



# Waitaki Valley School

## Policy 2

### PERSONNEL POLICY

The board delegates responsibility to the Principal 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. Therefore, the principal 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 performance agreements are established for all staff and that reviews are undertaken annually.
6. 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.
7. Board approval is sought for any requests for discretionary staff leave with pay.
8. Board approval is sought for any requests for discretionary staff leave without pay of longer than 5 days.
9. Board approval is sought for any requests for staff travelling overseas on school business
10. the Board is advised half yearly of any staff absences longer than 12 accumulated school days in the previous 6 months.
11. the requirements of the Health and Safety in Employment Act 1992 are met.
12. Advice is sought as necessary from NZSTA advisors where employment issues arise.

Review schedule: Triennially

Policy review date: .....

Next Review Date: .....

Signed: .....