

## 2. Personnel Policy

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. Employees rights to personal dignity and safety are upheld.
3. Matters 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 a written employment agreement.
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. Board approval is sought for any requests for discretionary staff leave with pay for longer than 3 days.
9. Board approval is sought for any requests for discretionary staff leave without pay for longer than 5 days.
10. Board approval is sought for any requests for staff travelling overseas on school business.
11. The board is advised of any staff absences longer than 5 school days.
12. The requirements of the Health and Safety Employment Act 1992 are met.
13. Advice is sought as necessary from NZSTA advisors where employment issue arise.

*Review Schedule: Triennially*

*Last Review: March 2024*

*Next Review: March 2027*

*Signed:*

