



NAG 3

EMPLOYMENT AND PERSONNEL MATTERS

POLICIES

- Appointments
- Classroom Release Time
- Complaints from Parents
- Equal Employment Opportunities
- Sexual Harassment

PROCEDURES

- Payments for Recruitment, Retention & Responsibility
- Performance Management
- Police Vetting
- Staff Induction
- Staff Leave

APPOINTMENTS POLICY

RATIONALE

A fair and transparent appointments process will ensure the most suitable and best qualified person for the position is appointed according to identified criteria and identified school needs.

PURPOSE

- To appoint applicants to positions according to identified criteria and school needs.
- To ensure the best possible selection is made when appointing staff to positions at Aorangi School.

GUIDELINES

1. The procedure for appointing the Principal will involve the full Board of Trustees, and may include an outside educational or professional consultant.
2. For Leadership and permanent teaching positions, there shall be an appointment committee consisting of the Principal, the Board of Trustees' Chair and the Staff Representative. Co-options may be made at the discretion of the committee.
3. For all Relieving Teachers and Support Staff, the Principal has the delegated authority to make appointments.
4. Appropriate consultation with staff will be carried out as part of the appointment process.
5. The E.E.O policy will be considered when making appointments.
6. Application procedures for appointments will be followed.
7. All management and permanent teaching positions will be advertised nationally. All non-teaching positions will be advertised at the discretion of the Principal.
8. All applications will be confidential to the members of the appointment committee for that particular position. All resulting recommendations to the B.o.T, with relevant documentation, will be confidential to the B.o.T.
9. All Appointment Committee discussions are confidential to them. No information about an applicant or about the process leading to an appointment is to be discussed with any other person.
10. No person involved in making an appointment, whether a B.o.T member, the Principal, or a member of the Appointment Committee for that position, shall act as a referee for an applicant.
11. All members of any appointment committee must declare self interest, knowledge of the applicant, relationship to the applicant, or other knowledge of value relating to the appointment.
12. No person other than the Chairperson of the B.o.T or the Principal of the school may offer a position to an applicant or receive their acceptance.
13. An applicant shall not have been deemed to have been appointed to a position until they have accepted in writing, the offer of the position.
14. All applicants for teaching positions will have a right to review of the appointment process according to N.Z.E.I guidelines.

CONCLUSION

Aorangi School will fulfill its obligations as a good employer, ensuring appointments are made without prejudice to age, race, marital status, dependants, ethnic and moral beliefs and attitudes.

APPOINTMENTS PROCEDURE

These procedures will be followed for all applicants to permanent teaching positions at Aorangi school.

DOCUMENTATION

School

- Job Description
- Person Specification
- Criteria for Appointment
- Application form
- Relevant information about the school

Applicants

- Application Form
- Letter of application
- A current C.V
- Referees report / referees
- Proof of current registration

PROCESS

Dependent of the position:

- Advertising of position/s prepared and placed.
- All Applications to be accepted and acknowledged.
- Applications are processed and the shortlist completed.
- Short listed applicants are notified of interview date, time, venue and other factors (e.g.: support group).
- Unsuccessful applicants are notified in writing and C.V returned.
- Interview questions are formulated by panel.
- Interviews are conducted and ranking list completed.
- Successful applicant verbally notified as soon as selection panel makes decision. To be followed by verbal acceptance in 24 hours and written acceptance within seven days.
- In the case of non-acceptance, the selection committee will make the decision to appoint the next ranked applicant, or to re-advertise the position.
- All non-appointments will be notified in writing within seven days of the interview.

CLASSROOM RELEASE TIME POLICY

RATIONALE

The provision of Classroom Release Time is to support teacher's professional growth, strengthen teaching and learning programmes and enhance student learning.

PURPOSE

Aorangi School will provide Classroom Release Time to help address teacher workload while maximising benefits for student learning.

GUIDELINES

1. All full-time classroom teachers will receive at least the time required by the Collective Agreement.
2. Allocation of time will be parts of a day or whole day as preferred by the teacher, provided this can be accommodated.
3. Classroom Release Time will be used for assessment, reporting to parents, personal and professional development or other use as agreed to by the teacher and Syndicate Leader.
4. Every part time teacher employed for at least 0.8 FTTE per week who is either permanently employed or a long term reliever employed for at least a term, shall receive a prorata amount of ten hours classroom release time per term.
5. All Classroom Release Time will be completed on site unless agreed to by the teacher and Syndicate Leader.

CONCLUSION

The use of Classroom Release Time will be professionally useful for the school's teaching and learning programmes, the teacher's professional growth and the learning needs of the students.

COMPLAINTS PROCEDURE

PURPOSE

- To provide balance and equity in any dispute.
- To address concerns and complaints at the lowest level possible.
- To ensure the principles of natural justice are followed.
- To achieve a satisfactory outcome for parties concerned.
- To provide feedback for the school and staff on concerns in classrooms and/ or the community.

GUIDELINES

1. Parents / Employees will be encouraged to come forward with concerns or complaints before they become a major issue.
2. The Principal will keep a record of all complaints for monitoring purposes.
3. Informal Complaints are when it is reasonable to assume the matter can be resolved through constructive discussion. The process is:
 - Parents to approach or make an appointment to see their child's teacher outside of classroom teaching time.
 - Parents are encouraged to enter the discussion in the spirit of constructive problem solving. Where this is not possible, the meeting will be terminated and the complainant referred to the Principal.
 - If possible, the two parties will seek to agree on the action required to resolve the complaint.
 - If the complaint remains unresolved or the problem resurfaces, the complainant may discuss the matter with the syndicate leaders or make an appointment to meet with the Principal.
 - Staff will brief syndicate leaders of any parent complaints and the steps agreed to resolve the issue.
 - Staff Members who have a complaint against a fellow staff member should also seek to resolve minor matters through open and constructive dialogue. If this is not possible or matters remain unresolved, the staff member should refer the matter to the syndicate leader or the Principal.
4. Formal complaints are where the concern is in writing and / or the complainant considers the matter to constitute a serious complaint and / or it has not been resolved through an informal process. The process is:
 - The Principal will meet with the complainant, make a record of all matters and discussions including agreed outcomes and a timeline. This will be signed by the complainant.
 - If deemed a minor matter or first concern raised in regard to a staff member, the matter may be resolved through discussion with the Principal and an agreed action/s.
 - Where the matter is considered by the Principal to be of a serious nature or is a second or later complaint against the same staff member, the Principal will write to the staff member outlining the concern or complaint and require

them to attend a formal meeting. The staff member will be advised to bring a support person to the meeting.

- The Principal will advise the school's insurers and NZSTA and follow their advice.
- The Principal will advise the Board Chair. If the matter involves significant safety concerns, the complaint may be escalated to the Board of Trustees for investigation.
- With the agreement of the Board, NZSTA and the insurers, the Principal may suspend the staff member on full pay during the investigation if they believe there are sufficient safety concerns for students or other staff.
- The Principal will conduct a full and fair investigation which will include:
- Informing the person of the complaint, in writing, and providing adequate time for their response.
- Advising the person concerned of their entitlement to representation and support
- Providing an opportunity for the person to speak to the complaint in addition to a written response
- Confidentiality will be maintained until the final outcome is reached.

5. The Principal will respond to the complainant and the person complained about in writing with a final decision. A copy will be placed in the staff member's file.
6. If either parties are dissatisfied with the outcome and the decision they may appeal to the Board Chair.
7. The Board of Trustees will accept written and signed complaints from parents or staff that have been unresolved through steps 1 – 6 above, is of a serious or urgent nature, is against the Principal or is a protected disclosure. The process is:
8. The Board will acknowledge the letter of complaint, advise of the next steps in the Board process and ensure the staff member involved is aware of their right to representation and support.
9. The Board will notify the insurer of the complaint (if it has not already done so in step 4) and take appropriate legal advice as required.
10. The Board will conduct an independent review of the complaint and the steps taken to investigate and resolve the matter where it is a complaint that has been managed by the Principal. If considered necessary and at the discretion of the Board Chair, an independent person may be appointed to review or conduct an independent investigation.
11. The outcome of the complaint will be reported at a Board in-committee meeting for a review and final decision.
12. If the complaint is against the Principal, the Principal will step aside from the review and decision.
13. The complainant and the person complained about will be advised of that decision.

14. A mandatory report will be made to The Teachers Council if the complaint is upheld and meets the criteria.

EQUAL EMPLOYMENT OPPORTUNITIES (EEO) POLICY

RATIONALE

Aorangi School will provide equal employment opportunities to all employees and applicants to positions.

PURPOSE

To ensure that all employees and applicants for employment are given fair and equitable treatment, according to their skills, qualifications, abilities and aptitudes without regard to irrelevant details.

GUIDELINES

1. Aorangi school will implement an EEO programme with all employees and this will be monitored by the Board of Trustees.
2. An EEO officer (this may be the Principal) will hold meetings if required and report to the Board and the Ministry of Education.
3. An employment database will be maintained so that employment patterns with respect to gender, ethnicity, disability and age factors can be monitored.
4. All personnel policies and practices will be developed and regularly reviewed to ensure they adhere to EEO principles.
5. The Board of Trustees will recognise the aims and aspirations of Maori, of other cultures and ethnicities, of gender and minority groups.

CONCLUSION

Aorangi School will act in accordance with the requirements of the State Sector Act, 1989.

SEXUAL HARASSMENT POLICY

RATIONALE

Sexual harassment in the workplace is both unlawful (under sections 62 and 69 of the Human Rights Act 1993) and unacceptable and will not be tolerated.

PURPOSE

To create a school environment in which any person's ability to perform is not impaired or affected by unwelcome behaviour.

GUIDELINES

1. Sexual harassment at Aorangi School is defined as any person making a request of a staff member for sexual intercourse, sexual contact, or other form of sexual activity which:
 - o implies or overtly promises preferential treatment in the school.
 - o implies or overtly threatens detrimental treatment in the school.
 - o implies or overtly threatens the present or future status of the staff member.
 - o is unwelcome written or spoken word, or physical behaviour of a sexual nature.
2. In the event of sexual harassment the complainant may approach:
 - o the N.Z.E.I Staff Liaison Officer.
 - o the Staff Rep to B.o.T, The Principal or the Chairperson of the B.o.T.
 - o any person they feel comfortable with.
3. The Principal and/or the Board of Trustees will consider complaints of sexual harassment sympathetically and seriously, and ensure the person making the complaint is not subjected to victimisation.
4. An employee may choose to deal with sexual harassment directly, through discussion or by letter. The person responsible for the harassment will assure the complainant that the behaviour will stop and an apology will be made.
5. If it is decided that further action should be taken, the harasser will be informed and a decision made to lay a complaint through one of the following avenues:
 - o The Principal and/or the Board of Trustees. (Collective Agreement Part 11)
 - o Personal Grievance through an Industrial Advocate or an N.Z.E.I Field Officer, (Collective Agreement 10.8).
 - o Human Rights Commission through the N.Z.E.I Field Officer.

CONCLUSION

Aorangi School will provide a workplace free of sexual harassment.

PAYMENTS FOR RECRUITMENT, RETENTION AND RESPONSIBILITY PROCEDURE

PURPOSE

- To ensure that the process for the distribution of the units is fair, equitable and completely transparent to all staff.
- To assist in facilitating the school's strategic direction.
- To support the Board's 'Good Employer' practice of recognising and utilizing the strengths of the staff.

GUIDELINES

1. The recommended management structure of our school shall be:
 - Principal
 - Deputy / Assistant Principal
 - Senior Teacher
 - Scale A Teachers
 - Support Staff
2. Payment of units will be administered as per the Primary Teachers' Collective Agreement.
3. Payments will be designated as Permanent or Fixed Term.
 - Permanent: Deputy / Assistant Principal – 3 Permanent Payments
4. All unit holders will have their management tasks / responsibilities in their performance objectives for appraisal that year.
5. The allocation of available Fixed Term units is to be made by the Principal in consultation with the Board and the Management Team.
6. The distribution of available units will be made considering the need to maintain the salary differential between the Deputy / Assistant Principal and other unit holders.
7. All allocations will be made only after the availability of the unit is advertised internally and relevant Job Descriptions have been circulated to interested staff.
8. All recipients of allocations of a fixed term unit will be notified in writing of the job description and time allocation of the unit.

PERFORMANCE MANAGEMENT PROCEDURE

PURPOSE

- To increase the knowledge and capability of employees, so that they are increasingly effective in their work.
- To evaluate and develop the work performance of employees in the school so that the school's goals and objectives are more effectively achieved.
- To encourage staff to self evaluate and reflect in the areas of curriculum delivery, classroom management and professional development.
- To improve student's learning and achievement.

GUIDELINES

1. Staff performance will be appraised using the Registered Teacher Criteria for teaching staff, and Job Descriptions for non-teaching staff.
2. Performance appraisal of teaching and non-teaching staff is the responsibility of the Principal, who in turn may delegate to appropriate staff.
3. Attestation, which is needed for salary purposes, will take place annually as part of the appraisal cycle.
4. Provisionally Registered Teachers will be supported by the school's P.R.T programme and be mentored by their Tutor Teacher in addition to the appraisal system.
5. Performance appraisal of the Principal is the responsibility of the Board of Trustees Chairperson, who in turn may delegate to a mutually acceptable alternative as agreed by the Principal and the Board.
6. The Appraisee will have the opportunity to express their views on their own performance, directions for development and the assistance they require.
7. Appraisees will be provided with guidance and support to achieve their agreed performance goals and personal professional development objectives.
8. Appraisees can expect the fees and related expenses for approved courses of professional development, will be paid for by the Board.
9. The appraisee's performance goals will be linked to the Registered Teacher Criteria and to the school-specific development goals.
10. School-specific development goals will be consistent with the goals and objectives set in the school Charter.
11. The Appraiser and Appraisee will meet regularly to reflect on progress towards their performance goals. Records will be kept to track development.
12. The Principal will be responsible for attestation.
13. All appraisals are confidential to the Appraisee, the Appraiser and the Principal.
14. Appraisees may seek review of an individual appraisal through the Principal or an agreed mediator and/or arbitrator.
15. Where issues of competence arise the procedures in the Collective Agreement are invoked.

POLICE VETTING PROCEDURE

PURPOSE

- To comply with all relevant legislation.
- To ensure strict confidentiality is observed with all police vetting information.
- To assist the Principal to appoint high quality, responsible staff.
- To ensure appropriate systems are in place to safeguard employees and students.

GUIDELINES

1. Police vetting will undertaken for the following:
 - All persons who are appointed to a position, who is not a registered teacher or holder of a limited authority to teach and who work at the school during normal school hours.
 - Contractors who have unsupervised access to students during the school day.
 - Any volunteer who attends an overnight school camp.
2. Those not legally required to be police vetted are:
 - Board of Trustee members
 - Contractors who do not have unsupervised access to students during the normal school day.
 - Persons employed to teach classes out of normal school hours open to persons other than students.
 - Parent helpers such as those who attend trips or take sports in the playground.
3. Police vets must be renewed every three years.
4. Applications for police vets for non-teaching staff will be submitted to the New Zealand Police Licensing and Vetting Service Centre.
5. A register will be kept of all requests made for police vetting. The register will include the subjects name, date of birth, category (support staff, volunteer, etc), date submitted, date received, outcome, expiration date and any comments.
6. For all police vetting procedures, verification of identity will be required. This is to be in the form of a current New Zealand drivers licence or passport.
7. Applicants have the right to be treated fairly and to have their privacy respected. The information contained in a police vet is confidential and privacy must be safeguarded at all times.
8. Satisfactory police vet reports will be destroyed by shredding, as soon as possible, after they have been received and recorded.
9. Negative police vets which indicate criminal offending by the applicant or those 'red stamped' by the police will be considered by the Principal who will decide whether or not the applicant will be considered for the position, based on the nature of the offending, when the offending occurred and the likelihood of future offences occurring.
10. Individuals will be disqualified from holding positions that require direct contact with children if their criminal records include; past history of sexual abuse, any offences against children or a history of any violent behaviour.
11. Applicants with police vets which are of concern will have seven days to validate the police report. The B.o.T may consult with NZSTA personnel regarding correct procedure, in this instance.

STAFF INDUCTION PROCEDURE

PURPOSE

- To ensure new staff are fully conversant with all aspects of school procedures and programmes and feel supported and valued.
- To ensure that student programmes are maintained and / or enhanced through the transition stage.
- To foster positive staff-staff and staff-student relationships.
- To ensure that the Aorangi School ethos and vision is maintained.

GUIDELINES

1. New teachers will be welcomed at the first school assembly and staff meeting.
2. All school documents will be updated to include new staff members.
3. A classroom teacher will be identified to act as a supporter.
4. A comprehensive induction programme will be implemented over a 6 month period.
5. This will be coordinated by syndicate leaders who will provide information on curriculum, assessment and behaviour management.
6. Documentation and review will be undertaken to ensure effectiveness of this programme.
7. Provisionally Registered teachers will complete practical teaching experience under the supervision of a tutor teacher as per the guidelines.
8. All new staff will be provided with an Administration Book.

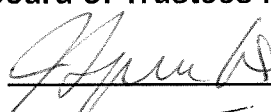
STAFF LEAVE PROCEDURE

PURPOSE

- To meet the B.o.T's obligations as an equal employment opportunities employer.
- To ensure that all staff are aware of the application process for discretionary leave with or without pay.
- To provide consistency in the granting of discretionary leave with or without pay.
- To maintain appropriate staffing levels.

GUIDELINES

1. The Board of Trustees will observe the current Employment Contracts when granting leave for all staff. Leave with or without pay will be considered by the Board in accordance with these regulations.
2. Applications to the Board of Trustees for long term leave are to be in writing and handed to the Principal one week prior to a monthly meeting.
3. The Principal is delegated the authority to grant leave applications for up to five days and will consider the following:
 - the reason for application and it's potential impact.
 - the frequency of requests for leave.
 - the effect of granting a request on the running of the school.
 - the time of year.
 - the appropriateness of the length of leave.
4. The situations where discretionary leave would be considered are:
 - Accident or illness of a family member.
 - Court proceedings.
 - Attending educational appointments and interviews.
 - Disciplinary, Grievance and or Dispute hearings.
 - Educational activities.
5. Applications for leave will not be unreasonably withheld. All decisions made will be fair, equitable and consistent.
6. Except in the case of sudden illness, or accident, no teacher shall be absent from duty without the authority of the Principal or Board. After 5 consecutive days of sick leave a medical certificate must be produced.

Approved	Board of Trustees Meeting	<u>8</u> / <u>18</u> / <u>19</u>
Signature of Chairperson		
Signature of Principal	