



Katikati College

Personnel Policy

General:

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. Therefore, the principal must ensure:

1. that all employment related legislative requirements are applied
2. all employees their rights to personal dignity and safety and ensure that matters are resolved in an appropriate and fair manner
3. that employment records are maintained and that all employees have written employment agreements
4. that employee leave is effectively managed and reported so:
 - a. that the risk of financial liability is minimised, operational needs are met, and the needs of individual staff are considered.
 - b. Board approval is sought for any requests for discretionary staff leave with pay for more than 4 days.
 - c. The Board approval is sought for any requests for discretionary staff leave without pay of longer than 7 days.
 - d. The Board approval is sought for any requests for staff traveling overseas on school business.
 - e. The Board is advised of any staff absences longer than 5 school days.
 - f. leave requests must be lodged in a reasonable timeframe in order for appropriate organisation and consideration to take place.
 - g. leave requests for a term or more must be received one term in advance.
5. that performance agreements are established for all staff and that reviews are undertaken annually through a professional growth cycle for teachers and attestation appraisal for support staff.
6. 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
7. the requirements of the Health and Safety at Work Act 2015 are met
8. advice is sought as necessary from NZSTA advisers where employment issues arise
9. the Katikati College timetable adheres to the requirements of PPTA. Any timetabling decisions which require an extension to allocated staffing will be referred to the the Board. Refer to timetable procedure and guidelines.

The Board may carry out exit interviews as and when required upon employees resigning. See guideline.

Appointments:

To assist in the appointment of quality staff to any vacancy which may arise, appointment committees with expertise relevant to the vacancy, will be selected to carry out the appropriate appointment procedures. In accordance with the regulatory requirements for safety checking under the Vulnerable Children Act 2014, we demonstrate our commitment to the safety of children by adopting appropriate safety checking practices when employing school staff, whether core workers,

volunteers or other. This policy is used in conjunction with school procedures on safety checking, police vetting and screening.

Therefore, the principal must ensure that they:

1. determine the composition of the various appointment committees according to the schedule outlined below:
 - a. Appointment of the deputy-principal, head of departments/senior teachers will involve an appointment committee consisting of the principal, the limited statutory manager, the presiding member and a further trustee (should the Board feel the need to include one).
 - b. Appointment of head of faculties/ deans will involve an appointment committee consisting of the principal, the deputy principals (where applicable) and the limited statutory manager at their discretion.
 - c. Unless determined otherwise by the Board, appointment of all other teachers, part time teachers, long term relieving teachers, and non-teaching staff will be the responsibility of the principal in consultation with the presiding member or delegate where deemed necessary.
2. have school procedures in place and fully implemented that meet all legislative requirements regarding safety checking, police vetting and screening of all staff
3. **Appointment of the principal** is the responsibility of the Board who will determine the process in consultation, where an external consultant may be used to assist with the process.
4. **Appraisal of the principal** will take place annually in line with the secondary principal collective agreement guidelines. A performance agreement will be negotiated with the principal and in consultation with the principal an external consultant may be used to undertake the appraisal process.
5. The principal will ensure the implementation of **Equal Employment Opportunity** procedures in the College to eliminate discriminatory practices in the employment of any person. Attention should be given to Equal Employment Opportunity in all areas of school activity particularly in the areas of:
 - (a) Recruitment and selection
 - (b) Promotion and career development
 - (c) Training and staff development
 - (d) Conditions of Service
 - (e) Conditions of Leave

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