



Personnel Policy

Policy to support NELP objective 5 and 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 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 & vape free environment is provided
- the Board of Trustees is 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 and 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 discretionary staff leave without pay of longer than 20 days
 - board approval is sought for any requests for staff travelling overseas on school business
 - the board is advised of any staff absences longer than 20 school days
- 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 an appropriate industrial advisor 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

Monitoring

The Board will monitor the performance of this policy in ways such as; staff usage reports, performance management reports, staff turnover.

Legislative compliance

[State Sector Act 1988](#)

[Employment Relations Act 2000,](#)

[Privacy Act 2020](#)

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

[Collective employment agreements](#)

Reviewed: July 2023

Next review: July 2026
