

Pakuranga College Personnel Policies

Date Reviewed: June 2018

Next Review Date: 2021

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

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. The Board will have a process for conducting safety checks as required in the Vulnerable Children's Act 2014.

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 five 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.

Pakuranga College will treat all instances of complaints responsibly and these will be addressed promptly, confidentially and impartially. The principle of natural justice will apply in all cases.

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. The appraisal system will be based on the 'Standards for the Teaching Profession'. All staff are required to maintain a current practising certificate as detailed in Part 31 of the Education Act 1989. 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) **Executive Officer** 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.

Supporting Documentation

Employee's Code of Conduct	-	Personnel File Staff Manual - Moodle
Attestation and Appraisal Procedure	-	Appraisal Booklet
Complaints and Protected Disclosures Procedure	-	Staff Manual - Moodle
Protected disclosures Procedure	-	Staff Manual - Moodle Health & Safety Policy Booklet
Confidentiality Guidelines	-	Staff Manual – Moodle Pak Essentials
Professional Development Procedure	-	Staff Manual - Moodle
Harassment Policy and Procedure	-	Staff Manual – Moodle Pak Essentials
Staff Wellbeing	-	Staff Manual – Moodle Pak Essentials
Staff Leave	-	Staff Manual – Moodle Pak Essentials
VCA Procedure	-	Staff Manual – Moodle Pak Essentials

Signed: _____



Board of Trustees Chairperson

Date: 11 June 2018