



PERSONNEL and EMPLOYMENT POLICY

Purpose

To provide clear guidelines and expectations for the employment of all personnel.

Guidelines

1. To ensure all appointments, conditions of employment, appraisal, performance management procedures, discipline and dismissal procedures are compiled with, and accordance to, the relevant awards for all employees. This includes all EEO procedures outlined in Ministry guidelines.
2. To meet all requirements to provide a safe physical and emotional working environment for all employees.
3. It is expected all procedures relating to Human Resources will be adhered to.

The following procedures are documented as part of this policy;

- Performance Appraisal
- Personnel Training and Development
- Co-option of Board of Trustee Members
- Teacher Registration
- Personnel Induction
- Classroom Release Time
- Discretionary Leave
- Privacy
- Protected Disclosure
- Harassment
- Appointment of Staff
- Disputes
- Principal Appraisal
- Complaints / Discipline / Competency
- Staffing Needs/Equal Employment Opportunities
- Complaints
- Principal Appraisal
- Staff Communication

1. PROCEDURES

Teacher Registration / Personnel Induction

- All requirements of the Teachers' Council will be adhered to.
- To ensure all new personnel have a planned induction programme that includes:
 - a guided tour of the site;
 - access to keys / alarm codes where appropriate;
 - introduction to all personnel, including responsibilities and location;
 - policy folder, curriculum plan, school organisation details, clear job description / responsibilities, school charter and annual plan, emergency and evacuation procedures;
 - a list of all staff and board members;
 - an appropriate support person.
- Beginning teachers to have a tutor teacher, planned advice and guidance programmes, and regular times for meetings and observation and documentation of all of the above.

Classroom Release Time

All teachers will be allocated two days per term. Twice a year, teachers may use their release days as mental health days. The Principal must be notified if teachers intend to take a mental health day. The other six days must be spent at school unless prior approval for specific use has been granted.

Teacher release time will be used for the following:

- Personal professional development
- Reading / Research
- Compilation of personal portfolios
- Observation
- Making / planning resources
- Testing / monitoring procedures

2. Discretionary Leave

Discretionary leave is leave awarded outside the conditions set by NZEI contracts.

- All applications must be submitted to the Principal in writing at least six weeks prior to the proposed leave, so a recommendation can be made to the Board and suitable arrangements can be made for relief staff.
- All special leave including sporting events, jury duty, cultural activities will be granted without pay provided a suitable relief teacher is available.
- Holidays that can not be taken during school holidays, may be granted without pay one every four/five years, if a suitable relief teacher is available.
- Bereavement leave will be granted under 6.4.2 in the Employment contract. Paid discretionary leave up for to 1 day will given to attend the funeral of a relative or friend whenever possible. Travelling time will not be paid. In the event of the death of a spouse, partner or child, paid leave may be granted at the discretion of the Board.

Personnel Training and Development

- Each year the professional development needs will be determined by analysing the needs of the personnel and the goals and targets set out in the strategic and annual plans

and targets and funding allocated in the budget.

- Board members will be expected to undertake training to meet the requirements of their Role.

3. Procedures – Personnel Management

Privacy

The board will comply with the following requirements in line with Privacy Act 1993.

The Privacy Officer will be Tim Page

- Personal information collected and stored on all employees must have specific purpose that is disclosed to employees.
- Storage of information must be secure.
- Employees will have the right to view and correct if applicable personal information kept in the school.
- Disclosure of personal information must be in agreement with the employee unless the employee has committed an unlawful act.
- At the end of an employees tenure of employment, all personal information held by the school will be returned to the employee.

Protected Disclosure Statement

The procedural statement regarding protected disclosure is in line with the Protected Disclosures Act 2000.

- A protected disclosure is a declaration made by an employee where they believe serious wrongdoing has occurred. Employees making disclosures will be protected against retaliatory or disciplinary action and will not be liable for civil or criminal proceedings related to the disclosure.

- Serious wrongdoing includes:

*Unlawful, corrupt or unlawful use of public funds or resources

*An act or omission or course of conduct:

- which seriously risks public health or safety
- that constitutes an offence
- that is oppressive, improperly discriminatory, grossly negligent or constitutes gross mismanagement or
- constitutes serious risk to the maintenance of law.

Before making a disclosure an employee should be sure the following conditions are met:

- the information is about serious wrongdoing in or by the school
- the employee has reasonable grounds to believe the information is true or likely to be true
- the employee wishes the wrongdoing to be investigated
- the employee wishes the disclosure to be protected

Any employee current or past can make a disclosure.

Any contractor or serviceman can make a disclosure

4. An employee who makes a disclosure and who has acted in accordance with the above procedures:

- may bring a personal grievance in respect of retaliatory action by their employers;
- may access the anti discrimination provisions of the Human Rights Act in respect of retaliatory action from their employers
- are not liable for any civil or criminal proceedings, or to a disciplinary hearing by reason of having made or referred to a disclosure:
- will, subject to Clause 5 of the procedure, have their disclosure treated with the utmost confidentiality

The protections provided in these procedures will not be available to employees making allegations they know to be false or where they have acted in bad faith.

Procedure

The following procedures must be followed when making a disclosure.

1. How to submit a disclosure

The employee should submit the disclosure in writing using the appropriate form (see website)

The written disclosure must contain detailed information regarding the nature of the wrongdoing, the names of people involved and supporting evidence of the wrongdoing. (time, place, details)

The disclosure must be sent in writing to the Principal who has been nominated by the Board of Riverton Primary School under the provision of the Section 11 of the Protected Disclosures Act 2000 for his purpose;

OR

If the employee believes the Protected Disclosures Officer is involved in the wrongdoing or has an association with the person committing the wrongdoing that it would make it inappropriate to disclose to them, then the disclosure can be made to the Chairman of the Board.

On receipt of a disclosure, the protected disclosure officer must within 20 working days examine seriously, the allegations of wrongdoing and decide whether a full investigation is warranted. If warranted a full investigation will be undertaken by the protected disclosures officer or arranged by him/her as quickly as possible through an appropriate authority.

5. All disclosures will be treated with the utmost confidence. When making the investigation and writing a report the officer will make every endeavour possible not to reveal information that can identify the employee unless the person consents in writing or if there reasonable evidence to show that disclosing the identity is essential to:

- Ensure an effective investigation
- Prevent serious risk to public health or public safety or the environment
- Have regard to the principles of natural justice.

At the end of the investigation, the officer will prepare a report of the investigation with recommendations of appropriate action which will be sent to the appropriate agencies.

A disclosure may be made directly to the appropriate authority if the employee has

reasonable grounds to believe;

- The Chairman of the Board (last resort person for handling the disclosure is or may be involved in the wrong doing)
- Or immediate reference to another authority is justified by urgency or exceptional circumstances
- There has been no action or recommendation within 20 working days of the date of the disclosure.

Appropriate Authorities include (but are not limited to)

- Commissioner of Police
- Controller and Auditor General
- Director of the Serious Fraud Office
- The Ombudsman
- Parliamentary Commissioner for the Environment
- Solicitor General
- Police Complaints Authority
- State Services Commissioner
- Health and Disabilities Commissioner
- The head of every public sector organisation

Complaints / Discipline / Competency

The procedures listed in the Primary Teachers' Handbook will be followed.

P 11 - 13 Sections 3.1; 3.2; 3.3; 3.4; 3.5; 3.6 and 3.7.

6. Employment Contract Provisions

Disputes Process - In the event of a teacher/s salary increment being deferred because the professional standards have not been met, the local review process from the Primary Teachers, (including Deputy and Assistant Principals' and other unit holders) Collective Employment Contract will be used. Part 3 (3.6).

Procedures for Dealing with Harassment – Staff/Students

All procedures are in line with the Human Rights Commission Act 1973 (section 33) and the National Administration Guidelines (NAG 5)

Staff -Refer complaints procedures/ employment award guidelines/NZEI counsellors

Students – See behaviour management guidelines and refer to appropriate support services, ensure parents are notified – RTLB, School Counsellor, GSE

In the case of serious harassment (unlawful behaviour) legal advice will be sought promptly and appropriate agencies will be advised.

Performance /Appraisal Procedures

- The appraisal process will be based around forms of evaluation which involves making judgements about performance, once competency is established, and judges the value of the individual's performance on the basis of the negotiated job description, professional standards and personal targets. (accountability)
- Performance management will be about improving the performance of individuals and teams and developing their capabilities. It is concerned with the broader issues of the effective functioning of the school and the general direction in which the school is

planning to go to achieve its longer term goals. (professional growth)

- Evidence is the basis of accountability and all teachers need to be able to provide reliable evidence in the form of a portfolio of their work which will include data, critical review of readings (at least 1 per term), examples of students achievement, planning and assessment examples.

- Classroom observation will be undertaken at least twice during the appraisal cycle.

The process will include;

- * identify the purpose
- * method of recording (notes, video, tape,etc)
- * analyse and interpret the results
- * discuss the results
- * plan any next step development

7. The performance management objectives will be based on the strategic goals and targets and will be used as criteria for individual teacher professional growth as well as school wide development.

- The appraisers will be decided at the beginning of each year. Each appraiser will have no more than five appraisals to complete.

- The Board will decide on the Principal's appraiser.

Process

At the start of the year the following will be reviewed;

- Job descriptions
- Performance objectives
- Criteria for the appraisal process
- The portfolio format and criteria
- The timeline for the year
- The disputes process

Each staff member will sign their job description/ performance goals in Feb/March.

These will include school wide performance objectives based on the strategic goals and targets and personal goals and targets based on identified areas for development.

Classroom observations and appraisee/ appraiser meetings will occur at least twice during the year to discuss areas for support /feedback.

Planning will be monitored once a term and written feedback/feed forward information given.

The appraisal cycle will be as follows;

April - July - Appraisal meeting

- Performance expectation documentation negotiated and written up
- Development targets schoolwide /personal (1 to 3) identified
- Agreement on resourcing to implement development targets
- Development mentor identified if used
- A plan for development established (clear, specific, measurable targets)
- Agreement on appraisal portfolio content
- Check that appraisal report from previous cycle is checked and any feed forward comments included

- Write report on meeting outcomes

Dec - March/April

- Development implementation
- Ongoing data collection and collation in portfolio (appraisee)
- Classroom observation (1)
- Midpoint monitoring (check in)
- Self appraisal, student survey, parent survey (2 of 3)
- Interview preparation (appraiser and appraisee)
- Classroom Observation (1)
- Appraisal Interview to review performance
- Discussion of performance against professional standards and performance agreement (evidence)
- Portfolio presentation and discussion
- Surveys discussed
- Identification of specific performance and development targets for following year
- Joint report writing – Appraiser to write - Agreed with appraisee and signed by both
- Copy of report to Appraisee and Principal

8. This cycle will also include teacher aides who are working directly with students.

Information gained through the evidence collected on professional standards will be used by the Principal, in deciding upon whether or not to confirm that a teacher has met the standards and by the Board Chairperson in deciding whether or not the Principal has met the required standards.

Staff Appointments

9.A. All staff will be appointed according to criteria specified in the relevant acts, awards, and the school charter.

A job description, person specification and criteria for each appointment will be prepared by the Principal with BOT approval.

Referees reports contained in applications will remain confidential to the Board of Trustees.

Process for Appointments (other than Principal and Associate Principals)

- Permanent and long term relieving (1 year) Positions will be advertised in the Education Gazette and Southland Times.
- The principal will short list the applicants.
- Applicants on the short list will be interviewed and will require two referees in support of their application.
- The appointment committee will consist of the Principal, one associate principal/staff and two board members.
- A recommendation will be made by the appointments committee to the Board.
- The board will consider payment of applicants fair and reasonable interview expenses.
- All applicants will be advised as to the success of their application.
- The staff appointments committee will have access to all applications.

9.B. To assist in the appointment of quality staff to any vacancy which may arise, appointment committees with expertise relevant to the vacancy, will be selected to carry out the appropriate appointment procedures. In accordance with the regulatory requirements for safety checking under the Vulnerable Children Act 2014, we demonstrate our commitment to the safety of children by adopting appropriate safety checking practices when employing school staff, whether core workers, volunteers or other. This policy is used in conjunction with Riverton Primary School procedures on safety checking, police vetting and screening.

Therefore, the principal must ensure that they:

1. Determine the composition of the various appointment committees according to the schedule outlined below:
 - a. Appointment of the deputy-principal, head of departments/senior teachers will involve an appointment committee consisting of the principal, the board chair and a further trustee (should the board feel the need to include one).
 - b. Unless determined otherwise by the board, appointment of all other teachers, part time teachers, long term relieving teachers, and non-teaching staff will be the responsibility of the principal in consultation with the board chair or delegate where deemed necessary.
2. Have school procedures in place and fully implemented that meet all legislative requirements regarding safety checking, police vetting and screening of all staff
- Appointment of the principal is the responsibility of the board which will determine the process
3. Make sure that all appointed staff have had 2 forms/sources of photo ID verified.
4. Make sure all original docs are seen.

10. For relieving teachers of 1 term up to 1 year the Principal will make a recommendation to the Board of Trustees.

2. For ancillary and clerical staff, the principal will make a recommendation to the Board of Trustees

3. For part time cleaning/caretaking staff, the principal will make a recommendation to the board.

4. The Principal and Associate will be appointed by the Board of Trustees.

a. The position will be advertised in the Education Gazette and the Southland Times.

b. The whole Board shall act as the screening committee and will short list applicants to be interviewed by a committee as agreed by the Board.

c. The conditions for Principal or Associate Principals will be decided by the Board as the need arises.

Staffing Needs / Equal Employment Opportunities

- The Board will ensure all appointments, appraisal, discipline and dismissal procedures are complied with, in accordance to the relevant awards for all staff members. This includes all EEO procedures outlined in Ministry guidelines.

- Adequate staffing provision to ensure the curriculum reflects a multi-cultural perspective will be applied where suitable applicants are available.

- Staff appraisals will be conducted in a positive and supportive format that ensures the development of skills and knowledge to enhance the individual abilities of all

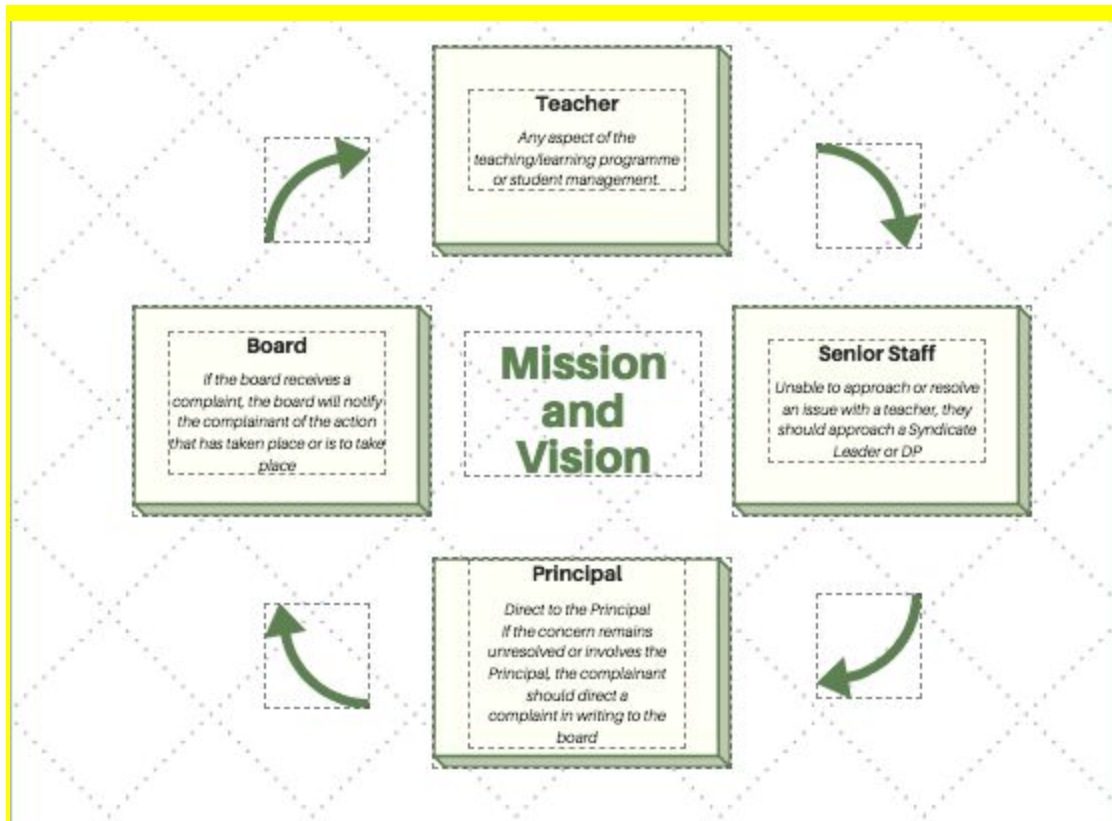
employees.

- The Board and Management will be aware of the requirement to provide a safe working environment for all employees and to be aware that this includes a good emotional and social climate for all employees.
- The EEO officer for 2016/17 is Tim Page

11. Complaints Procedures

Steps to follow for parents/caregivers wishing to make a complaint:

- In the first instance, an approach should be made to the class teacher regarding a complaint about any aspect of the teaching/learning programme or student management.
- When a parent/caregiver is unable to approach or resolve an issue with a teacher, they should approach a senior staff member ie. Principal or Associate Principals. Where a concern remains unresolved or involves the Principal, the complainant should direct a complaint in writing to the board.
- If the complaint is a serious complaint regarding teacher competence or child safety, it should be directed in the first instance to the Principal.
- If the concern is about abuse, see Child Safety Policy.
- If the board receives a complaint, the board will notify the complainant of the action that has taken place or is to take place.



12. Principal Appraisal Procedures

- The Principal's development objectives will come from the Strategic Plan and from personal/professional needs.
- The Board Chair will be the Principal appraiser, unless it is decided to bring in personnel from outside, to support the Board Chair.
- If any other board members wish to be involved in the appraisal process, the agreement of the Principal and Board Chair is required.
- The report on the Principal's appraisal will be a summary of the process written by the Principal and the Board Chair.
- The process will happen within a twelve month time frame.

13. Staff Communication Procedures

- Daily notices are recorded each day and distributed to all staff.
- Each staff member has the responsibility of filling in any school wide information they want distributed and reading the daily notice to keep informed.
- Staff meetings are held weekly on a Monday afternoon.
- Syndicate meetings are held fortnightly on a Tuesday.
- On Wednesday and Friday morning from 8.20 am, a short information sharing meeting will be held for all staff.
- On alternate Tuesdays, management meetings will be held.
- A term agenda for staff meetings will be issued at the beginning of each term (this will include a list of readings for the term).

Review schedule: Triennially