.

Specific Guidelines: As part of this school's EEO programme we are committed to:

1. Having a woman teacher in at least one of the top positions (if one is available). If unavailable, a senior woman will have some responsibilities relating to girls' discipline and a reduction in previous duties.
2. Providing positive Maori role models by encouraging the appointment of Maori teachers and their promotion to positions of responsibility, where possible and proficient.

Conclusion:

An EEO programme is a requirement in this school. By implementing the guidelines and working in co-operation with our employees, we will make equal employment opportunities a reality in our school.

This policy is reviewed on a 3-year cycle in line with the Board's documented self-review plan.

Approved: _____

Signed: _____

Date: _____

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