



## **Policy Glendowie School**

### **GOOD EMPLOYER POLICY**

#### **RATIONALE**

The Board of Trustees is required to:

- 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.
- 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.


#### **GUIDELINES**

- As part of the Board's responsibility for being a good employer the Board will ensure that all employment related legislative requirements are applied e.g. Personnel and Health and Safety policies, policies including EEO, Leave, Sexual Harassment, Orientation, Induction, Recruitment and Retention and Treaty of Waitangi.
- The school EEO Programme supports our staff around processes and programmes related to their employment.
- The Board will ensure the best use of education resources which will cater for current and anticipated needs of children, through budget preparation and under advice from the Management Team. (e.g. Budget, Curriculum Yearly Plans, Curriculum Reviews).
- The Board, through Management, will ensure that the staff maintain high standards of integrity, conduct and concern for the well-being of students - (see Discipline Policy, Special Needs Policy, Complaints Policy and Child Protection Policy)
- The Board will comply with current Individual and Collective Employment Agreements covering teaching and non-teaching staff which are negotiated between various organisations and the Ministry of Education (available in the Principal's Office and online).
- The Board is responsible for the employment of Staff including:
  - Appointments
  - Redeployment
  - Redundancy
  - Resignations/Retirement
  - Complaints/Discipline/Competency Dismissal

- The Board employs only currently registered teachers to teaching positions.
- At the time of appointment all teaching staff's registration will be determined in order to allow the appointment to be confirmed.
- The Board 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 :
  1. that 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. that employment records are maintained and that all employees have written employment agreements
  5. that employee leave is effectively managed and reported so-
    - that the risk of financial liability is minimised, operational needs are met, and the needs of individual staff are considered.
    - Board approval is sought for any requests for discretionary staff leave with pay
    - Board approval is sought for any requests for discretionary staff leave without pay of longer than five days
    - Board approval is sought for any requests for staff travelling overseas on school business
    - the Board is advised of any staff absences longer than five school days
  6. that performance agreements are established for all staff and that reviews are undertaken annually
  7. 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
  8. the requirements of the Health and Safety at Work Act 2015 are met
  9. that advice is sought as necessary from NZSTA advisers where employment issues arise
  10. the Principal and School Secretary will monitor current Teacher Registration to ensure all staff are registered. All staff will be offered the Collective Employment Agreement (CA) or the I.E.A. based on the CA

**Resources**

- Parental Leave and Employment Protection Act 1987. Amended 2002
- State Sector Act 1988. (as amended in 1989)
- N.Z. Bill of Right Act 1990.
- Smoke Free Environments Act 2003
- Employment Relations Act 2000.
- Human Rights Act 1993.
- Privacy Act 1993 (see Policy).
- 1996 and 2010 Amendments to Education Act - requirement for Teacher Registration.
- Vulnerable Children’s Act 2014 ( Requirements for Safety Checks of Children's Workers ) Regulations 2015
- Health and Safety at Work Act 2015
- Protected Disclosure Act 2000
- Education Council Rules 2016
- Education Act 1989

<b>Approved:</b>	<b>Board of Trustees Meeting</b>
<b>07/08/2018</b>	
<b>Signature of Chairperson :</b>	_____  _____
	____/____/____
<b>Reviewed:</b>	____/____/____