

Policy: Staff Conduct

Policy Statement

The Manurewa High School Board of Trustees acknowledges that when 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 must be equitable, consistent and open, in order for the Board of Trustees to ensure that they comply with all regulations and the provisions of relevant collective or individual contracts where procedures related to discipline, competence and dismissal are necessary.

Procedural Guidelines

- All reasonable efforts will be made by the Principal and Board to resolve issues at as early a stage as possible.
- A system of verbal and written warnings will be used as disciplinary measures. Verbal warnings will precede written warnings. All warnings will be placed on the staff member's file.
- Staff members facing alleged breaches of discipline or competence will be advised in writing of the right to request representation at any stage.
- Where necessary the Personnel Committee of the Board will meet to discuss matters of staff discipline.
- The Principal will consult with the Board Chairperson prior to making any decision to invoke relevant clauses of the various contracts relating to discipline or suspension of staff.
- In dealing with alleged breaches of conduct or of staff competency, all appropriate steps as laid down in relevant contracts will be followed.

Review schedule: Mar 2020

ADOPTED BY BOARD OF TRUSTEES			
Date	30 July 2003	Chairperson	M J Bailey

REVIEWED	Date	25 May 2005	Chairperson	S Smith
REVIEWED	Date	24 September 2008	Chairperson	S Smith
REVIEWED	Date	26 September 2011	Chairperson	S Smith
REVIEWED/AMENDED	Date	27 March 2017	Chairperson	S Smith
REVIEWED/AMENDED	Date	Chairperson
REVIEWED/AMENDED	Date	Chairperson