



# NEWTON CENTRAL SCHOOL

## NAG 3: PERSONNEL AND EMPLOYMENT POLICY

This policy must be read in conjunction with the School Charter, Mission Statement, Strategic Plan and Over-arching Policy Statement.

According to the legislation on employment and personnel matters, each Board of Trustees is required in particular to:

1. develop and implement personnel and industrial policies, within policy and procedural frameworks set by the Government from time to time, which promote high levels of staff performance, use educational resources effectively and recognise the needs of students;
2. be a good employer as defined in the State Sector Act 1988 and comply with the conditions contained in employment contracts applying to teaching and non-teaching staff.

*PURPOSE – Maximising student achievement by the recruitment, development, support and retention of quality staff*

*Staff is our greatest asset. The retention, development, support and recruitment of quality teachers, support and property staff will ensure improved outcomes, progress and achievement of students. To this end Newton Central School give priority to the health, welfare & development of all staff, to good employer relationships, to compliance with all employment legislation and to ensuring equity and equality for all staff is integral to the school culture, policy and process.*

### **PERSONNEL MANAGEMENT**

#### **Policy Statement**

In achieving its rationale, the Board of Trustees, through the Principal will:

1. comply with all relevant collective and individual employment contracts
2. ensure that the best appropriately qualified applicant for any position is appointed to the school
3. have an appraisal process in place which meets all regulatory requirements.
4. ensure staff personal information is kept confidential and is used within the school's privacy procedures.
5. ensure that all employees and all applicants for employment are treated equitably.
6. ensure that all complaints relating to or from personnel are dealt with fairly and expeditiously.

#### **Policy Guidelines**

1. 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.
2. Unpaid staff (*aka* volunteers) generally have the same rights and responsibilities as paid staff, except in relation to payment and other material entitlements
3. The Board of Trustees will implement and support a staff development programme which seeks to enhance the educational opportunities of children.

4. A staff manual will be available to all staff. The Board of Trustees will take into account in its dealings with staff related issues the good employer provision of the State Sector Act 1987 section 77.
5. A Performance Management System will be put in place and will be subject to periodic review.
6. Staff, including the principal, will be reimbursed for expenses as per a schedule based on the Collective Agreement, which will be reviewed regularly at the same time as the delegation schedule.
7. All reasonable efforts will be made to provide staff experiencing undue stress with appropriate support, which will include but not be limited to provision in the budget for an employee assistance programme (EAP).

## **SUPPORT TO PRINCIPAL**

### **Policy Statement**

The Board of Trustees has responsibility for ensuring that the Principal is supported to do his or her job to the best of their ability.

### **Policy Guidelines**

1. Funding for appraisal, peer support, professional development and stress reduction for the Principal will be a line item in the budget; allocations within this category may be changed by the Principal but the total amount may not be reduced without Board approval.
2. On average, the Principal will not attend more than one school-related event per week in the evenings/weekend throughout the year.
3. The principal is encouraged to come to school no earlier than 10 am on mornings after evening meetings.

## **STAFF APPOINTMENTS**

### **Policy Statement**

The appointments policy establishes a series of guidelines to assist in the recruitment and appointment of staff in order to ensure that:

1. The school is staffed with the best available personnel.
2. The school is fully staffed as required in all areas of operations.
3. That in appointing staff the Board follows all relevant provisions of the National Education Guidelines.
4. The school's Charter and Strategic Plan aims are being met.

### **Policy Guidelines**

1. As the legal employer of all staff in the school, the Board will ratify all appointments at a full Board meeting.
2. The full Board will be involved in the appointment of the Principal; a personnel committee, which includes the Principal, will be involved in the appointment of the Deputy Principal and Assistant Principal.
3. The Board delegates to the Principal the appointment of all staff other than the Deputy Principal and Assistant Principal.
4. In deciding on the nature of a vacancy full consideration will be given to the current and future needs of the school.
5. All permanent teaching positions will be advertised nationally; non-teaching vacancies will be advertised locally or as deemed appropriate by the Principal.

6. For each vacancy there will be a job description, person specification and performance agreement available for applicants.
7. In making permanent appointments the school's EEO priorities will be fully considered.
8. All applicants to positions in the school must follow the relevant procedures outlined in the process for making application including adherence to the closing date.
9. Where it is considered necessary there will be consultation over appointments with staff and with the community (eg Maori community).
10. New appointees will be offered where appropriate conditions covered in any applicable collective agreement or, where there is no collective agreement covering assigned duties, and individual employment agreement in accordance with the Employment Relations Act.
11. In its appointment procedure the Board will endeavour at all times to meet the requirements of the good employer provision of the State Sector Act and the requirements of the Human Rights and Privacy Acts.
12. An external educational professional may be engaged at any time to assist in the process of making appointments.

## **OVERLAPPING INTERESTS**

It is recognised that people working on behalf of the school, in any capacity (paid or unpaid), have a wide variety of other relationships. These are often of great advantage to the school in providing opportunities for collaboration. At the same time, they can create actual and/or perceived conflicts of interest. All staff are required to identify and manage conflicts of interest between the interests of the school on one hand, and their own personal, professional, and business interests on the other - in ways which do not detract from the well-being, integrity and accountability of the school. This includes managing potential and actual conflicts of interest, as well as perceptions of conflicts of interest.

Upon appointment, each person will make a full, written disclosure of interests, relationships, and holdings that could potentially result in a conflict of interest. This written disclosure will be kept on file and will be updated as appropriate.

## **CLASS RELEASE TIME**

### **Policy Statement**

The Board of Trustees in accordance with set regulations will fully implement the class release time allowance for its teaching staff and will consult with its teachers on the implementation of this policy.

### **Policy Guidelines**

1. The process of allocating the class release time will be implemented following full discussion with teaching staff.
2. Decisions relating to this allocation will in the final instance rest with the principal and Board of Trustees.
3. All full time teachers employed by the school shall be entitled to ten hours release time per term.
4. Depending upon consultation and requirements of school programmes the release time may be taken either on a weekly basis eg 1 hour per week in a ten week term or in blocks of half or full day.
5. Permanent part time teachers will receive CRT on a pro-rata basis allocated according to hours employed.
6. From time to time it may not be possible to allocate the CRT allowance, for example in times of emergency or staff absence.

7. A process of implementing such requirements will be discussed with the whole staff having consideration to giving due notice, where possible, compensatory time or reimbursement etc.

## **ALLOCATION OF MANAGEMENT UNITS**

### **Policy Statement**

It is the policy of this school to follow the requirements of the Teachers' Collective Agreement relating to management units and in doing so will:

1. fulfil the school's obligation to consult with staff
2. ascertain the best allocation of units
3. ensure that due recognition is given to staff for the duties they undertake.
4. follow all provisions set out in sections 3.1 and 3.26 of the Collective Agreement

### **Policy Guidelines**

1. Permanent management units will be allocated according to responsibilities held in curriculum, pastoral or management areas of school operation. Such allocations will be at the discretion of the Principal and Board.
2. The Board may from time to time choose to fund a greater number of units than the school roll is entitled to, allocated as recruitment, retention and responsibility units (RRR).
3. Fixed term units are allocated separately each year; no more than 40% of total entitlement units will be for a fixed term.
4. All fixed term allocations will specify either a time limit of allocation or a particular task for which they are allocated.
5. Fixed term and RRR units can be divisible by 2.
6. RRR allocations are restricted to
  - i) teachers without units who have curriculum, pastoral or management responsibilities
  - ii) teachers with 1-4 units who have curriculum, pastoral or management
7. Fixed term and RRR units may be allocated for a whole or part of a year.
8. The Principal is ineligible for allocation of units.
9. The process of consultation with staff will include divulgence of the total unit allocation, the proposed distribution, the percentage of allocation for fixed term and RRRs, the provision for staff to apply for units, the input of teaching staff to discussion of allocation.
10. The final decision on allocations, following due consultation, will rest with the Board which may delegate this task to the Principal.
11. All management units allocated to the school will be used in any one year.
12. Permanent management units which become available due to a vacancy will be advertised nationally, and fixed term units will be internally advertised.

## **STAFF DISCRETIONARY LEAVE**

### **Policy Statement**

The policy on leave is to:

1. ensure that all staff are aware of the application process.
2. ensure that all leave applications are treated consistently, fairly and equitably.
3. maintain appropriate staffing levels.
4. follow the provisions of applicable Collective Agreements.

### **Policy Guidelines**

1. For applications of up to five days, the Principal is delegated the authority to decide
  - i) For applications for more than five days, the decision will be made by the Principal in consultation with the Chairperson/s
2. In making decisions all relevant information will be considered, including the following:

- The reason for application
  - The frequency of requests from that staff member
  - The effect of granting a request on the running of the school
  - The time of year
  - The appropriateness of the length of leave
3. In responding negatively to a request for leave a reason will be provided

## **PRINCIPAL APPRAISAL**

### **Policy Statement**

As a good employer under the provisions of the State Sector Act, 1988 s77a the Board seeks to raise the performance standards of its principal. This is done partly through ongoing professional appraisal which assesses areas of performance and provides opportunities for developing and enhancing performance standards. It further seeks assurance that the principal is meeting the professional standards.

### **Responsibilities and Delegations**

1. Responsibility for managing the principal's appraisal is delegated to the Board Chairperson/s.
2. The Chairperson/s may, if deemed necessary, engage, in consultation with the principal, persons with appropriate skills to contribute to the process
3. The Chairperson/s and principal will, through consultation, determine a process for conducting the appraisal.
4. The prime focus of the appraisal will be the principal's job description assessed against performance indicators and any further goals decided upon through consultation between the principal and the chairperson/s.
5. A key element of the appraisal process will be negotiation annually of performance and development objectives based in large part upon strategic goals of the school, identified aspects of performance needing attention and development requirements
6. the final report will be held by the Chairperson/s and a summary given to the full Board at its next meeting
7. The appraisal process will be recorded in the performance agreement and implemented annually.
8. Any documentation relating to the principal's appraisal will remain confidential to the principal and the board chairperson/s, unless the principal agrees otherwise.
9. Any dispute related to the appraisal process will be referred to an independent arbitrator mutually agreed upon by the principal and board chairperson/s.

## **STAFF APPRAISAL**

### **Policy Statement**

An appropriate system of teaching staff performance appraisal will be carried out annually with the aim of improving the quality of student learning outcomes. Provision of targeted support and development opportunities will enable staff to achieve their personal professional goals in the context of school-wide goals. Furthermore, all non-teaching staff will be appraised on an annual basis according to expected outcomes in their respective job description.

### **Policy Guidelines**

1. The principal has the delegated responsibility for the implementation of the appraisal policy.
2. A negotiated written statement as to the process of appraisal will be negotiated by staff and management prior to implementation, including timelines.



PRINCIPAL APPRAISAL: annual report to Board

STAFF APPOINTMENTS: no more than one disciplinary issue per year