



### PERSONNEL POLICY

#### RATIONALE

Tokomaru School will be a good employer in recognition that a committed, stable staff will provide the best learning environment for students.

#### PURPOSE

To provide the best learning environment for students we recognise that by providing staff with optimum working conditions, adequate resources, effective on-going training, career opportunities and encouragement, we will foster staff well-being and promote high levels of performance.

#### GUIDELINES

##### 1. Staffing

- All staff will be employed under an individual or collective agreement.
- The School Board of Trustees will abide by the provisions of the relevant agreements that affect the staff.
- The school will have management procedures that outline managing personnel practices, including the Principal's Appraisal, Staff Appraisal and Staff Disciplinary procedures.

##### 2. Appointments

- The Board of Trustees will appoint the Principal in accordance with written procedures.
- The Principal will convene an appointments committee for the appointment of the Basic-Scale Staff positions (full-time and part-time), in consultation with the Chairperson.
- The Principal, in accordance with written management procedures will select all other permanent and fixed term staff.
- The Board of Trustees will ratify all appointments unless the appointments committee has been given fully delegated authority in writing.

##### 3. Staff Leave

- Leave is generally covered by the relevant collective or individual agreements.
- The school will have a Discretionary Leave Procedure.

##### 4. Performance Management/Standards

- The school will have a Performance Management Procedure that is in keeping with the goals of the Strategic Plan and is consistent with the 'Code of Professional Responsibility & Standards for the Teaching Profession' as outlined by the Education Council.

##### 5. Staff Development

- The school will have a staff professional development programme for all teaching staff (support staff will be included where appropriate).

##### 6. Dealing with Complaints

- The school will have written procedures outlining how to deal with complaints.

##### 7. Smoke-Free Environment

- By law smoking is not permitted in school buildings and within the school grounds.

### **8. E.E.O (Equal Employment Opportunities)**

- All school policies and procedures will incorporate E.E.O. requirements.
- Tokomaru School is an Equal Employment Opportunities employer.

### **9. Sexual Harassment**

- Sexual harassment is not acceptable at Tokomaru School and the Board of Trustees will specify procedures to deal with any instances. (The Complaints Procedure should be used in the first instance.)
- Teachers and students will be encouraged to utilise curriculum Health Resources (eg “Keeping Ourselves Safe”) and resource people such as Public Health nurses, Youth Aid Officers etc.

### **SUPPORTING DOCUMENTS:**

- 3.1.1 Staff Appraisal Procedure
- 1.2 Equity /Equal Educational Opportunities Policy
- 3.1.3 Staff Appointment Procedure
- 3.1.4 Staff Disciplinary Procedure
- 3.1.5 Allocation of Units Procedure
- 3.1.6 Complaints Procedure
- 3.1.7 Classroom Release Time Procedure
- 3.1.8 Discretionary Leave Procedure
- 3.1.9 Protected Disclosures Procedure
- 3.1.10 Theft and Fraud Prevention Procedure
- 3.1.11 Child Abuse Allegations Against an Employee Procedure
- 3.1.12 Principal’s Appraisal Procedure
- 3.1.13 Performance Management Procedure

**REVIEWED:** December 2019  
**REVIEWER:** S.Mudgway  
**APPROVED:** Jan 2020  
**NEXT REVIEW DATE:** Jan 2023

**APPROVED BY:** \_\_\_\_\_ **DATE:** \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
Chairperson, BOT