

NATIONAL ADMINISTRATION GUIDELINE 3

Employer Responsibilities

Employer Responsibilities Policy

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 foster well-being and promote high levels of performance.

Objectives:

The Board has written personnel procedures which are actively practised and systematically reviewed for compliance as stated under "National Administration Guideline 2 - Self Review" in this document.

Equal Employment Opportunity (EEO)

All school policies and procedures incorporate EEO requirements where appropriate.

We continue to develop, implement and publish the EEO programme annually in consultation with employees.

Sexual Harassment

Sexual harassment is not tolerated and is dealt with promptly and fairly.

Employees must follow the procedures set by the school and Board of Trustees to prevent or stop sexual harassment.

Staffing

Staff are encouraged to be employed under the appropriate "Collective Agreement" wherever possible.

Mimi School Board of Trustees abides by the provisions of the relevant agreements that affect staff.

The school has management procedures that outline personnel practices.

Appointments

The Board of Trustees appoints the principal in accordance with written procedures.

Appointments are made in accordance with the 'good employer' requirements of the State Sector Amendment Act 1989, and are fair and impartial.

Appointment panels abide by the appointment procedures set by the Board of Trustees.

Staff Leave

Leave provisions are generally covered by the relevant employment agreement and/or by legislation (e.g. Holidays Act).

Short-term leave outside these parameters will be granted at the discretion of the principal.

The principal consults the Board of Trustees on all leave over five consecutive days.

Performance Management

The principal is responsible for the performance management of staff. Aspects of staff appraisals and attestations are delegated to other staff as appropriate.

Appraisals are based on job descriptions, relevant professional standards, school-wide development and performance agreements.

The principal and staff are appraised in line with the process and procedures set down by the Board of Trustees in agreement with staff.

In the event of a disagreement with an appraisal, staff are entitled to a review as set out in the Performance Agreement.

Appraisal documents contained in individual "Professional Portfolios" are confidential between the person being appraised, the appraiser and the principal. Unless specific reasons are agreed, appraisal documents are destroyed after 3 years.

This policy and appraisal procedures are actively practised and reviewed for compliance as stated under 'National Education Guideline 2 – Self review' in this document.

Staff Training / Professional Development

Staff development opportunities are based on individual appraisal goals and individual negotiated needs in line with school-wide priorities set out in the Annual and Strategic plans in the Mimi School Charter.

The principal is co-ordinates training and professional development, and requests for individual professional development opportunities are generally made to the principal.

The Board acknowledges the importance of on-going staff development by making realistic budget provision annually.

Dealing with Complaints / Privacy Issues / Protected Disclosures

Matters of concern are directed to the person/s involved as set out in the complaints procedure.

The investigation or consideration of a complaint should be on a scale appropriate to that complaint, and should not escalate beyond those who are immediately involved.

The School Administrator is the school's "Privacy Officer" as selected by BoT and staff. "Protected Disclosures" should be addressed in writing to the Principal or Board Chair.

Adopted _____

Date _____