

GOOD EMPLOYER POLICY

RATIONALE:

Section 77A of the State Sector Act 1998 requires that Boards of Trustees must operate personnel policy that complies with the principle of being a good employer.

PURPOSE:

1. To ensure the BOT policies, guidelines and procedures meet good employer obligations.

GUIDELINES:

In its role as a good employer, the Board of Trustees is required to ensure that:

- 1.1 All entitlements and conditions of the Employment Relations Act and Collective Employment Contract for both teaching and non-teaching staff.
- 1.2 A safe environment is provided through personnel practices which maintain proper standards of integrity and conduct.
- 1.3 All processes and practices are consistent with Equal Employment Opportunities.
- 1.4 Appointment processes are fair and adhere to the principle of the 'best person for the position'.
- 1.5 All staff are appraised annually to promote high levels of staff performance.
- 1.6 Opportunities are provided for continuous professional learning and development and for promotion and career development of staff.
- 1.7 Clear guidelines are in place for staff leave.
- 1.8 Compliance with the teacher registration and mandatory reporting requirements of the New Zealand Teacher's Council.
- 1.9 Adherence to the principle of the Board as a good employer will be included in the Board of Trustees Strategic and Annual planning and reporting in the BOT's Annual Report.

RELEVANT MANAGEMENT POLICIES AND GUIDELINES

- 1.1.1 School Day, Staffing and Timetabling
- 1.2.1 Police Vetting
- 1.2.2 Privacy Act
- 1.2.3 Protected Disclosures
- 1.2.4 Complaints and Concerns
- 1.2.5 Theft and Fraud Prevention
- 1.2.6 Code of Ethics for Board of Trustees
- 1.2.7 Code of Ethics for Registered Teachers
- 1.2.8 Attendance Officer
- 1.3.1 Equal Employment Opportunities

1.4.1 Staff Appointments

1.5.1 Performance Appraisal of Staff

1.5.2 Principal's Performance Appraisal

1.6.1 Professional Learning and Career Development

1.6.2 Induction of New Staff

1.6.3 Supervision of Provisionally Registered Teachers

1.7.1 Staff Leave

REVIEW: This policy will be reviewed according to the Board of Trustees triennial programme of self review (2012).

DATE CONFIRMED: June 2009