



## MACANDREW BAY SCHOOL BOARD OF TRUSTEES

### GOOD EMPLOYER AND PERSONNEL POLICY

The State Sector Act requires every employer in the Education Service to operate a personnel policy to ensure fair and proper treatment of employees in all aspects of their employment.

The BOT will ensure that all employees and applicants for employment are treated according to their skills, qualifications, abilities and aptitudes, without bias or discrimination. The appointment process will be transparent and equitable to all.

The BOT will take all reasonable steps to ensure that good and safe working conditions exist for employees in the provision and condition of the working environment and facilities, and will respond to all reasonable and achievable requests made by employees.

The BOT will recognise the aims and needs of Maori and of other ethnic and minority groups, and the employment requirements of women and persons with disabilities.

Each year the BOT will support and develop and make budget provision to support training and development programmes intended to enhance the abilities of individual employees with the expectation that funds used in this way will be reflected in enhanced employee performance in aspects of their work.

The BOT will take all other reasonable steps to ensure that it is a good and fair employer by responding to issues and concerns raised by employees.

The BOT will ensure that an appropriate balance is maintained between supporting training and development programmes for employees and maintaining an appropriate level of continuity in classroom programmes.

**In order to meet these requirements, the management of Macandrew Bay School has developed and is implementing:**

- *An appointment procedure.*
- *A protected disclosure procedure.*
- *A performance management procedure.*
- *An EEO procedure.*
- *Police vetting procedures.*
- *Teacher registration procedures.*
- *Beginning teacher induction guidelines.*



- *Annually updated job descriptions.*

**Effectiveness Review**

1. This policy will be reviewed in accordance with the Board's self review timetable.

Signed  .....Chairperson *8/9/10* .....Date