

PERSONNEL POLICY

PURPOSE:

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 Board is obliged to ensure that employers and applicants for employment are treated according to their skills, qualifications, abilities and aptitudes, without bias or discrimination.

OBJECTIVES:

1. The Board shows commitment to equal opportunities in all aspects of employment including recruitment training, promotion and conditions of service.
2. The Board recognizes the value to the school of attracting people of diverse backgrounds and talents, and ensures that employment and personnel practices are fair and free of any discrimination or bias. The Board strives to maintain a working environment free of discrimination or harassment on the basis of race, colour, ethnic or national origin, gender, religion, marital status, family responsibilities, sexual orientation, people with disabilities or age, or any other area this is outlined in the Human Rights Act 1993.
3. In making appointments, the Board selects the person most suited to the position in terms of skills, experience, qualifications and aptitude, and on the basis of performance (past, present and potential), and the willingness and capability to assume responsibility.
4. When all other aspects are equal, the Board will seek to employ a person in order to match the racial and gender mix of the students at the school.
5. The Board takes 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 responds to all reasonable and achievable requests made by employees.
6. Each year the Board meets its statutory obligation by preparing and following an EEO programme and reporting on the programme. The programme recognizes the aims and needs of the Maori people.
7. The board recognizes the needs of ethnic and minority groups, and the employment requirements of women and persons with disabilities by responding to all reasonable and achievable requests made by employees.
8. Each year the board makes budget provision to support training and development programmes 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
9. The board takes all other reasonable steps to ensure that it is a good and fair employee by responding to issues and concerns raised by employees.

SELF REVIEW:

1. This policy will be reviewed annually along with all other school policies.
2. Responsibility for review of this policy will be held by the Board of Trustees, and Senior Management Staff.