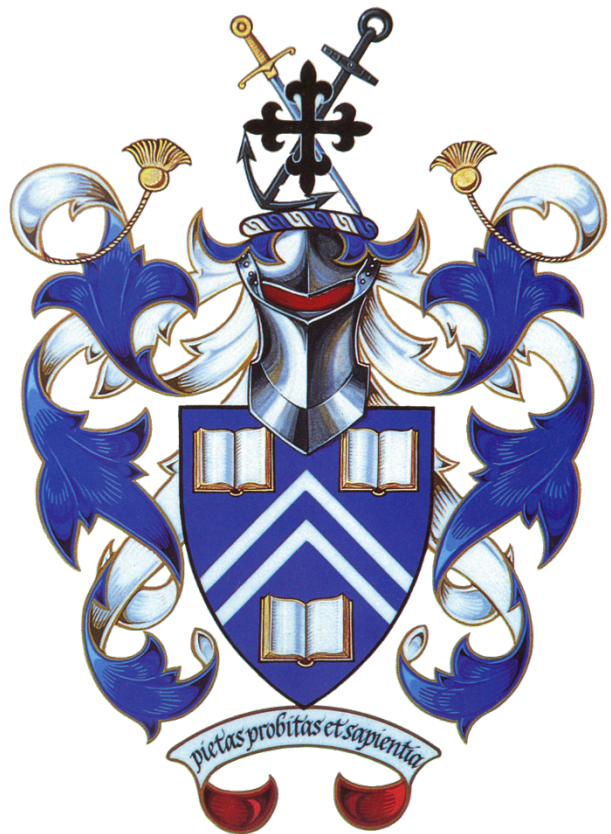


# Nelson College

## Personnel Policies



These policies relate to all personnel matters at Nelson College.

Unless otherwise stated, all curriculum policies will be reviewed triennially by the Nelson College Board as part of its work plan / self-review.

Some policies may be updated from time to time as school circumstances or Ministry of Education regulations or legislation requires.

Signed: \_\_\_\_\_  
*Chair, Nelson College Board*

Date: \_\_\_\_\_

#### **Supporting Documents**

- National Administration Guidelines ([www.education.govt.nz](http://www.education.govt.nz))
- The New Zealand Curriculum
- PPTA Secondary Teachers Collective Agreement (2019 – 2022)
- NZEI Support Staff in Schools Collective Agreement (2019 – 2022)
- Teaching Council – Standards for the Profession, Code of Conduct, Tataiako
- Nelson College Timetable Policy
- Nelson College Board (Annual) Delegations of Authority
- Nelson College School Charter (Annual Report)
- Nelson College Personnel Procedures
- Nelson College Staff Manual
- Nelson College Annual Goals
- College Newsletter



# Personnel Policies

*Date Reviewed: August 2021*

*Next Review Date: 2024*

Nelson College will:

- a) 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; and
- b) be a good employer as defined in the State Sector Act (1988) and comply with the conditions contained in employment contracts applying to teaching and non-teaching staff.

Nelson College meets its legal and regulatory obligations as a Good Employer through the implementation of the policies listed below.

The Nelson College Board monitors the implementation of these policies through the Headmaster's reports on:

1. general staff and student wellbeing
2. health and safety reports
3. stand-downs and suspensions reports

## Policy Statements

### Appointment of Staff

In its appointment of new staff to the college, the Board aims to ensure that the most suitably qualified and experienced people are recruited and that its procedures are consistent with all statutory and contractual obligations. Through appointing the highest quality staff the college seeks to provide excellent learning opportunities to its students.

*See Board of Trustees Delegations of Authority.*

### Complaints

The college will respond to complaints in a fair and consistent manner and in accordance with the relevant employment contracts, legislation and the college's code of conduct. A complaints procedure will be approved by the Board and made widely available on the college website.

Nelson College will treat all instances of complaints responsibly and these will be addressed promptly, confidentially and impartially. The principle of natural justice will apply in all cases.

### Discretionary Leave

**a) Teaching staff – up to 5 days**

Leave up to a maximum of 5 days is at the discretion of the Headmaster.

**b) Teaching staff – 5 days or over**

Leave of more than 5 days is at the discretion of the Board. Staff must apply in writing in advance. The Board will consider each request on its merits and will take into account all factors including those listed below. Of primary concern will be the educational outcomes of the students and Nelson College.

Factors:- reason for leave

- relevance to curriculum
- potential benefit to students at Nelson College
- length of service of the staff member
- contribution to co-curricular and corporate life of the college
- impact on students and the college
- the college's ability to find suitable cover
- the number of other staff on leave
- previous leave requests (e.g. time, duration)

Note: Staff with less than 5 years of service would need exceptional circumstances for a leave request to be considered.

**c) Support staff**

The Headmaster has full discretion to grant leave to support staff.

## **Personnel Management (Good Employer)**

The Board of Nelson College will act as a good employer as defined in the State Sector Act 1987. Through the Headmaster the Board will:

1. Comply with all relevant collective and individual employment contracts
2. Ensure that the best appropriately qualified applicant for any position is appointed to the college
3. Promote staff's accountability, coherence of their work, development, progression, and wellbeing (physical and mental) in line with the school's values, mission and strategic goals, and which meets all legislative requirements
4. Ensure that all staff have written and up-to-date employment agreements and job descriptions
5. Ensure staff personal information is kept confidential and is used within the college's privacy procedures
6. Ensure that all employees and all applicants for employment are treated equitably and all EEO requirements are met, including seeking to remove any barriers for staff who may be disadvantaged
7. Ensure that all complaints relating to or from personnel are dealt with fairly and expeditiously
8. Ensure that, as far as is practicable, good and safe working conditions are provided for all staff
9. All reasonable efforts will be made to promote staff physical and mental wellbeing, and to provide appropriate support to staff experiencing undue stress.

## **Headmaster's Performance Management**

The Headmaster is the chief executive of the college and is consequently responsible for overall leadership and management.

The Headmaster's performance appraisal is based on the performance agreement signed at the beginning of the performance management cycle between the Headmaster and the Board.

The Board Chairperson is responsible for the overall process. However, an independent appraiser can be employed to monitor and provide feedback throughout the year, culminating in an appraisal meeting between the Board Chairperson, the Headmaster and appraiser. A summary of the appraisal is reported to the full Board at the end of the cycle.

## **Protected Disclosure**

In compliance with the Protected Disclosures Act 2000 the Nelson College Board will ensure that procedures are in place for an employee to make a disclosure where he or she believes serious wrongdoing has occurred. These procedures must be of an order which provides protection for the employee against retaliatory action or liability for civil or criminal proceedings related to the disclosure.

Disclosures are to be addressed to the Headmaster, or the Board Chair if the disclosure concerns the Headmaster.

## **Staff Discipline**

In dealing with issues of staff discipline it is important that the Board acts in a fair and reasonable manner as a good employer. Procedures for dealing with discipline issues will be equitable, consistent and open.

The Board will comply with all regulations and the provisions of relevant collective or individual contracts where procedures related to discipline, competence and dismissal are deemed necessary.

*See Board of Trustees Delegations of Authority.*

## **Timetable**

To meet the conditions of the Post Primary Teachers Association Secondary Teachers Collective Agreement, the Nelson College Board has a timetable policy that is reviewed annually.

*See Nelson College Board Timetable Policy.*

## **Workplace Bullying**

The college will act to minimise and respond to workplace bullying. Workplace bullying is defined as repeated and unreasonable behaviour directed towards a worker or a group of workers that can lead to physical or psychological harm (Worksafe NZ).