



NAG 3: Personnel Policy

NAG 3 – According to the legislation on employment and personnel matters, each Board of Trustees is required in particular to:

- a) 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; and
- b) be a good employer as defined in the State Sector Act 1988 and comply with conditions contained in employment contracts applying to teaching and non-teaching staff.

The Parnell School Board of Trustees 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. the rights of all employees to personal dignity and safety;
3. that all matters of dispute are resolved in an appropriate and fair manner;
4. a smoke free environment is provided;
5. that employment records are maintained and that all employees have written employment agreements;
6. that employee leave is effectively managed and reported so
 - a. that the risk of financial liability is minimised, operational needs are met, and the needs of individual staff are considered;
 - b. board approval is sought for any requests for discretionary staff leave with or without pay;
 - c. board approval is sought for any requests for staff travelling overseas on school business; and
 - d. the board is advised of any staff absences longer than 3 school days.
7. that performance agreements are established for all staff and that reviews are undertaken annually;
8. 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; and
9. the requirements of the Health and Safety in Employment Act 1992 are met; and
10. advice is sought as necessary from NZSTA advisors if employment issues arise.