



**Westbridge Residential School and Halswell  
Residential College**



**Combined Board of Trustees**

**EMPLOYMENT AND PERSONNEL POLICY**

**Background**

The Board acts as a good employer as defined in the State Sector Act and complies with the provisions of all relevant employment contracts and other relevant legislation.

The Board implements policies and/or procedures promoting high levels of staff performance in order to provide the best learning environment and opportunities for the students.

The Board delegates responsibility to the Principals 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 good practice.

**1. Conditions of employment**

- 1.1.** All staff are employed under collective or individual employment agreements.
- 1.2.** With respect to staff on individual employment agreements, all changes to terms and conditions, including remuneration, will be the same as changes made in renewed and updated collective agreements. It is the responsibility of the Board of Trustees following an approach by a staff member, to ensure appropriate changes are made to the individual employment agreements, as soon as is practicable following the effective date/s of the new collective agreement/s.
- 1.3.** The Board abides by all relevant agreements and statutes that affect staff employment conditions, including the requirements of the Health and Safety in Employment Act 1992, and the Health and Safety at Work Act 2015.
- 1.4.** Attestation for progress through the salary scale is rigorous, fair and documented.
- 1.5.** The Principals maintain a set of procedures that specify how the Board's employment/personnel policy is carried out in the day-to-day operations of the schools. Staff are consulted when the schools' personnel procedures are created or changed. The Board is advised when the schools' personnel procedures are to be created or changed, and in some circumstances, may request input into the proposed new or changed procedures.

## **2. Professional Development/Learning**

- 2.1.** All staff experience regular, high quality professional development/learning which is clearly linked with the goals in the Strategic and Annual Plans, and enhances the educational opportunities and achievement of the students.
- 2.2.** There is an annual budget allocation for staff professional development/learning.
- 2.3.** There is an evaluation process for professional development/learning programmes.
- 2.4.** An annual report on staff professional development/learning is provided for the Board.

## **3. Performance Management and Appraisal**

- 3.1.** The schools value and acknowledge good staff performance in order to develop and maintain a culture of professional excellence and to fulfil all relevant legal obligations.
- 3.2.** The Principals manage and operate a performance management system which annually monitors the performance of teaching staff against clearly defined objectives, job descriptions, the Professional Standards and the Practising Teacher Criteria, using suitable and agreed appraisal mechanisms. The appraisal of residential and other support staff will reflect their job descriptions and agreed development objectives.
- 3.3.** The Principals ensure each teaching and residential/support staff member is given performance based feedback, with at least one written performance appraisal each year. Refer to Procedures for Staff Performance Appraisal.
- 3.4.** Performance appraisals are used to inform individual professional development planning.
- 3.5.** When or if concerns arise with respect to the performance of an individual staff member, that staff member must be informed of the specific concerns, and, in accordance with the relevant sections of the appropriate employment agreement, be provided the opportunity to rectify these concerns. Formal competency processes may follow where improvement does not occur.
- 3.6.** The Chairperson of the Board ensures the Principals' performance is evaluated against the objectives or goals agreed annually with the Board, together with the Principals' Professional Standards. Refer to Procedures for the Principal's Appraisal.

#### **4. Staff Appointments**

Refer to the Staff Appointments Policy.

#### **5. Discretionary Staff Leave**

This is leave which is not an entitlement, as outlined in the relevant Collective and Individual Employment Agreements.

- 5.1.** The Board of Trustees will make decisions on applications for staff discretionary leave without pay for periods in excess of 15 working days. The Principals have authority to approve discretionary leave without pay for up to and including 15 working days. Any exercise of this delegation by the Principals for periods of over five days will be reported to the next meeting of the Board.
- 5.2.** Applications for leave will be judged on their own merits and former decisions will not be considered precedents. Decisions with respect to discretionary leave applications must take into account the impact that any such approval would have on the school and the students. All leave should be taken during school holidays, except under exceptional circumstances.
- 5.3.** The Board will abide by all relevant employment contracts and regulations. Staff will be aware of their rights and responsibilities in this regard.
- 5.4.** For all applications for discretionary leave, a written application is made to the Principal, or to the Board through the Principal when the leave requested is for more than 15 working days. Staff are advised to refer to the Procedure for Criteria for Discretionary Leave when preparing this written application.
- 5.5.** Applications for long term leave, i.e. for leave of one term or more, should be made at least three months prior to the leave required.
- 5.6.** Discretionary leave will normally be leave without pay. For leave within the Principals' discretion, i.e. for up to 15 days, the Principals may, because of extraordinary circumstances, grant leave with pay.

#### **6. Time in Lieu**

This is an alternative to the payment of extra-ordinary overtime and would normally only apply to non-teaching residential and support staff.

- 6.1.** The approval of the Principal is required. Time in lieu will only be approved on account of temporary staff shortages or emergency situations.
- 6.2.** Time in lieu must be taken at a mutually agreed time between the Principal and the employee. One hour will be provided for each additional hour worked, and this must be taken within the current school year.

## **7. Harassment**

**7.1.** Any kind of harassment, including bullying, sexual and racial harassment is not acceptable at the schools. Procedures are specified as part of the Complaints Policy to deal with any form of harassment of staff and students.

**7.2.** The schools meet the requirements of the Human Rights Act, Employment Relations Act, Equal Employment legislation and the Health and Safety in Employment Acts which deal with Harassment issues.

## **8. Volunteers**

**8.1.** Volunteers for tasks involving students are well known to the schools and are carefully selected to ensure they are suitable for the role. The schools are required to undertake safety checks as per the Vulnerable Children's Act for all volunteers.

**Prepared by:** Combined Board of Trustees

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