

Waterlea School

NAG 3 Employment Policy

Rationale:

A Board of Trustees has a responsibility to be a good employer and such responsibilities require the development and implementation of Good Employer programmes and practices. This Employment Policy and its guidelines are developed in accordance with the Ministry of Education National Educational Guidelines, National Administration Guidelines (in particular NAG 3), employment contracts which apply to all staff and key legislation outlined in the following Acts:

- Education Act 1989, amended by the Education Standards Act 2001
- Employment Relations Act 2000 – Collective Employment Agreements (teaching and non teaching staff),
- Human Rights Act 1993,
- Education Council (Making Reports and Complaints) Rules 2004,
- Protected Disclosures Act 2000,
- State Sector Act 1988.
- Criminal Records (Clean Slate) Act 2004
- Employment Relations Act Amendment – Rest Breaks 2008
- Vulnerable Children’s Act 2015

Purposes:

While focusing on the needs of our students and improving student achievement this policy is developed to ensure that at Waterlea:

1. The desired organisational culture and a high performing team are developed to enable delivery of the BOTs strategic goals.
2. Quality personnel are employed and maintain proper standards of integrity, conduct and concern for the public interest and the well-being of our students and fellow staff.
3. All staff receive quality professional development opportunities that align with the school’s strategic direction and employment responsibilities.
4. Compliance on employment issues: Develop and implement personnel and industrial guidelines, within policy and procedural frameworks set by the Government which promote high levels of staff performance, use educational resources effectively and recognise the needs of students.
5. Effective use of resources for both individual and whole school improvement
6. The Board is a good employer that builds on all aspects of employment relationships and environment.
7. Employment relationship problems are resolved quickly and respectfully.
8. There are clear lines of the Delegation of Authority

Guidelines:

In order to fulfil the policy, the Board has developed the following guidelines. These will be reviewed in the Board’s cycle of review:

1. Personnel Management
2. Police Vetting - See Health and Safety Procedure 23
3. Equal Employment Opportunities (EEO)
4. Advice and Guidance
5. Staff Leave, Rest Breaks and Annual Leave Entitlement / Holiday Leave:
6. Paid Union Meetings
7. *Complaints / Harassment/ Grounds for Discrimination and Protected Disclosures Procedures please see NAG 5 Health and Safety*
8. Allocation of Units
9. Employment Relationship Problems Resolution
10. Classroom Release Time (CRT)
11. Advanced Classroom Expertise Teachers (ACET)
12. Primary Principals' Career Structure
13. Schedule of Delegations
14. Teachers’ Laptops