



PERSONNEL POLICY

School Vision: Building for Eternity

*“Brothers and sisters, choose from among you those who are known to be full of the Spirit and wisdom. We will turn this responsibility over to them. **Acts 6:3***

Outcome statement: The obligations and responsibilities of being a good employer are met.

Scoping: The Board of Trustees recognises its responsibilities and accountabilities to its employees are achieved through its the Principal as its chief executive.

Delegations: The Board of Trustees delegates responsibility for matters pertaining to the management of staff to the principal with the expectation that they will be managed in a sound, fair and respectful manner in accordance with the current terms of employment documents, Proprietor requirements and identified good practice. The Board retains the responsibility for appointment of all staff however delegates the appointment of non-teaching staff, short-term relievers and day-relieving teachers to the Principal. Appointment of teaching staff is undertaken by the Board of Trustees, with liaison via the Principal to the Proprietor to ensure that the requirements of Section 469 of the Education Act in regard to State-Integrated schools are followed.

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
- employment records are maintained and all employees have written employment agreements
- 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 for longer than 3 days.
- board approval is sought for any requests for discretionary staff leave without pay of longer than 3 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 5 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 NZSTA advisers where employment issues arise and the school's insurer is notified.

Notes: Procedures/supporting documentation include:

- Staff leave form.
- Staff leave procedure.
- Staff performance review procedure.
- Ongoing staff professional development.
- Procedure for storage of confidential information

This policy ensures legislative compliance with the following:

- State Sector Act 1988.
- Employment Relations Act 2000.
- Privacy Act 1993.
- Health and Safety at Work Act 2015.
- Collective employment agreements.
- Domestic Violence – Victims' Protection Act 2018

This policy has been developed based upon the NZSTA Policy guidelines.

Further detail regarding staff employment, tagged teaching positions and practices that the Board must adhere to is outlined within the Proprietors' Handbook for Principals and Boards of Trustees of Seventh-day Adventist Schools in New Zealand.

FORMULATED BY: Rotorua Seventh-day Adventist School Board of Trustees

APPROVED: Board Chair, Victoria Finch _____

BOT RATIFIED: 2 September 2020

BOT REVIEWED: