



Geraldine High School / Carew Peel Forest School



Combined Board of Trustees

## EMPLOYMENT and PERSONNEL POLICY

### RATIONALE: / TE KAUPAPA

Geraldine High School/Carew Peel Forest Board of Trustees will ensure that both schools will be staffed by registered, trained and qualified teachers, and by support staff who are qualified for the position in ways that will enable each of the schools to meet their Charter objectives.

### PURPOSE: / TE TAKE

1. Effective schools maintain good communication amongst all staff and keep them informed over matters relating to their employment, promotion and conditions of service.
2. Staff members are the most important resource each of the schools has in meeting their Charter objectives.
3. The *Employment and Personnel Procedures* of each school will outline the principles and procedures for utilising resources in the most effective way to enhance learning within the school.

### PROCEDURAL GUIDELINES: / NGĀARATOHU

The policy will enable the Board to provide a framework for the day to day management for the responsibility of each of the Principals to enact.

Each Principal will be responsible, in conjunction with the appropriate Sub Committees and the school's staff, for managing their school's procedures for all areas of school employment and personnel management.

The Board will ensure procedures are developed and implemented for the following at Geraldine High School:

- 3.01 Code of Conduct
- 3.02 Good Employer
- 3.03 Equal Employment Opportunities and Equity
- 3.04 Staff Absences & Leave-including Sabbatical Leave

- 3.05 Staff Professional Development
- 3.06 Performance Management
- 3.07 Staff Appointments
- 3.08 Staff Units
- 3.09 Complaints against Employees
- 3.10 Beginning Teachers Liaison
- 3.11 Harassment

**The Board will ensure procedures are developed and implemented for the following at Carew Peel Forest School:**

- Appointments
- Employment agreements
- Complaints
- Equal Employment opportunities
- Teacher Registration
- Leave of Absence
- Staff schedule
- Job Descriptions
- Performance Management
- Appraisal of Principal
- Appraisal of Teaching staff and Support staff
- Staff Development
- Staff Induction
- Beginning Teacher Support and Guidance

**CONCLUSION: / TE MUTUNGA:**

Compliance with all relevant *Legal Acts, National Administration Guidelines* and the current *Employment Agreement Contracts* will ensure the Board, through each of the Principals, develops and implements high quality employment and personnel management procedures.