



# Te Kauwhata Primary School

*'Learning Together' – 'Kia Ngatahi te Ako'*

## NAG 3: Personnel Policy

### Rationale:

A Board of Trustees has a responsibility to be a good employer and such responsibilities require the development and implementation of Good Employer programmes and practices.

### Purpose:

1. To be a good employer as defined in the State Sector Act 1988 and comply with the terms and conditions contained in employment contracts applying to teaching and non-teaching staff.
2. To promote high standards of staff performance.

### Guidelines:

- Develop and implement personnel and industrial guidelines, within policy and procedural frameworks set by the Government from time to time, to ensure terms of employment agreements are at all times met by the Board of Trustees and which promote high levels of staff performance, use educational resources effectively and recognise the needs of students.

In order to fulfil the policy, the Board and Management have developed, and will regularly review, the following Procedural and Administrative Guidelines associated with "Personnel Management":

- Appointments
- Classroom Release Time
- Complaints, Discipline & Competency
- Leave
- Equal Employment Opportunity
- Performance Management (Appraisal)
- Sexual Harassment
- Professional Development and Learning
- Staff Discipline
- Units
- Protected Disclosures

Approved by Board \_\_\_\_\_  
Chairperson – signed for Board of Trustees Date: October 2021

Revised: \_\_\_\_\_  
Chairperson – signed for Board of Trustees Date: October 2021