

Policy: Personnel Management

Policy Statement

The Board of Trustees of the School, as a good employer defined in the State Sector Act 1988, recognises its commitment to promote high levels of staff performance and to ensure that competent and appropriately qualified personnel are employed.

Purpose

- (i) To comply with all relevant collective and individual employment contracts.
- (ii) To ensure that the best appropriately qualified applicant for any position is appointed to the School.
- (iii) To have an appraisal process in place which meets all regulatory requirements.
- (iv) To ensure staff personal information is kept confidential and is used within the School's privacy procedures.
- (v) To ensure that all employees and all applicants for employment are treated equitably.
- (vi) To ensure that all complaints relating to or from personnel are dealt with fairly and expeditiously.

Procedural Guidelines

- The Board of Trustees acting as a good employer will ensure that, as far as is practicable, good and safe working conditions are provided for all staff.
- The Board of Trustees will ensure that an Equal Employment Opportunities Programme is in place.
- The Board of Trustees will implement and support a staff development programme which seeks to enhance the educational opportunities of students.
- School procedural documents are available online on our school network – staff teams.
- The Board of Trustees will take into account, in its dealings with staff related issues, the good employer provision of the State Sector Act 1988 Section 77.
- An appraisal system is in place and will be subject to periodic review.
- The Board of Trustees will not make any financial contribution towards registration of its teachers.
- The Manurewa High School staff Code of Conduct must be signed by all new staff members.

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Review schedule: **June 2021**

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**

AMENDED Date **26 September 2011** Chairperson **S Smith**

AMENDED Date **27 October 2015** Chairperson **S Smith**

AMENDED Date **24 June 2019** Chairperson **S Smith**