

## **22. Personnel Policy**

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 the current terms of employment documents and identified good practice. Therefore, the principal must use all reasonable endeavours to ensure:

1. All employment related legislative requirements are applied.
2. All employees have the right to personal dignity and safety and ensure that matters are resolved in an appropriate and fair manner.
3. A smoke and vape free environment is provided.
4. Employment records are maintained and that all employees have written employment agreements.
5. Employee leave is effectively managed and reported so that:
  - a. The risk of financial liability is minimised, operational needs are met, and the needs of individual staff are considered.
  - b. Board approval is sought for any requests for discretionary staff leave with pay for more than two days.
  - c. Board approval is sought for any requests for discretionary staff leave without pay of longer than five days.
  - d. Board approval is sought for any requests for staff travelling overseas on school business.
  - e. The Board is advised of any staff absences longer than 10 school days.
6. 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 requirements of the Health and Safety at Work Act 2015 are met.
9. Advice is sought as necessary from NZSTA advisers where employment issues arise.

Review schedule: May 2024