
Carmel College Operational Policy 03: Personnel

Special Character statement

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.

Outcome statement

The obligations and responsibilities of being a good employer are met.

Scoping

The Board recognises its responsibilities and accountabilities to its employees are achieved through its chief executive, the principal.

Delegations

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:

1. all employment-related legislative requirements are applied
2. That employees are selected on clear job related criteria, individual performance and/or qualifications.
3. all employees understand their rights to personal dignity and safety and ensure that matters are resolved in an appropriate and fair manner which includes access to an approved and fair internal grievance process.
4. a smoke-free environment is provided
5. employment records are maintained and all employees have written employment agreements
6. management pay units for appropriate positions are allocated in a fair, transparent manner
7. 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 without pay of longer than 5 days
 - Board approval is sought for any requests for staff travelling overseas on school business
8. 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

9. 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
10. the requirements of the Health and Safety at Work Act 2015 are met
11. advice is sought as necessary from NZSTA advisers where employment issues arise and the school's insurer is notified.
12. All employees are to be offered an opportunity to complete an exit questionnaire and/or participate in an exit interview. The expectation is that this is conducted in the first instance with the principal. Where a member of staff would prefer to meet with another person, eg. DP, HOD, or a member of the Board (the Chair), this will be facilitated.
13. All employees have access to the procedures from making a Protected Disclosure under the Protected Disclosure Act.

Procedures/supporting documentation

03OpProd01 - Staff Exit Information Procedure

03OpProd02 - Staff Leave Procedure

03OpProd03 - Performance Management and Attestation Procedure

03OpProd04 - Professional Development Procedure

03OpProd05 - Staff Use of School Owned Resources Procedure

03OpProd06 - Allocation of Management Units Procedure

Monitoring

The principal will provide an annual assurance report on staff changes including analysis of trends over time and recommendations. This assurance report is included in the annual BOT workplan.

Legislative compliance

[State Sector Act 1988](#)

[Employment Relations Act 2000](#)

[Privacy Act 1993](#)

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

[Collective employment agreements](#)

Date reviewed:	May, 2020	Next Review:	May, 2023
----------------	-----------	--------------	-----------