
Carmel College Operational Policy 6: Personnel

Our college is the Catholic Church in action, an authentic expression of the Church's mission. Therefore, our role as a Catholic college, is, above all, to be a place where every member of this learning community can encounter the living God and our focus is on helping to form Christ in the lives of others. We do this through the Catholic and Mercy traditions.

Purpose

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 employee's rights to personal dignity and safety are respected, that matters are resolved in an appropriate and fair manner and that the college acts as an equal opportunities employer consistently. This will encompass the honouring of the Treaty of Waitangi and commitment to Biculturalism, with student, staff and whanau wellbeing being paramount.
3. a smoke free environment is provided.
4. that employment records are maintained and that all employees have written employment agreements.
5. that employee leave is effectively managed and reported so;
 - a) that the risk of financial liability is minimised, operational needs are met, and the needs of individual staff are considered
 - b) board approval is sought for any requests for discretionary staff leave of longer than 5 days
 - c) board approval is sought for any requests for staff travelling overseas on school business
6. that performance agreements are established for all staff and that reviews are undertaken annually.
7. 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.
8. the requirements of the Health and Safety at Work Act 2015 are met.
9. advice is sought as necessary from NZSTA advisers where employment issues arise.
10. employees have access to procedures for making a Protected Disclosure under the Protected Disclosure Act.
11. exit interviews are offered to all employees in accordance with the Best Practice Framework as an aid to improving recruitment and retention strategies.
12. teachers maintain a current registration for a full practising certificate or provisional or subject to confirmation certificates as appropriate and in accordance with the Code of professional Responsibility.

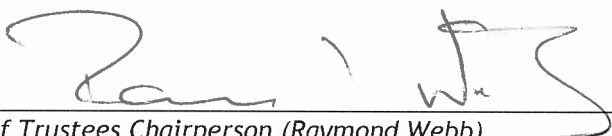
To be read in conjunction with the following legislation:

- State Sector Act, 1988 and other Acts which apply, including the Human Rights Act and the Education Update Act 2017.
- State Sector Act 1988, Part 7A, Personnel Provisions in Relation to Education Service - for definition of general principles of good employer practice.
- The terms of the Collective Agreements which cover the employee's agreements.
- The Vulnerable Children's Act requirements.
- The Carmel College's Integration Agreement.
- Employment Act 1992
- Protected Disclosures Act 2000

To be read in conjunction with the following procedures and guidelines:

- NZSTA guidelines
- ERO advice on recruitment and appointments/personnel
- Delegated Authority and delegations.
- Personnel procedures and Protected Disclosures procedures.
- Staff induction procedures.
- Education Council Code and Standards and Code of Professional Responsibility.
- Handbook for Boards of Trustees of NZ Catholic Integrated Schools

Approved by the Board of Trustees at the meeting on 12 February 2018

Chair: 
Board of Trustees Chairperson (Raymond Webb)

REVIEW: Triennially

NEXT REVIEW: [February 2021]