



## Personnel Policy

to support NAG 3 Personnel

### 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 the Principal as 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 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 environment is provided.
- The Board of Trustees involved in the appointment process for any members of the Senior Leadership team (Deputy Principals, Business Manager)
- employment records are maintained and all employees have written employment agreements, including written job descriptions.
- 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 staff travelling overseas on school business.
- 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, or other insurer approved legal 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

Police safety checks for all appointments

### Monitoring

This policy will be monitored by the Board through internal process such as ; staff turnover, staffing budgets and complaints to the Board.

### Legislative compliance



# PUKEKOHE HIGH SCHOOL



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[www.pukekohehigh.school.nz](http://www.pukekohehigh.school.nz)

[State Sector Act 1988 Employment](#)

[Relations Act 2000 Privacy Act 1993](#)

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

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Reviewed: May 2020

Next review: May 2023

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