

**Ratified by B.O.T.**    **Date: 27 June 2018**

**Review Date: Sept 2020**

**Signed Chairman:**

**POLICY TITLE:**                    **Good Employer and Staff Conduct**

**POLICY NUMBER:**            **23**    **NAG’S REF:**            **3**

**PURPOSE:**

To make sure that the board is a good employer. To promote and maintain a harmonious environment within the school whereby the delivery of education to our students is not hindered. The Board recognises its responsibilities and accountabilities to its employees are achieved through it’s Chief Executive (Principal).

**GUIDELINES / OBJECTIVES:**

- 1 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.
- 2 A “good employer” is defined as an employer that operates a personnel policy containing provisions generally accepted as necessary for the fair and proper treatment of employees in all aspects of their employment including provisions requiring:
  - a. Good and safe working conditions
  - b. An equal opportunities programme
  - c. The impartial selection of suitably qualified persons for appointment
  - d. Recognition of the aims and aspirations of the Maori people
  - e. Opportunities for the enhancement of the abilities of individual employees
  - f. Recognition of the aims and aspirations and the cultural differences of ethnic or minority groups
  - g. Recognition of the employment requirements of women
  - h. Recognition of the employment requirements of persons with disabilities
- 3 The Board recognises it’s responsibility as a good employer that all employment-related legislative requirements are applied and that the requirements of the Health and Safety at work Act, 2015, are met.
- 4 As a Christian organisation and because of the example of Jesus in the Bible we hold ourselves to the highest of standards of integrity and conduct as employer and for employees in terms our professional relationships in the

school, relationships with students and students' families and our conduct within the community.

- 5 All support and teaching staff at the Lake Taupo Christian School will be employed under individual or collective employment contracts.
- 6 Duties of each position will be detailed in a "Position Description".
- 7 The Board will budget to meet the Total Employment Costs (TEC) of any contract (excluding teaching staff salaries). This includes remuneration and all related costs associated with the contract.
- 8 All employees will be appraised annually and all contracts will be reviewed annually.
- 9 The employer will comply with the provision of the appropriate collective employment agreement.
- 10 The Board of Trustees and principal will be available for employees to raise their concerns over their contract and/or working conditions
- 11 The Board undertakes that all employees will be made aware of their rights to personal dignity and safety, and ensure that matters are resolved in an appropriate and fair manner.
- 12 The Board will ensure that allocation of management pay units will be achieved in fair and transparent manner.
- 13 Salaries will be paid fortnightly by bank payment to an account nominated by the Teacher.
- 14 The Board undertakes that employee leave will be effectively managed and reported so that:
  - a. The risk of financial liability is minimised, 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.
  - c. Board approval is sought for any requests for discretionary staff leave without pay for longer than 4 days.
  - d. Board approval is sought for any requests for staff travelling overseas on school business.
  - e. The Board is advised of any staff absences longer than five school days.
- 15 The Board undertakes to provide a suitable professional development programme, that takes into consideration the requirements of the Strategic and Annual Plans, and that this is provided as part of each employee's performance agreement.

- 16** The Board will seek advice as necessary from NZSTA advisers where employment issues arise, and the school's insurer will be notified.
- 17** The Board may terminate any contract for:
- a. Serious misconduct which may include but is not limited to theft, sexual or other assault, use of illegal drugs at work, or gross negligence
  - b. Conduct inconsistent with school policy.
  - c. Conduct inconsistent with the mission, vision, doctrinal statement and special character statements
- 18** In case of suspected serious misconduct:
- a. An initial meeting between the employer and employee will be held and if it is deemed necessary the employee may be suspended until a full and timely investigation and review can be conducted. (the employer will decide whether this is on salary/wage)
  - b. A record of all meetings will be kept.
- 19** Dismissal Procedure:
- a. Initial discussion and warning as to non-compliance:
  - b. Written warning:
  - c. Final dismissal.
- 20** Early termination of a contract for reasons other than that of serious misconduct will be in writing, giving one month's notice or one month's salary in lieu of.