

St Benedict's School Policy 3: Personnel

National Guideline 3 Personnel	St. Benedict's School Policy
<p>According to legislation on employment and personnel matters, each representative on the School Board of Trustees, along with the principal and staff is required to:</p> <ol style="list-style-type: none"> 1. Develop and implement personnel and industrial policies within policy and procedural frameworks set by the government from time to time, which promote high level of staff performance, use educational resources effectively and recognise the needs of students. 2. Be a good employer as defined by the <u>State Sector Act 1988</u> and comply with the conditions contained in the Employment Contracts applying to teaching and non-teaching staff. 3. Comply with current legislation, in particular to the statutory requirements set out in the following Acts: <u>Employment Relations Act 2000</u>, <u>Protected Disclosures Act 2000</u>, <u>The Human Rights Act 1990</u>, <u>Education Act 1989</u>, <u>New Zealand Teachers' Council Rules 2004</u> and the <u>Criminal Records Act 2004</u>. 	<p>The Board of Trustees delegates responsibility on day to day matters relating to the management of staff to the principal, in the expectation that they will be managed in a sound, fair and respectful manner, in accordance with the current terms of employment documents.</p> <p>The Principal will:</p> <ul style="list-style-type: none"> . Ensure all employees have their rights to personal dignity, safety, privacy and access to an approved and fair internal grievance process met. . Ensure that all teaching staff are registered or have a current Limited Authority to Teach (L.A.T.) . Provide all staff with a contract, either collective or individual. . Carry out an annual performance appraisal for each staff member and work co-operatively with the Board of Trustees during the annual Principal's appraisal process. <p>Meet current employment legislation, including the use of units.</p> <p>Provide an effective Performance Management System.</p> <ul style="list-style-type: none"> . Ensure the Personnel Committee knows its obligations in terms of non-discriminatory pract