



PERSONNEL POLICY

NAG 3

RATIONALE:

The Board of Trustees accepts its legal obligation (refer State Sector Act 1989 - section 77 A) to be a good employer in the provision of fair and proper treatment of all employees in all aspects of their employment. The Board accepts their responsibility to respect the individual dignity of all employees and to promote their welfare.

PURPOSES:

1. To refer to a range of related personnel policies developed by the Papatoetoe Central School Community: Appointments, Equal Employment Opportunity, Health and Safety, Professional Standards, Staff Code of Conduct, Staff Development, Staff Leave, Treaty of Waitangi.
2. To clarify the Board's commitment as a good employer.
3. To emphasise the positive intent of communication with and between staff.
4. To refer to the process relating to staff complaints, discipline and competency.

GUIDELINES:

1. Every effort will be made by all staff and Board members to communicate, either verbally or in written form, in a positive manner. At Papatoetoe Central we put people first and in so doing it is important that efforts and outcomes are recognised and commended accordingly. In general, where actions or intentions require further consideration, communication will be expressed as a recommendation.
2. In the event of a complaint being made, discipline being required or competency being questioned concerning any staff, the principal will carry out any initial steps to resolve the situation to the satisfaction of the people concerned. The principal will:
 - adhere to relevant PCS policies
 - receive all concerns / complaints and value them accordingly
 - brief any staff member (s) involved
 - listen to all points of view
 - seek to clarify and / or reconcile differences
 - indicate (where necessary) a course of action to be taken by the staff concerned
 - follow up concerns / complaints to ensure that a satisfactory resolution has been reached
 - communicate outcomes to the people involved
 - maintain a dated written record of the concern / complaint along with the action taken
 - liaise with the chairperson while maintaining confidentiality at all times
 - report to the Board of Trustees such cases as the chairperson and principal consider relevant
 - should the issue of concern relate to the principal, the chairperson will act accordingly.
3. If the concern noted or expressed above can not be resolved satisfactorily, the provisions noted in the relevant sections of; the Primary Teachers' Collective Employment Agreement, the Primary Principals', Collective Employment Agreement, Support Staff in School (CA), School Caretakers (CA) and any other Employment Agreements between the Board and its employees will be followed.

The course of action relating to disciplinary matters or issues of teacher competence are separate from those noted in Guideline 2 above. The principal will take the steps noted in the CAs, above. The steps may be initiated at any time and need not be as a result of a parent or caregiver's complaint.

CONCLUSION:

Putting people first and treating them fairly and properly has an impact on staff commitment, working performance and relationships with others. Staff morale and team spirit has a direct impact on the teaching and learning occurring at Papatoetoe Central. The provision and practice of fair and proper personnel policies will enhance the outcomes for our children.

Signed _____

Chairperson - Board of Trustees

Approved: 6 December 10

Reviewed: 5 December 16

