



PAPAKAIO SCHOOL



HR/PERSONNEL POLICY

NAG 3

That Papakaio School Board of Trustees recognises the importance of an effective staff team and will make every endeavour to employ quality staff. The BOT strongly promotes high levels of staff performance, using educational resources effectively and recognising the needs of students.

The Papakaio School BOT will act as a good employer as defined by the State Sector Act (1988) section 77A (3). In this endeavour they will ensure that all employees maintain proper standards of integrity, conduct, and concern for the public interest and the well-being of students attending Papakaio School.

Papakaio School BOT will abide by the terms and conditions of the relevant Collective or Individual Employment Agreements, MoE employment regulations and NZ employment law pertaining to individual staff members.

Management of the staff is the responsibility of the School Principal.

Policies and Procedures that sit under the Human Resources Policy are;

- 301 An appointment procedure
- 302 Concerns and Complaints procedure
- 302a Complaints within Staff
- 303 Protected Disclosure Policy
- 304 Principal Appraisal
- 305 An Equal Employment Opportunities Programme (EEO)
- 306 Police vetting procedures
- 307 Teacher Registration
- 308 Allocation of Management Units
- 309 Leave of Absence procedure
- 310 Appraisal
- 311 Job Descriptions
- 312 Professional Development
- 313 Relieving Teachers
- 314 Staff Expectations for Conduct
- 315 Sexual Harassment

Reviewed: December 2017
To be reviewed: bi-annually