



## **BOARD OF TRUSTEES**

### **PERSONNEL AND EMPLOYMENT POLICY**

This policy documents how the Nayland Primary School Board of Trustees will ensure that it meets its obligations under National Administration Goal 3 to:

- i. develop and implement personnel and industrial policies, within policy and procedural frameworks set by the Government from time to time, which promote high levels of staff performance, use educational resources effectively and recognize the needs of students;
- ii. be a good employer as defined in the State Sector Act 1988 and comply with the conditions contained in employment contracts applying to teaching and non-teaching staff.

**The Board of Trustees will develop and implement the following guidelines :**

- 3.01 Staff Code of Conduct
- 3.02 Staff Appointments
- 3.03 Advice and Guidance: Beginning Teacher
- 3.04 Classroom Release Time
- 3.05 Complaints Against Staff Members
- 3.06 Equal Employment Opportunities
- 3.07 Leave
- 3.08 Performance Management
- 3.09 Professional Development
- 3.10 Protected Disclosures
- 3.11 Staff Discipline
- 3.12 Teaching Staff Organisation and Remuneration
- 3.13 Teacher Competency

**This policy was formally adopted by the Nayland Primary School Board on 31<sup>st</sup> May 2018.**

Signed:

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Chairperson, Board of Trustees