



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 our special character, 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. a smoke free environment is provided
4. that employment records are maintained and that all employees have written employment agreements
5. the school will have a Performance Management System which is consistent with performance standards and with the goals of the School Charter
6. that performance agreements are established for all staff and that reviews are undertaken annually
7. 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
8. the Board is advised of any staff member that is in breach of contract, is facing competency or may bring the school into disrepute
9. the board may, where there are special circumstances, grant leave to the staff, providing such leave does not impact negatively on the operational requirements of the school
10. board approval is sought for any requests for discretionary staff leave with pay
11. board approval is sought for any requests for discretionary staff leave without pay of longer than 4 days
12. board approval is sought for any requests for staff travelling overseas on school business
13. the board is advised of any staff absences longer than 5 school days
14. in the case of bereavement, the board will follow the legislative requirements of the relevant Act and the conditions of any collective agreement or individual employment contract. Reasonable paid travel time will be given at the discretion of the board, with a maximum of two days granted either side of the bereavement leave.
15. the requirements of the Health and Safety in Employment Act 1992 are met
16. Clearly defined procedures for dealing with complaints are outlined for the protection of all parties and to ensure that they are dealt with satisfactorily. All communications under this policy will be treated as confidential to the parties concerned.
17. advice is sought as necessary from NZSTA advisors where employment issues arise

Approved by Board on the 1st day of April 2015