

## Policy: Personnel Management

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### Policy Statement

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.

### Procedural Guidelines

Therefore, the Principal must ensure:

- That all employment-related legislative requirements are applied.
- All employees have rights to personal dignity and safety and ensure that matters are resolved in an appropriate and fair manner.
- That employment records are maintained and that all employees have written employment agreements.
- That employee leave is effectively managed and reported in accordance with the Principal's delegations.
- That the risk of financial liability is minimised, operational needs are met and the needs of individual staff are considered.
- That performance agreements are established for all staff and that reviews are undertaken annually
- A suitable professional development programme, which takes into consideration the requirements of Jireh Christian School's special character and the strategic and annual plans, is provided as part of each employee's performance agreement
- Advice is sought as necessary from NZSTA advisors where employment issues arise and the Chair is notified of serious employment issues.

#### General:

The Staff Manual and Teaching & Learning Guidelines are available to all staff and are updated annually. The manual identifies expected procedures and good practices relating to all staff employed at Jireh Christian School. Moreover, a Jireh Christian School Staff Code of Conduct will outline the Jireh Christian School's Board and Management's expectations of conduct for staff.

#### Legislative:

- All teaching staff will be subject to the most recent Primary Schools' Collective Agreement contract. All support staff will be subject to the most recent Support Staff in Schools' Collective Agreement or School Caretakers' and Cleaners' Collective Agreement. Staff are able to belong to their respective union or can be placed on an individual employment contract.
- All staff will receive an up-to-date contract to reflect any changes to job function, title or remuneration.
- All Offer of Appointment Letters and Employment Contracts need to be signed by the Principal.

Review schedule: Triennially

**ADOPTED BY BOARD OF TRUSTEES**

Date 12<sup>th</sup> September 2017

Chairperson **R Thornton (Acting)**

Reviewed Date 17<sup>th</sup> October 2017

Chairperson **W Peat**

Reviewed Date 13<sup>th</sup> October 2020

Chairperson **M Causley**