

# NORTHERN SOUTHLAND COLLEGE

## Personnel Policy



<p><b>Rationale:</b></p> <p><b>National Administration Guideline 3</b></p>	<p>According to the legislation on employment and personnel matters, the Board of Trustees is required in particular to:</p> <ul style="list-style-type: none"> <li>• Develop and implement personnel and industrial policies, within policy and procedural frameworks set by the Government from time to time, which promote high levels of staff performance, use educational resources effectively and recognise the needs of students.</li> <li>• Be a good employer as defined in the State Sector 1988 and comply with the conditions contained in the employment contracts applying to teaching and non-teaching staff.</li> </ul>
<p><b>Procedures:</b></p>	<p><b>Conditions of Employment</b></p> <p>As good employers, the Board, through the Principal, will manage staff equitably according to the conditions outlined in the appropriate Individual or Collective Employment Agreements.</p> <p><b>Professional Development</b></p> <p>All teaching and non-teaching staff will participate in appropriate Professional Development that enhances the educational opportunities and achievements of our students, and improves the capabilities of the staff.</p> <p>Priority is given to Professional Development that will contribute to the curriculum goals and the objectives outlined in the College Strategic Plan and Charter.</p> <p><b>Appraisal and Performance Management</b></p> <ol style="list-style-type: none"> <li>1. The Chairperson of the Board of Trustees will ensure that the Principal's performance is evaluated against objectives and performance standards as outlined in the Principal's Performance Agreement, and the evaluation outcomes are used to inform the Principal's Professional Development Plan.</li> <li>2. The Principal will operate a Performance Management System that systematically tracks the performance of teaching and non-teaching staff and compares it against clearly defined objectives and performance standards, using suitable appraisal mechanisms – the outcomes are used to inform individual Professional Development plans.</li> <li>3. The Principal will notify the Board in good time when a staff member is not deemed to be meeting professional standards, and will operate a process of advice, guidance and supervision of that staff member to enable the meeting of those standards.</li> <li>4. Where necessary, the Board will operate a Teacher Competence management procedure in consultation with the NZSTA, PPTA, NZEI and/or the proper representative of the staff member concerned.</li> </ol>

<b>Date Last Reviewed:</b>	21.11.2017	<b>Page 1 of 3</b>	<b>Personnel Policy</b>
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<b>Date for next Review:</b>	01.11.2020	<b>Approved by:</b> BOT	<b>Date:</b> 13.12.2017

## **Appointments**

1. The Board will ensure that there are equal opportunities for employment at the College. All staff appointments will be made using equitable and transparent procedures to ensure that the College appoints the best available person suited to the position.
2. The Board of Trustees appoints the Principal.
3. Appointments to permanent or long-term (i.e. more than one school term) teaching positions are made by a delegated panel whose membership includes the Principal and College Trustees.
4. Appointments to support positions (e.g. secretary, caretaker, cleaner) are made by a delegated panel whose membership includes the Principal and College Trustees.
5. Appointments to short-term teaching positions are made by the Principal.
6. The College will only employ teaching staff with current NZ Teacher Registration, appropriate professional and academic qualifications, and with legal working status in New Zealand.
7. The Principal will employ Relief Teachers with NZ Teacher Registration and according to criteria that meet College teaching and learning needs.

## **Staff Discipline Actions**

1. The College Board will act according to the directions of the NZSTA, the College Insurers and in consultation with the proper representative of the staff member concerned in the event of the need for disciplinary action against that staff member
2. The Board, through the Principal, will immediately inform the NZ Teachers' Council in the event of the need for disciplinary action to be taken against a staff member
3. The Board will act against staff members found to be guilty of sexual and/or physical and/or verbal harassment or abuse
4. The Board will act against staff members who operate outside of the College Code of Conduct

## **Leave of Absence**

1. The Principal will manage staff leave in terms of the relevant Collective or Individual Employment Agreements.
2. The Principal will consult with the Board of Trustees regarding applications for Discretionary Leave in excess of two days.

## **New and Provisionally-Registered Teachers**


The Principal will operate a system of support and guidance for provisionally registered teachers to lead them to attestation, and for staff new to the College.


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	<p><b>Allocation of Management Units and Allowances</b> The Principal will confirm permanent allowances and units, and allocate fixed-term allowances and units, in writing annually at the end of the year for the following year, in consultation with all teaching staff members and College Senior Management.</p> <p><b>Procedures Related to Personnel Policy Reporting:</b></p> <p><b>Sexual Harassment:</b></p> <ul style="list-style-type: none"> <li>• Complaints</li> <li>• Protected Disclosures</li> <li>• Privacy</li> <li>• Personal Grievance</li> </ul> <p><b>Appointments:</b></p> <ul style="list-style-type: none"> <li>• Equity</li> <li>• Allocation of Management Units and Allowances</li> <li>• Attestation</li> <li>• Police Vetting</li> <li>• Teacher Re-Registration</li> </ul> <p><b>Staff Management:</b></p> <ul style="list-style-type: none"> <li>• Professional Development</li> <li>• Appraisal</li> <li>• Staff Supervision and Competency</li> <li>• New and Provisionally Registered Teachers</li> <li>• Discretionary Leave</li> <li>• Timetable Policy</li> </ul>
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**ADOPTION OF POLICY**

The Adoption of Northern Southland College **Personnel Policy** was minuted during the Board Meeting held on **13 December 2017**.

Signed:  \_\_\_\_\_  
**BOT Chair**

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**Principal**

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