

PAPAKURA HIGH SCHOOL

PERSONNEL MANAGEMENT POLICY

NAG 3

Policy 3.1

Rationale

The Papakura High School Board of Trustees ("the Board") as a good employer defined in the State Sector Act 1988 aims to promote high levels of staff performance and to ensure that competent and appropriately qualified personnel are employed.

Purpose

The Board of Trustee is required to develop and implement personnel and industrial policies which promote high levels of staff performance, use educational resources effectively, and recognise the needs of students.

Guidelines

1. To deliver this policy, the Board through the Principal will:
 - (a) manage all staff in a sound, fair, and respectful manner in accordance with current employment legislation and policies,
 - (b) comply with all relevant employment contracts,
 - (c) ensure that employees are not discriminated against on any grounds,
 - (d) ensure the best and appropriately qualified applicant for any position is appointed to the school and will support the special character of the school,
 - (e) have an appraisal process in place which meets all regulatory and employment requirements,
 - (f) carry out annual performance management appraisal,
 - (g) ensure that, as far as is practicable, good and safe working conditions are provided to all staff,
 - (h) ensure staff personal information is kept confidential in accordance with the school's privacy procedures,
 - (i) ensure that an Equal Employment Opportunities Programme is in place,
 - (j) ensure that all employees and all applicants for employment are treated fairly,
 - (k) not appoint staff outside the staffing entitlement and budget allocation without Board approval,
 - (l) gain approval from the Board for staff applying for leave from employment for greater than 5 days,
 - (m) ensure that all complaints relating to or from personnel are dealt with fairly and expeditiously,

- (n) develop, implement and support a staff professional development programme which seeks to enhance the educational achievements of students,
 - (o) ensure that a Performance Management System is put in place, which will be subject to periodic review.
2. A staff manual will be available to all staff and is updated annually. This manual will identify expected procedures, good practices relating to all staff employed at Papakura High School.

This policy will be reviewed every three years in line with the triennial Board elections.

Reviewed & Ratified: Term 2, 2018

Next review: Term 2, 2021

Signed: 

Deeana Howard-Afeaki

Designation: Chair BOT