



STAFF HONOURS BOARDS

CRITERIA FOR EACH CATEGORY

1. SENIOR MANAGEMENT:

There are three senior management categories:-

- a. Principal
- b. Deputy Principal
- c. Associate and Assistant Principal

Forenames and surnames are automatically added to the appropriate honours board through the BOT appointment to such positions.

2. TEACHING STAFF:

Academic teaching staff qualify for the respective length of service board i.e: 10, 20, 30, and 40 years of service after serving the required minimum time.

These boards will also include senior management position staff.

Qualification can be either by consecutive years, or accumulated over successive teaching periods.

Included are:-

- a. Part-time staff, long term relievers,
- b. personnel paid through the College salary and wages system who are considered to be part of the school community
- c. responsible to an outside agency e.g: TOPEC staff, North Taranaki Truancy staff, Taranaki Activities Centre,

Years **NOT** included are:-

- a. Leave with pay
- b. Medical and Maternity leave
- c. Secondment to the MOE, or another educational institution, Overseas teaching service

3. SUPPORT STAFF:

Support staff shall include:

- a. Full time administration staff e.g: Accounts, Administration, Principal's Secretary, Science Laboratory technicians, Librarians, Grounds and Property, Canteen,
- b. Teacher aides, Sports Co-ordinators,

Included are:-

- a. Part-time staff, long term relievers,
- b. personnel paid through the College salary and wages system who are considered to be part of the school community
- c. responsible to an outside agency. e.g: TOPEC staff, North Taranaki Truancy staff, Taranaki Activity Centre.

Data listed on boards:

1. For the senior management staff the forename and surname plus the actual years of service in that position shall be detailed.

2. For the academic staff boards the year upon reaching the required length of service plus the forename and surname.

The total length of service shall be added in brackets after the surname once that staff member resigns or retires.

3. For the support staff, the actual years of service shall be recorded followed by the forename and surname.

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 30 November 2015.

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

_____ on _____ (Date)
Board Chairperson

Due for Review: November 2018

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