

# Pakuranga College Personnel Policies

Signed \_\_\_\_\_ (Board of Trustees Chair) Date Reviewed \_\_\_\_\_  
Next Review Date \_\_\_\_\_

## National Administration Guideline 3 - Personnel

*According to the legislation on employment and personnel matters, each board of trustees is required in particular to:*

- (a) develop and implement personnel and industrial policies, within policy and procedural frameworks set by the Government from time to time, which promote high levels of staff performance, use educational resources effectively and recognise the needs of students; and*
- (b) 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.*

Pakuranga College meets its obligations under National Administration Guideline 3 through the implementation of the policies listed below.

The Board of Trustees monitors the implementation and effectiveness of these policies through the Principal's reports on:

- Appointments
- Performance Management
- EEO

## Policy Statements

### Personnel Management

The Board of Trustees of Pakuranga College will act as a good employer as defined in the State Sector Act 1987. Through the Principal the Board of Trustees will:

1. Comply with all relevant collective and individual employment contracts
2. Ensure that the best appropriately qualified applicant for any position is appointed to the college
3. Have performance management system in place which promotes continued improvement and which meets all regulatory requirements
4. Ensure staff personal information is kept confidential and is used within the college's privacy procedures
5. Ensure that all employees and all applicants for employment are treated equitably and all EEO requirements are met
6. Ensure that all complaints relating to or from personnel are dealt with fairly and expeditiously

7. Ensure that, as far as is practicable, good and safe working conditions are provided for all staff
8. All reasonable efforts will be made to provide staff experiencing undue stress with appropriate support

### **Appointment of Staff**

In its appointment of new staff to the college the Board aims to ensure that the most suitably qualified and experienced people are recruited and that its procedures are consistent with all statutory and contractual obligations. Through appointing the highest quality staff the college seeks to provide excellent learning opportunities to its students.

See Board of Trustees delegations for appointment authority.

### **Discretionary Leave**

- a) Teaching staff – leave up to a maximum of 5 days is at the discretion of the principal  
Support staff – the principal has full discretion
- b) For teaching staff, leave of more than 5 days is at the discretion of the Board of Trustees. Staff must apply in writing in advance. The Board of Trustees will consider each request on its merits and will take into account all factors including those listed below. Of primary concern will be the educational outcome of the students and Pakuranga College.  
Factors -
  - reason for leave
  - relevant to curriculum
  - potential benefit to students at Pakuranga College
  - length of service of the staff member
  - contribution to co-curricular and corporate life of the college
  - impact on students and the college
  - the college's ability to find suitable cover
  - the number of other staff also on leave

**NB** Staff with less than 5 years of service would need exceptional circumstances for a leave request to be considered.

### **Complaints**

The college will respond to complaints in a fair and consistent manner and in accordance with the relevant employment contracts, legislation and the college's code of conduct.

A complaints procedure will be approved by the Board of Trustees and made widely available on the college website and intranet.

### **Staff Discipline**

In dealing with issues of staff discipline it is important that the Board acts in a fair and reasonable manner as a good employer. Procedures for dealing with discipline issues will be equitable, consistent and open.

The board will comply with all regulations and the provisions of relevant collective or individual contracts where procedures related to discipline, competence and dismissal are deemed necessary.

See Board of Trustees delegations for delegated authorities.

### **Protected Disclosure**

In compliance with the Protected Disclosures Act 2000 the Pakuranga College Board will ensure that procedures are in place for an employee to make a disclosure where he or she believes serious wrong doing has occurred. These procedures must be of an order which provides protection for the employee against retaliatory action or liability for civil or criminal proceedings related to the disclosure.

Disclosures are to be addressed to the Principal, or the board Chair if the disclosure concerns the Principal.

### **Performance Management**

In accordance with its legal obligations under Section 77C of the State Sector Act 1988 the Pakuranga College Board will implement a performance management system including a system of staff appraisal and attestation in line with the principles as gazetted by the Secretary for Education on 9 December 1996.

The Principal has the responsibility for instituting the performance management system for teachers with authority to delegate to a Senior Manager if appropriate.

The Principal is also responsible for ensuring that an appropriate performance management system is in place for all other employees and may delegate its operation to the Administration Manager who will report annually to the Principal on the outcomes.

### **Principal's Performance Management**

The Principal is the chief executive of the college and is consequently responsible for overall leadership and management.

#### ***Performance Appraisal***

A Principal's performance appraisal is based on the performance agreement signed at the beginning of the performance management cycle between the Principal and the Board of Trustees.

The Board Chairperson is responsible for the overall process. However, an independent appraiser can be employed to monitor and provide feedback throughout the year, culminating in an appraisal meeting between the board chairperson, the Principal and the appraiser. A summary of the appraisal is reported to the full Board at the end of the cycle.

## **Timetable**

### GENERAL INFORMATION

Pakuranga College has a five day timetable based on 25 hours of class.

Each day five one hour periods will be taught except for Friday.

Each day starts with the previous days last period so that a particular class one day will have a class one period later the next day.

On Friday professional development will occur during period 1. Students arrive before 9:40 for tutor group. Period 2 is the first teaching period of the day. In order to ensure that the same period is not lost each Friday to professional development, Fridays periods will rotate as advertised on the calendar. Every five weeks professional development will be designated a non-contact period in lieu of the non-contact lost through rotation of the timetable.

### Part 1 – COLLECTIVE AGREEMENT PROVISIONS

- Non-contact time is based on an individual teacher timetabled classroom teaching allocation comprising a total of 25 hours per week.
- Each full time teacher shall have a minimum of five hours non-contact time within each timetabled cycle.
- A trained full time teacher in their first year will be allocated sixteen periods per week in their first year and are regarded as a charge of 0.8 against the staffing allocation.
- A trained full time teacher in their second year will be allocated eighteen periods per week in their first year and are regarded as a charge of 0.9 against the staffing allocation.
- Pakuranga College will provide an additional period of non-contact for each unit held.
- Pakuranga College will endeavour to timetable each unit holder who has three or more units with sufficient non-contact time to manage their administration, management or pastoral duties.
- Extra ordinary positions will be given non-contact time as is appropriate to their responsibility.

### Part 2 – “GENUINE REASON” PROVISIONS

1. Teachers may be asked to temporarily forgo their minimum entitlement to non- contact when:
  - All reasonable options have been investigated and no alternative to a reduction in entitlement non-contact can be found.
  - There is a sudden emergency that requires supervision for a class for its ongoing safety. All efforts will be made to find a day reliever.
  - No day reliever can be found after efforts have been made to find one.
  - Teachers holding more than the minimum non-contacts have first been asked to forgone one or more of these additional non-contacts.

**Request for temporarily foregoing the minimum entitlement to non-contact can only be made on an individual basis, and a blanket request for agreement to reduce non-contact entitlement shall indicate a need to review timetable structures and operation.**

2. Where the allocation identified of non-contact hours for any individual teacher cannot be implemented, the College and teacher may mutually agree to compensate the teacher with:

- An equivalent increase in the allocation of time for non-contact teaching duties at another point in that college year; or
- An equivalent increase in the allocation of time for non-contact teaching duties at another point in the next college year; or
- An equivalent reduction in non-teaching or supervisory duties outside the college's timetabled teaching periods; or
- Compensatory relief cover for the teacher later in the college year; or
- Some combination of the above
- Payment of one fixed term unit for each weekly hour of non-contact lost for the period during which the entitled reduction occurs.

### **Supporting Documentation**

Employees code of Conduct	-	Personnel file
	-	Procedures folder
Attestation procedure	-	Staff manual
Appraisal procedure	-	Staff manual
Complaints procedures	-	Intranet and website
Protected disclosures procedure	-	Intranet
Privacy Act procedure	-	Procedures folder
Professional development procedure	-	Staff manual

