



## New Plymouth Girls' High School Te Kura Taitamawāhine o Puke Ariki

### 3.1 PERSONNEL POLICY

#### Outcome statement

The Board, School and Hostel meets its obligations and responsibilities as a good employer.

#### Scope

The Board recognises its responsibilities and accountabilities to its employees are achieved through the Principal, its' Chief Executive.

#### Delegations

The Board delegates responsibility to the Principal on all matters relating to the management of staff, in the expectation that they will be managed using good faith, in a sound, fair and respectful manner in accordance with the current terms of employment documents, collective agreements and identified good practice.

#### Expectations and limitations

The Principal must ensure:

- All employment-related legislative requirements are applied.
- All employees understand their rights to personal dignity and safety and ensure that matters are resolved in an appropriate and fair manner.
- The principles of natural justice are applied in matters affecting staff employment arrangements.
- A smoke-free and vape-free environment is provided.
- 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 (IEA)
- Management pay units for appropriate positions are allocated in a fair, transparent manner.
- Employee leave is effectively managed and reported so that the risk of financial liability is minimised, operational needs are met, and the needs of individual staff are considered.
- The Board delegates approval of the following to the Personnel and Student Behaviour sub-committee:
  - any requests for discretionary staff leave that is not covered in Collective Agreements.
  - any requests for staff travelling overseas on school business.
- The Board is advised of any staff absences longer than 10 school days.
- Effective and robust performance management systems are in place for all staff (in line with current Ministry of Education guidance and recommended practice), that include professional growth cycles, attestations for salary increases and staff professional development.
- There will be a programme of induction, support and mentoring for all new staff and provisionally certificated teachers.
- A suitable professional development programme, which takes into consideration the requirements of the school's strategic and annual implementation plan is provided.
- The requirements of the Health and Safety at Work Act 2015 are met.
- An Employment Assistance Programme (EAP) will be in place and accessible to all staff.



## New Plymouth Girls' High School Te Kura Taitamawāhine o Puke Ariki

- Advice is sought as necessary from NZSTA advisers and/or employment experts where employment issues arise, and the school's insurer is notified.

### **Procedures/supporting documentation**

Appointments and Recruitment Policy

Allocation of Management Units and Allowances Policy

Delegations of Authority Policy

Privacy and Protected Disclosure Policy (Storage of confidential information)

Staff leave form

Staff leave procedure

### **Monitoring**

The Principal will provide reporting on personnel matters as part of the regular reporting into Board meetings and in accordance with the Board's annual workplan.

### **Legislative compliance**

[State Sector Act 1988](#)

[Employment Relations Act 2000](#)

[Privacy Act 2020](#)

[Health and Safety at Work Act 2015](#)

[Collective employment agreements](#)

[Domestic Violence – Victims' Protection Act 2018](#)

---

Reviewed: July 2024

Next review: 2027

---