



Katikati College

Personnel Policy

General:

The Board delegates responsibility to the principal on all matters relating to the management of staff in the expectation that they will be managed in a sound, fair, and respectful manner in accordance with the current terms of employment documents and identified good practice. Therefore, the principal must ensure:

1. that all employment related legislative requirements are applied.
2. all employees their rights to personal dignity and safety and ensure that matters are resolved in an appropriate and fair manner.
3. that employment records are maintained and that all employees have written employment agreements.
4. that employee leave is effectively managed and reported so:
 - a. that the risk of financial liability is minimized, operational needs are met, and the needs of individual staff are considered.
 - b. Board approval is sought for any requests for discretionary staff leave with pay for more than 4 days.
 - c. The Board approval is sought for any requests for discretionary staff leave without pay of longer than 7 days.
 - d. The Board approval is sought for any requests for staff traveling overseas on school business.
 - e. The Presiding Member is advised of any staff absences of more than 5 school days.
 - f. leave requests must be lodged in a reasonable timeframe in order for appropriate organization and consideration to take place.
 - g. leave requests for a term or more must be received one term in advance.
5. that all teaching staff undergo an annual professional growth cycle and all support staff undertake an attestation appraisal process
6. a suitable professional development programme, which takes into consideration the requirements of the strategic and annual plans, is provided as part of each employee's professional growth cycle or appraisal process.
7. the requirements of the Health and Safety at Work Act 2015 are met.
8. advice is sought as necessary from Te Whakarōputanga Kaitiaki Kura o Aotearoa (New Zealand School Boards Association) advisers where employment issues arise.
9. the Katikati College timetable adheres to the requirements of PPTA. Any timetabling decisions which require an extension to allocated staffing will be referred to the Board. Refer to Timetable Procedures.

The Board may carry out exit interviews as and when required upon employees resigning. See exit interview question template - [Exit Interview Questions](#)

Appointments:

To assist in the appointment of quality staff to any vacancy which may arise, appointment committees with expertise relevant to the vacancy, will be selected to carry out the appropriate appointment procedures. In accordance with the regulatory requirements for safety checking under the Children's Act 2014, we demonstrate our commitment to the safety of children by adopting

appropriate safety checking practices when employing school staff, whether core workers, volunteers or other. This policy is used in conjunction with school procedures on safety checking, police vetting and screening (as per Appointment Process/Procedure).

Therefore, the principal must ensure that they:

1. determine the composition of the various appointment committees according to the schedule outlined below:
 - a. Appointment of the Deputy Principal or staff member to SLT will involve an appointment committee to include the Principal, at least one representative from the Personnel Sub-committee, and other staff as deemed suitable by the Personnel Sub-committee.
 - b. Appointment of Head of Faculties will involve an appointment committee consisting of the Principal, the Deputy Principals (where applicable) and a representative of the Personnel Sub-committee as deemed appropriate.
 - c. Unless determined otherwise by the Board, appointment of all other teachers, part-time teachers, long-term relieving teachers, and non-teaching staff will be the responsibility of the Principal who will then inform the Personnel Sub-committee of new staff appointments
2. have school procedures in place and fully implemented that meet all legislative requirements regarding safety checking, police vetting, and screening of all staff.
3. **Appointment of the Principal** is the responsibility of the Board who will determine the process in consultation, where an external consultant may be used to assist with the process.
4. **Appraisal of the Principal** will take place annually in line with the Secondary Principal Collective Agreement guidelines.

The Principal will be involved in a Professional Growth Cycle with other principals. The Principal will share their professional growth cycle with their Presiding Board Member to plan how they will be supported in it. An external consultant is to be available annually, under discussion between the Board and Principal. An external process must not exceed 3 years.
5. The Principal will ensure the implementation of **Equal Employment Opportunity** procedures in the College to eliminate discriminatory practices in the employment of any person. Attention should be given to Equal Employment Opportunity in all areas of school activity particularly in the areas of:
 - (a) Recruitment and selection
 - (b) Promotion and career development
 - (c) Training and staff development
 - (d) Conditions of Service
 - (e) Conditions of Leave

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