



POLICY: PERSONNEL / EMPLOYER RESPONSIBILITIES NAG3

(To fulfil the requirements of National Administration Guideline No. 3)

PURPOSE: To ensure that the Board of Trustees provides and resources an environment conducive to teaching and learning, encourages high levels of performance and achievement and will comply with the principles of being a good employer

LEGISLATIVE REQUIREMENTS	RELEVANT REFERENCES	EXPECTED OUTCOMES	PROCEDURES & DOCUMENTATION
<p>1. The development and implementation of personnel and industrial procedures within government determined policy that promotes high levels of staff performance, the effective use of educational resources and recognition of the needs of students.</p>	<ul style="list-style-type: none"> ▪ State Sector Act 1988 ▪ Primary Teachers, Deputy Principals, Assistant Principals & Unit Holders Collective Employment Contract 2000 ▪ Support Staff in Schools' Collective Employment Contract 2000 ▪ School Caretakers & Cleaners Collective Employment Contract 2000 ▪ Grade 4 & 5 Primary Principals' Individual Employment Contracts ▪ New Zealand Teachers Council Rules 2004 	<ol style="list-style-type: none"> 1. <i>Staff appointments and responsibilities make the best use of educational resources and cater effectively for the learning needs of all students.</i> 2. <i>Performance Management procedures operate to promote high levels of staff performance.</i> 3. <i>Procedures are in place to maintain high standards of integrity, conduct and concern for the well being of students.</i> 	<ul style="list-style-type: none"> ▪ Appointments - P ▪ Job Descriptions P/D ▪ Staffing the School - P ▪ Delegations – P / D ▪ Performance Management P / D ▪ Staff Handbook - D ▪ Review Procedures - D ▪ Role Models - P ▪ Code of Conduct P / D ▪ Safe Practice – P
<p>2. To be a good employer as defined in the State Sector act 1988 and comply with the conditions contained in employment contracts applying to teaching and non-teaching staff.</p>	<ul style="list-style-type: none"> ▪ Health & Safety in Employment Act 1992 ▪ Human Rights Act 1993 ▪ Smoke Free Environments Act 1990 ▪ Privacy Act 1993 ▪ Official Information Act 1992 ▪ N Z Bill of Rights Act 1990 ▪ Education Act 1999 ▪ Employment Contract Act 1991 ▪ Parental Leave & Employment Protection Act 1987 ▪ Holidays Act 1981 ▪ Protected Disclosures Act 2000 ▪ Vulnerable Children (Requirements for Safety Checks of Children's Workers) Regulations 2015 	<ol style="list-style-type: none"> 4. <i>School practices cater effectively for the safety and welfare of staff and students.</i> 5. <i>School practices guarantee that staff and students are treated fairly and equitably.</i> 6. <i>Staff and students are provided with access to complaint procedures.</i> 7. <i>The school meets the annual requirements for developing and reporting on equal employment opportunity programmes.</i> 8. <i>The school complies with the provisions of all employment contracts.</i> 9. <i>There is provision for staff training and development.</i> 10. <i>There are procedures in place that recognise the aspirations of cultural and minority groups in the workplace.</i> 	<ul style="list-style-type: none"> ▪ Sexual Harassment - P ▪ Smoke Free – P ▪ Refer also NAG 5 ▪ Equity - P ▪ Privacy - P ▪ Complaints - P ▪ Protected Disclosures - P ▪ EEO Programme - D ▪ EEO Reporting - D ▪ Employment Agreements P / D ▪ Staff Leave - P ▪ Staff Development P / D ▪ Staff Scholarship - P ▪ Allocation of Units - P ▪ Staff Induction – P ▪ Treaty Of Waitang - P ▪ Equity - P

The Board of Trustees will at all times act in the best interests of the community, staff and students recognising that a committed and stable staff will provide the best learning opportunities for students