



## PERSONNEL AND RECRUITMENT POLICY

### Rationale

One of the key activities for a board is related to the employment of staff. The level of student achievement is often dependent on the quality of staff employed and their work performance.

### Purposes

- 1 To ensure a high level of compliance with legislation, regulations and contractual agreements pertaining to the employment and management of staff.
- 2 To ensure the most appropriately 'qualified' people are employed.
- 3 To enable staff to perform in accordance with their employment agreements and to the best of their ability.

### Guidelines

- 1.1 The Board of Trustees will be a good employer as defined in the State Sector Act 1988.
- 1.2 The Principal is the Board's employing agent in the school. Refer to the *Delegations of Authority to the Principal* for further information.
- 1.3 Equal Employment Opportunity requirements will be adopted.
- 1.4 The Board of Trustees will act in good faith and within the provisions of the Employment Relations Act 2000 and will abide by relevant employment agreements.
- 1.5 The provisions of the Education Act 1989 relating to employment, teacher registration, police vetting and employment will be applied.
- 1.6 All staff will be employed under an individual or collective contract and will have an employment agreement.
- 1.7 Staff leave outside the parameters of the relevant collective or individual employment agreement will be granted at the discretion of the Principal within the limits of authority delegated by the Board of Trustees.
- 1.8 Discrimination and harassment are defined by the Human Rights Act 1993 and will not be tolerated.
- 1.9 The Board of Trustees will appoint a Privacy Officer and will comply with the provisions of the Privacy Act 1993 and the Protected Disclosures Act 2000 as they relate to employees and students.
- 1.10 Procedures and guidelines for disclosure and managing complaints will be in place.
- 2.1 Appointments will be made according to the guidelines and procedures for managing staff appointments and within the limits of authority delegated by the Board of Trustees and the terms and conditions of the relevant collective contract.
- 3.2 A performance appraisal system will be in place and all staff will be appraised in accordance with the requirements of their employment agreements and against relevant national criteria and/or performance indicators.
- 3.3 Teacher salary increments will be as a result of a positive assessment against the Practising Teacher Criteria and in accordance with the Secondary Teachers' Collective agreement.

- 3.4 All teachers will be involved in a programme of professional learning/development that will reflect the strategic direction of the school and individual professional needs.
- 3.5 All non-teaching staff will be offered professional development according to the strategic direction of the school and individual professional needs.
- 3.6 There will be a programme of induction, support and mentoring for all new staff and provisionally registered teachers.
- 3.7 The Board of Trustees will be responsible for the annual appraisal of the Principal and will obtain the written consent of the Secretary of Education before agreeing to pay additional remuneration to the Principal.
- 3.8 The Employment Assistance Programme (EAP) will be in place and accessible to all staff.
- 3.9 In accordance with the Secondary Teachers' Collective Agreement there will be a policy on timetabling and a process for determining the allocation of Management Units and Middle Management Allowances.

**Signed:**

**Date Signed**

**Date of Ratification:** September 2017

**Next Review Date:** 2020