

SPOTSWOOD COLLEGE
PERSONNEL POLICY: NAG 3



Rationale:

Spotswood College will comply with the requirements of the National Administration Guideline 3, ensuring that it acts as a Good Employer as defined in the State Sector Act 1988.

Guidelines:

1. The Board and the Principal and staff will
 - Develop and implement personnel and industrial policies, promoting high levels of staff performance, use educational resources effectively and recognize the needs of students, strategic plan and annual goals, including targeted achievement goals.
 - Be a good employer and comply with conditions in the employment contracts applying to teaching and non-teaching staff.

Policies:

Personnel Management
Appointments
Allocation of Management Units procedures
Equal Employment Opportunities
Professional Development
Performance Management/Appraisal
Principal Appraisal
Discretionary Leave
Privacy
Harassment, Discrimination and Bullying
Timetable
Police Vetting of Non-teaching Staff and Contractors
Staff Discipline and Complaints - see NAG 5 Complaints Policy

Conclusion:

Spotswood College will have sound governance and management procedures that provide evidence of being a good employer.

Reference:

- State Sector Acts 1988 Pt VII A
- State Sector Amendment Act 1989 Section 77
- Education Act 1989 Part VIII Sections 91A – 91N
- Education Act 1989 Part X Teacher Registration Sections 120-139
- The NZ Bill of Rights 1990
- Human Rights Act 1993
- Holidays Act 2003
- Parental Leave and Employment Protection Act 1987
- Employment Relations Act 2000
- Protected Disclosure Act (2000) (Sec 6-25)
- Health and Safety in Employment Act (1992) (Sec 6-20 – Sec 25-28)
- Appraisals: Guidelines in Performance Management Systems (Part 8, PMS – Feb 1997)

Websites

- www.leadspace.govt.nz (Worksafe Framework)
- www.nzsta.org.nz (Police Vetting/Industrial Advisors/Advice & Guidance)
- www.ers.dol.govt.nz (Discrimination in the Workplace)
- www.acc.org.nz
- www.teacherscouncil.govt.nz (Police Vetting)

Contact:

- NZSTA (0800 782 435)
- NZPF (0800 329 1719)

Approval:

When the Board approved this Policy it agreed that no variations of this Policy or amendments to it could be made, except with the majority approval of the Board.

Approved by the Board of Trustees on 23 March, 2015.

Signed on behalf of, and with the authority of the Board

_____ on _____ (Date)
Board Chairperson

Due for Review: March 2018

Reviewed Date: _____ Signed for B.O.T. _____