



Devon Intermediate School
Te Kura Takawaenga o Ngāmotu

POLICY ON PERSONNEL MANAGEMENT

No 301

Rationale

The Board of the school as a good employer defined in the Public Service Act 2020 wishes to promote high levels of staff performance and to ensure that competent and appropriately qualified personnel are employed.

Policy Statement

In achieving its rationale the Board, through the Principal 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 school.
3. have a professional growth cycle process in place which meets all regulatory requirements.
4. ensure staff personal information is kept confidential and is used within the school's privacy procedures.
5. ensure that all employees and all applicants for employment are treated equitably.
6. ensure that all complaints relating to or from personnel are dealt with fairly and expeditiously.

Policy Guidelines

1. The Board acting as a good employer will ensure that, as far as is practicable, good, and safe working conditions are provided for all staff.
2. The Board will ensure that an Equal Employment Opportunities Programme is in place.
3. The Board will implement and support a staff development programme which seeks to enhance the educational opportunities of children.
4. A staff manual will be available to all staff and is updated annually. This manual will identify expected procedures, good practices relating to all staff employed at the school.
5. The Board will take into account in its dealings with staff related issues the good employer provision of the Public Service Act 2020 Section 73.
6. A Professional Growth Cycle will be put in place and will be subject to periodic review.
7. All reasonable efforts will be made to provide staff experiencing undue stress with appropriate support in accordance with its staff support policy.

Ratified by Board: 6 June 2023	Next Review: June 2026
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