



WAIMEA COLLEGE

Policies and Procedures

Policy: NAG 3 – Employer Responsibilities

Date Approved: December 2020

Review Date: 2023

Rationale

The Board of Trustees is required to ensure that Waimea College complies with all legislation that governs personnel and industrial issues.

Purpose


1. To develop and implement personnel and industrial policies and procedures in line with government legislation.
2. To promote and support high levels of staff performance.
3. To act as a good employer.
4. To comply with the conditions contained in employment contracts as they apply to both teaching and non-teaching staff.

Guidelines

1. The College will comply with any New Zealand employment legislation.
2. A Professional Growth Cycle will operate for teaching staff and Performance Management System will operate for non-teaching staff.
3. The College is an equal opportunities employer and its programmes will reflect the requirements of the appropriate legislation.
4. The Principal and Resource Manager acting on behalf of the Board of Trustees are responsible for ensuring that all procedures meet legal requirements.
5. Any relevant policies or guidelines will be reviewed as necessary to ensure continued compliance with legislative requirements.

Adopted: 3 December 2020

Chairperson:



Waimea College Board of Trustees

Supporting Documentation

- 3 S.D.1** Principal's Performance Appraisal Policy
- 3 S.D.2** Timetable Policy
- 3 S.D.3** Protected Disclosures Policy
- 3 S.D.4** Appointments Policy
- 3 S.D.5** Staff Conduct and Discipline Policy
- 3 S.D.6** Procedure for Staff Leave
- 3 S.D.7** Guidelines for Staff Appraisal and Professional Development
- 3 S.D.8** Guidelines for Unit and Allowance Allocation
- 3 S.D.9** Complaints Procedure
- 3 S.D.10** Professional Boundaries Guidelines

Reference:

State Sector Act (1988)

State Sector Amendment Act (1998)

The Human Rights Act (1993)

The Employment Equity Act (1990)

Protected Disclosures Act (2000)

PPTA Secondary Teachers' Collective Agreement

Support Staff in Schools Collective Agreement

School Caretakers and Cleaners Collective Agreement

Secondary and Area School Groundstaff Collective Agreement

Adult and Community Education (ACE) Staff in Schools' Collective Agreement