

Personnel Policy

Purpose

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

References

The State Sector Act 1987

National Administration Guidelines.

Guidelines

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. that employment records are maintained and that all employees have written employment agreements
4. that performance agreements are established for all staff and that reviews are undertaken annually
5. 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
6. the requirements of the Health and Safety in Employment Act 1992 are met
7. Advice is sought as necessary from NZSTA advisors where employment issues arise
8. An annual report on staff professional development is provided for the Board.
9. Volunteers for tasks involved are known to Mountainview High School and are carefully selected and may include police vetting to ensure they are suitable for the role.

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. that employment records are maintained and that all employees have written employment agreements
4. that performance agreements are established for all staff and that reviews are undertaken annually
5. 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
6. board approval is sought for any requests for discretionary staff leave with pay of longer than five days
7. board approval is sought for any requests for discretionary staff leave without pay of longer than five days
8. board approval is sought for any requests for staff travelling overseas on school business
9. the board is advised of any staff absences longer than five school days
10. the requirements of the Health and Safety in Employment Act 1992 are met
11. Advice is sought as necessary from NZSTA advisors where employment issues arise

Adopted February 2015

Reviewed 8 June 2016

See also management unit allocation policy - appointments policy and staff leave policy

MANAGEMENT UNIT ALLOCATION POLICY

Purpose

To facilitate the school's obligations to consult with staff.
To ascertain the best allocation of Units.
To ensure that due recognition is given to staff for the duties they undertake.

References

National Administration Guidelines
PPTA Collective Employment Agreement for Teachers.

Definition

Each year the roll of the school generates staffing allocation. Part of these allocations are units which carry a remuneration. There are three types of Management Units, Middle Management Allowances, and Senior Management Allowances.

1. Units for permanent positions
2. Fixed term units
3. Middle management allowances
4. Senior management allowances

The school is required to consult with teaching staff on the allocation of fixed term units. The PPTA CEA contains guidelines on how any of these units should be allocated.

Guidelines

1. The fixed term units are reviewed separately each year.
2. The Principal will conduct a process of consultation with staff which allows all teachers an opportunity to make suggestions regarding the use of surplus fixed term units.
3. Fixed term management units may be allocated for a whole or part of a year, but not MNA's or SMA's.
4. The process of consultation will be outlined to staff and the outcome of that consultation will be presented to staff.
5. The final decision on allocation will rest with the Principal in consultation with the Board
6. All management units allocated to the school will be used where possible.
7. Management units will be advertised nationally where appropriate and internally when units are non-permanent.

Adopted February 2015

Reviewed 8 June 2016

APPOINTMENTS POLICY

Purpose

All staff appointments are made using fair, equitable and transparent procedures that ensure the best available person suited to the position is appointed.

1. Principal:

The entire Board of Trustees (excluding the current Principal) manages the recruitment and processes for the appointment of the Principal. The Board may use the services of an external provider to assist with the process. Only elected and co-opted members with voting rights may vote in the final decision.

2. Deputy Principal:

The Board of Trustees (including the Principal) will be involved in the initial process, selection and the appointment of the Deputy Principal.

3. Assistant Principal, Executive Officer, and Property Manager:

Appointments to these positions are made by the Principal and Board of Trustees representative/s forming an appointment committee and developing a process for the appointment.

4. Management Unit Positions:

Any appointments of MUs are made by an appointment committee that includes at least one Board member nominated by the Board.

5. Teaching Staff, Relievers, Fixed Term Positions:

The Principal, along with a Senior Leader and/or Head of Faculty, by following established appointment processes.

6. Support Staff:

Support staff appointments are made by the Principal and the relevant line manager.

7. Appointments should, as far as possible, reflect EEO guidelines.

8. All new staff are inducted appropriately.

9. All appointments are ratified at a Board meeting

Adopted February 2015

Reviewed 8 June 2016

STAFF LEAVE POLICY

Purpose

The Board of Trustees is empowered to make decisions on all staff discretionary leave. In considering leave applications the Board will take into account the needs of the school, the minimum of interruption to the needs of the students and their learning programmes and its good employer responsibilities.

Guidelines:

1. Applications for leave will be judged on their own merits and former decisions will not be considered precedents.
2. The Board will abide by all relevant employment contracts and regulations. Staff will be aware of their rights and responsibilities in this regard.
3. The Principal is authorised to grant short term leave of up to and including five days duration taking into account the needs of the school.
4. For any applications for leave of more than 5 days, an application is made to the Board through the Principal. A written case is required, together with a statement of any special circumstances that may be relevant (e.g. the need for refreshment leave after long service and study leave).
5. Leave of less than a year should coincide with the school terms, beginning and/or ending with a holiday period.
6. Leave of one year should coincide with the school year.
7. PLEASE NOTE: Applications for long-term leave of longer than 1 term should be made at least 3 months prior to the leave required unless there are exceptional circumstances. Leave applications of more than 5 days need to be received in time for the next Board meeting and leave of 5 days or less at least 5 days' notice to the Principal.
8. Staff are advised not to enter into firm travel or other commitments prior to a decision on the leave applications having been made.
9. Where leave has been approved by the Principal or Board for any reasons covered by this policy and circumstances change so that the reason for the application is no longer valid (e.g. overseas travel arrangements not proceeded with) the Board must be informed immediately and leave will then be reconsidered in the light of the changed circumstances.

Criteria for Discretionary Leave:

Criteria for approval of discretionary leave include:

1. The length of the applicant's teaching service, and their length of service at the school.
2. Unless there are exceptional circumstances, leave for a whole year will only be considered for staff who have worked at the school for at least 5 years.
3. Long term leave for less than one year will be at the discretion of the Board.
4. The length of time since leave was last granted to the applicant.
5. The purpose of the leave, and any special circumstances which may be of relevant e.g. compassionate leave, secondment.
6. The effect on colleagues of the applicant's absence and its effect on existing programmes and staffing.
7. The expressed intention of the applicant to return to the school at the end of the leave.

Adopted February 2015

Reviewed 8 June 2016