



## **Policy: Personnel**

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### **Policy Statement**

The Jireh Christian School (“the School”) 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.

The obligations and responsibilities of being a good employer are met by the Board, as the employer, through the Principal, as the chief executive officer of the Board.

### **Procedural Guidelines**

The Principal must ensure that:

1. All employment-related legislative requirements are applied including those in the School’s Integration Agreement.
2. All employees have rights to personal dignity and safety and that matters are resolved in an appropriate, fair and restorative manner.
3. He/she will take all reasonable steps to provide a smoke, alcohol and drug-free environment. A notice stating that smoking, alcohol and drugs are forbidden within the premises at all times will be prominently displayed at or immediately inside every entrance to the premises and every outer entrance to every building or enclosed area forming part of the premises.
4. The wellbeing of all staff is supported.
5. Teachers are supported in their vocation to serve young people.
6. All staff are valued and affirmed for their contribution to the work of the School community.
7. Employment records are maintained, and all employees have a written letter of offer of employment, an up-to-date job description and, for non-union employees, an individual employment agreement.
8. Teachers are consulted when developing a procedure to determine the use of units – units for appropriate positions are allocated in a fair and transparent manner.
9. Employee leave is effectively managed and reported so that:
  - 9.1. The risk of financial liability is minimised, operational needs are met, and the needs of individual staff are considered.
  - 9.2. Board approval is sought for any requests for discretionary staff leave with pay.
  - 9.3. Board approval is sought for any requests for discretionary staff leave without pay of longer than 4 days.
  - 9.4. Board approval is sought for any requests for staff travelling overseas on school business.
  - 9.5. The Board is advised of any staff absences longer than 7 school days.
10. Effective and robust performance management systems are in place for all staff that include Professional Growth Cycles, attestations for salary increases and staff professional development.
11. 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 Professional Growth Cycle.
12. Professional learning in keeping with the Special Character of the school is provided in supporting teachers in their role as Christian teachers in Christian Education.
13. The requirements of the Health and Safety at Work Act 2015 and the Health and Safety at Work Policy are met.
14. Advice is sought as necessary from NZSTA advisers where employment issues arise, and the School’s insurer is notified.



### General:

All School policies, Staff Manual and Teaching and Learning Guidelines are available to all staff. The manual identifies expected procedures and good practices relating to all staff employed at the School. Moreover, the Staff Code of Conduct (co-constructed) outlines the School's expectations of conduct for staff.

## **Legislative Compliance**

Employment Relations Act 2000

Education and Training Act 2020

Privacy Act 2020

Health and Safety at Work Act 2015

Collective employment agreements

Individual employment agreements

Section 7A Smokefree Environments and Regulated Products Act 1990

## **Review schedule: Triennially**

**ADOPTED BY BOARD**

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**

Reviewed Date 26<sup>th</sup> March 2024

Presiding Member **A Coombridge**