



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



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[State Sector Act 1988 Employment](#)

[Relations Act 2000 Privacy Act 1993](#)

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

Reviewed: May 2020

Next review: May 2023
