

Personnel Policy

Outcome statement

Fairburn School is committed to ensuring the quality of opportunity for all staff. The obligations and responsibilities of being a good employer are met. Committed and capable staff will provide the best learning environment for students.

The board recognises its responsibilities and accountability to its employees are achieved through its chief executive. To provide staff with optimum work

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.

Expectations and limitations:

The principal must ensure:

- all employment-related legislative requirements are applied.
- all employees understand their rights to personal dignity and safety and ensure that matters are resolved in an appropriate and fair manner.
- a smoke-free environment is provided.
- employment records are maintained, and all employees have written employment agreements
- management pay units for appropriate positions are allocated in a fair, transparent manner.
- employee leave is effectively managed and reported so that:
 - the risk of financial liability is minimised, operational needs are met, and the needs of individual staff are considered
 - board approval is sought for any requests for discretionary staff leave with pay longer than 3 days
 - board approval is sought for any requests for discretionary staff leave without pay of longer than 5 days
 - board approval is sought for any requests for staff travelling overseas on school business
 - the board is advised of any staff absences longer than 5 school days
- effective and robust performance management systems are in place for all staff that include performance management reviews, attestations for salary increases and staff professional development.
- 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.
- the requirements of the Health and Safety at Work Act 2015 are met
- advice is sought as necessary from NZSTA advisers where employment issues arise and the school's insurer is notified.

Procedures/supporting documentation:

Allocation of Units procedure
Release time procedure
Appointments Policy
Equal Employment Opportunity (Policy)
Staff leave procedure
Staff performance management procedure
Professional development
Storage of confidential information

Monitoring:**Legislative compliance:**

[Employment Relations Act 2000](#) [Privacy Act 1993](#)

[Health and Safety at Work Act 2015](#) [Collective employment agreements](#)

Human Rights Act 1993 (HRA)