

## Personnel Management Policy

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The Board of Trustees of Allandale School 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 ensure that:

1. all employment related legislative requirements are applied.
2. all employees their rights to personal dignity and safety and ensure that matters are resolved in an appropriate and fair manner.
3. a smoke 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:
6. the risk of financial liability is minimised, operational needs are met, and the needs of individual staff are considered.
7. Board approval is sought for any requests for discretionary staff leave with pay for 2 or more days.
8. Board approval is sought for any requests for discretionary staff leave without pay of longer than 4 days.
9. Board approval is sought for any requests for staff travelling overseas on school business.
10. the Board is advised of any staff absences longer than 5 school days.
11. performance agreements are established for all staff and that reviews are undertaken annually.
12. 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.
13. the requirements of the Health and Safety in Employment Act 1992 are met.
14. advice is sought as necessary from NZSTA advisors where employment issues arise.
15. all policies and procedures incorporate the principles of Equal Employment Opportunities. An EEO plan will be developed.
16. the most suitable applicants are appointed to fill vacancies in accordance with our appointments procedures. Appointments are made according to identified criteria and in line with current legislation.
17. systems are in place to induct and support newly-appointed staff.
18. teaching staff are registered teachers, provisionally registered teachers, or those who have a limited authority to teach.
19. competency and disciplinary procedures in the relevant agreements will be followed if required. Concerns and complaints are dealt with as set out in the Allandale School Concerns, Complaints and Compliments Policy.
20. permanent management units are allocated according to staffing entitlement and fixed term management units are allocated appropriately for responsibility based on school needs.
21. gifts will be given to staff leaving in accordance our staff gift procedures.

**Cross References**

This policy must be read in conjunction with the Staff Handbook, which outlines staff procedures, and with the Concerns, Complaints and Compliments Policy (6-2).

### Appointments Procedure

#### Rationale:

To have consistent procedures to follow for the appointment of the most suitable applicant for any internal job vacancy.

#### Purpose:

1. To provide clear sequential steps for the appointments committee to follow.
2. To ensure equity values are acknowledged.
1. To ensure that in all situations the most suitable person is appointed to the position.

#### Guidelines:

1. Establish the vacancy and draw up a job description.
2. Set up an appropriate committee consisting of:
  - Ancillary appointments - Principal and Personnel Committee;
  - Scale A positions - Principal, senior staff member and up to two trustees;
  - Senior Teacher position - Principal, up to two Trustees and possibly a senior teacher;
  - Principal - four Trustees and Principal from outside school of similar status.All appointments committees reserve the right to co-opt additional members as required for equity purposes.
3. Committee members are to declare prior knowledge of any of the applicants.
4. Confidentiality at all times is imperative.
5. Committee to decide on wording of advertisements and where it is to be placed (eg. Education Gazette, local media, etc.)
6. Prepare interview questions.
7. Short-list applicants. Acknowledge receipt of all applications.
8. Notify short-listed applicants in writing and state time, place and date of interview.
9. Conduct interview.
10. Contact referees to confirm information.
11. Confirm teacher registration with the New Zealand Teachers' Council and/or conduct a Police vet process.
12. Sight original or certified copies of all relevant documents, and check that any certified documents have been authenticated by persons authorised to do so.
13. If necessary, call a special meeting of the Board of Trustees immediately after for approval of the preferred applicant.
14. Telephone the successful applicant and contact other short-listed applicants. Inform successful applicant in writing enclosing job description and conditions of service if any.
15. Keep notes of interview responses for equity purposes for 10 days after confirmation.

#### Conclusion:

Following the above guidelines should ensure that any position in the school will be filled by the most suitable applicant in an effective way.