



NEW PLYMOUTH BOYS' HIGH SCHOOL
TE KURA TAMATĀNE O NGĀMOTU

Title	PERSONNEL
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Section	Staff
Written By	Board Of Trustees Policy Committee
Checked By	Board Of Trustees Policy Committee
Approved By	New Plymouth Boys' High School Board of Trustees
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Associated Policies	N/A
Associated Procedures	N/A

RATIONALE:

Managing our people well is very important.

PURPOSE :

The Board delegates responsibility to the Headmaster 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.

GUIDELINES :

Therefore, the Headmaster must ensure:

1. That all employment related legislative requirements are applied
2. All employees, their rights to personal dignity and safety and ensure that matters are resolved in an appropriate and fair manner
3. A smoke free environment is provided
4. That employment records are maintained and that all employees have written employment agreements
5. That employee leave is effectively managed and reported, so that:
 - a. 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 pay greater than five (5) days.
 - c. Board approval is sought for any requests for discretionary staff leave without pay of longer than five (5) days



- d. The Headmaster, and then subsequent Board of Trustees, approval is sought for any requests for staff travelling overseas on school business
 - e. The Board is advised of any staff absences, longer than ten (10) school days
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. The requirements of the Health and Safety in Employment Act, 20002, are met
 9. Advice is sought as necessary from NZSTA advisors where employment issues arise
 10. Accurate leave records are also maintained for the Principal and signed off by the board of Trustees Chairperson

