

NAG 3 – PERSONNEL MANAGEMENT

Van Asch & Kelston Deaf Education Centre

Our Board of Trustees recognises committed and capable staff will provide the best learning environments for our learners. As a Good Employer defined and in accordance with all relevant legislation and amendments our Board of Trustees has a responsibility to require the development and implementation of policy and procedures for Personnel Management.

Purpose:

1. Develop and implement personnel and industrial policies which comply with current employment law, good employer principles and with all relevant collective and individual employment contracts applicable to all staff.
2. The board is committed to employing the best candidates suited to each position and all applicants for positions are treated equitably and adhere to our recruitment and selection procedures which adhere to our EEO principles.
3. To promote high levels of staff performance, through our commitment to on-going professional development including proficiency in New Zealand Sign Language and performance management processes.
4. To commit to providing good working conditions by allocating budget annually for adequate resources, career opportunities and fostering staff wellbeing to ensure staff provide the best learning environment for our learners.
5. To ensure complaints relation to or from staff, parents, our learners or stakeholders are dealt with using appropriate procedures.

Guidelines


In order to fulfil the policy, the board and management have developed, and will regularly review, the following Procedural and Administrative Guidelines associated with "Personnel Management":

- Classroom Release Time
- Equal Employment Opportunities
- Exit Interviews
- Complaints Procedures
- Performance Management and Appraisal Procedures
- Professional Conduct and Teaching Practices
- Professional Development
- Staff Induction
- Code of Conduct
- Unit Management

Good Employer Principles

Our Board of Trustees will adhere by "Good Employer Principles" according to all relevant legislation and amendments, including but not limited to:

- Education Act 1989
- Employment Relations Act
- State Sector Act 1988 and the Amendment Act 1989
- Human Rights Act 1993
- EEO Principles
- Protected Disclosures Act 2000
- NZ Bill of Rights Act 1990
- Police Vetting Requirements
- Reference Checking for newly appointed Staff
- Education Council
- Collective and Individual Employment Agreements
- Immigration Act 2009
- Health and Safety at Work Act 2015
- Vulnerable Children's Act 2014

Date Ratified by Board:	<u>12 December</u> 31 October 2016
Chairperson - Signed BOT	<u></u>
Review Date:	_____