

NAG 3 Personnel Procedures Index

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1) Performance Management

In order to ensure performance is managed appropriately, please follow these procedures:

- All staff will take part in a rigorous Performance Growth Cycle process
- All staff will comply with their employment contracts and the Code of Conduct
- All staff appointments will follow the 'Appointment of Staff' procedure
- All staff personal information is kept confidential by the Principal
- All employees are treated equitably
- All complaints relating to or from personnel are dealt with fairly and quickly
- All teaching staff will take part in whole school professional development
- Non teaching staff will take part in whole school professional development as required
- All staff will be familiar with the Procedures Handbook which is updated annually and located in Onedrive
- The School Board, as a good employer will adhere to the State Sector Act 1988 Section 77

2) **Staff Competency**

In order to ensure competency is managed appropriately, please follow these procedures:

- Competency may only be initiated by the Principal, or, in the case of the Principal being the staff member, by the Presiding Member of the School Board.
- Matters causing concern will initially be handled through informal discussion, counselling and support.
- If assistance and guidance has not remedied the initial concern, the Principal shall notify the staff member in writing that the informal process will be replaced by formal competency procedures.
- The specific elements of the staff member's performance causing concern will be identified by the Principal. The corrective action that the Principal requires and the time frame within which that action is to occur will be documented in writing.
- The School Board will be consulted and reported to at regular intervals. The School Board as a whole will be informed simply that there is a concern about a particular staff member's competence. The Principal, in consultation with the Presiding Member, will carry out the necessary investigation and support in an appropriate manner. (The result of such processes, along with any recommendations, will be given to the School Board in due course.)
- Any disciplinary action taken by the School Board will be appropriate to the circumstances and is to be carried out in such a way to minimise the risk of the School Board being susceptible to a personal grievance claim by the staff member.
- The staff member will be protected against any unjustified or vindictive action.
- The staff member is to be informed of his/her right to have representation throughout the process.
- The Principal may seek support or advice throughout the process.
- The School Board may seek advice at any time throughout the process.
- The school's insurer will be notified as soon as the competency procedure begins.
- There is an obligation of non-disclosure upon the School Board but following a dismissal it may be appropriate to disclose certain information about the dismissal to reduce damage to the school, the staff member or other staff members. This should be done following consultation with the dismissed party and their advisors.

- When the Principal is the subject of competency action the School Board will employ outside professional support to carry out any investigation on behalf of the School Board. The independent evaluators must be acceptable to both the School Board and the Principal.

The Formal Competency Recommended Guidelines

Verbal Warning

- The staff member must be advised of the specific matter(s) causing concern, the specific support/training to be provided, the corrective action required, and the time frame allowed. The time frame is to be determined and diarised by the Principal and signed by a witness. The staff member is to be advised that failure to perform to the required standard will result in written notification that formal competency procedures will commence immediately. Any specific assistance to be provided to the staff member concerned must be documented to pre-empt any future accusation of lack of support. The staff member is also to be advised that he/she should seek support from an NZEI counsellor and/or any other person of the staff member's choice. The staff member should be given the opportunity to respond to this warning.
- The staff member's performance will continue to be monitored and he/she will receive a copy of any observations, interventions, support, etc.
- If there is no improvement to an acceptable minimum standard, the matter is to be discussed with the staff member and an explanation sought. If the explanation is unsatisfactory then written notification is to be given of formal competency procedures which may result in termination of employment.

Written Warning

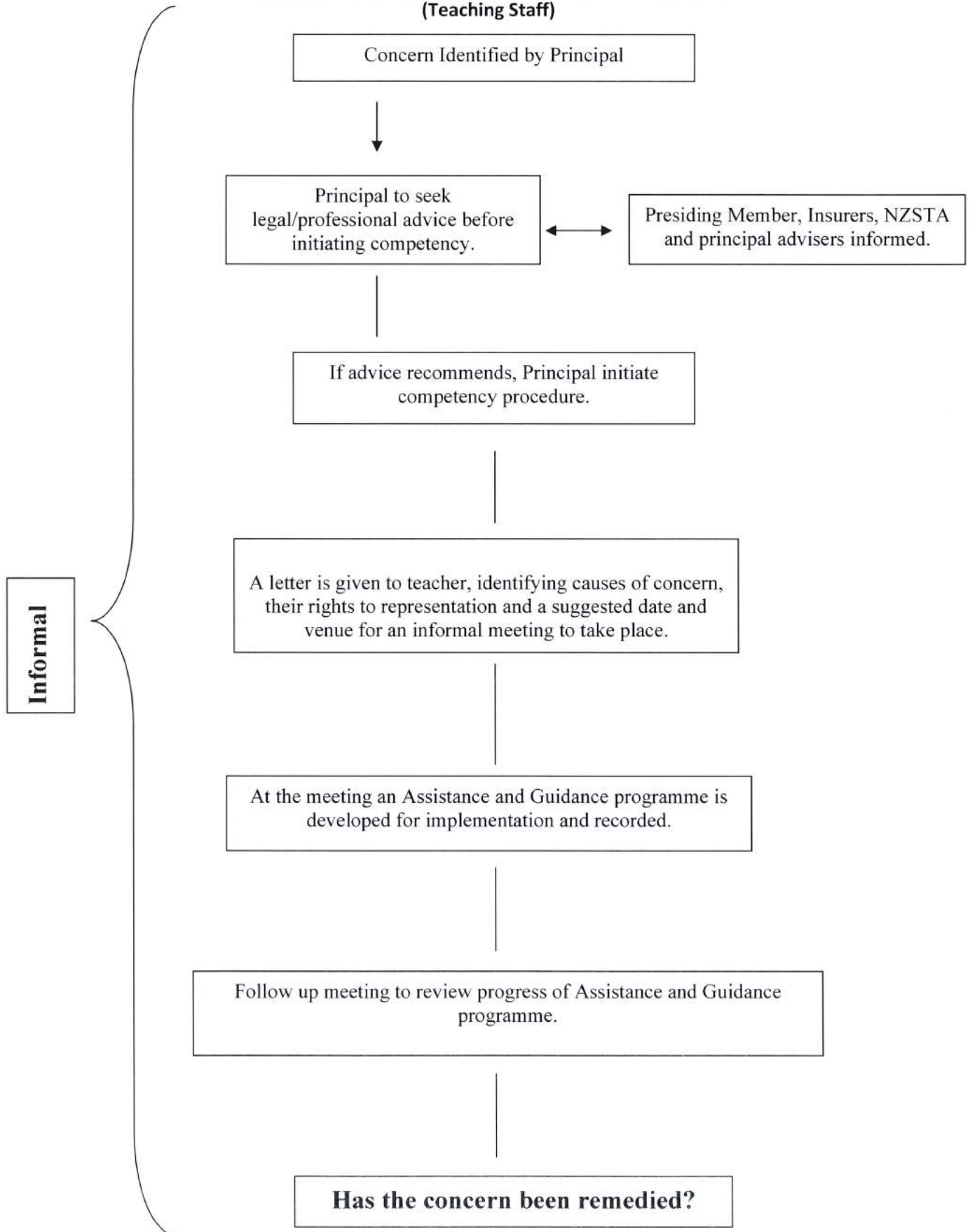
- The staff member must be advised in writing of the specific matters still causing concern, the corrective action required, and the time frame allowed by the Principal in consultation with the Presiding Member. This is to be signed by the staff member, the Principal, and a witness. The staff member is to be advised that failure to perform will lead to the Principal recommending to the Presiding Member that they terminate the staff member's employment. The staff member is also to be advised that he/she should seek support from an NZEI counsellor and/or any other person of the staff member's choice. The staff member should be given the opportunity to respond to this warning.
- Throughout the given time frame any checkpoints and evaluations should be recorded in writing, and sighted and signed by the staff member. If the staff member refuses to sign then a witness should sign to indicate that the staff member was shown the recorded information. One copy is to be given to the staff member, one put in the staff member's personal file, and the original kept by the Principal.

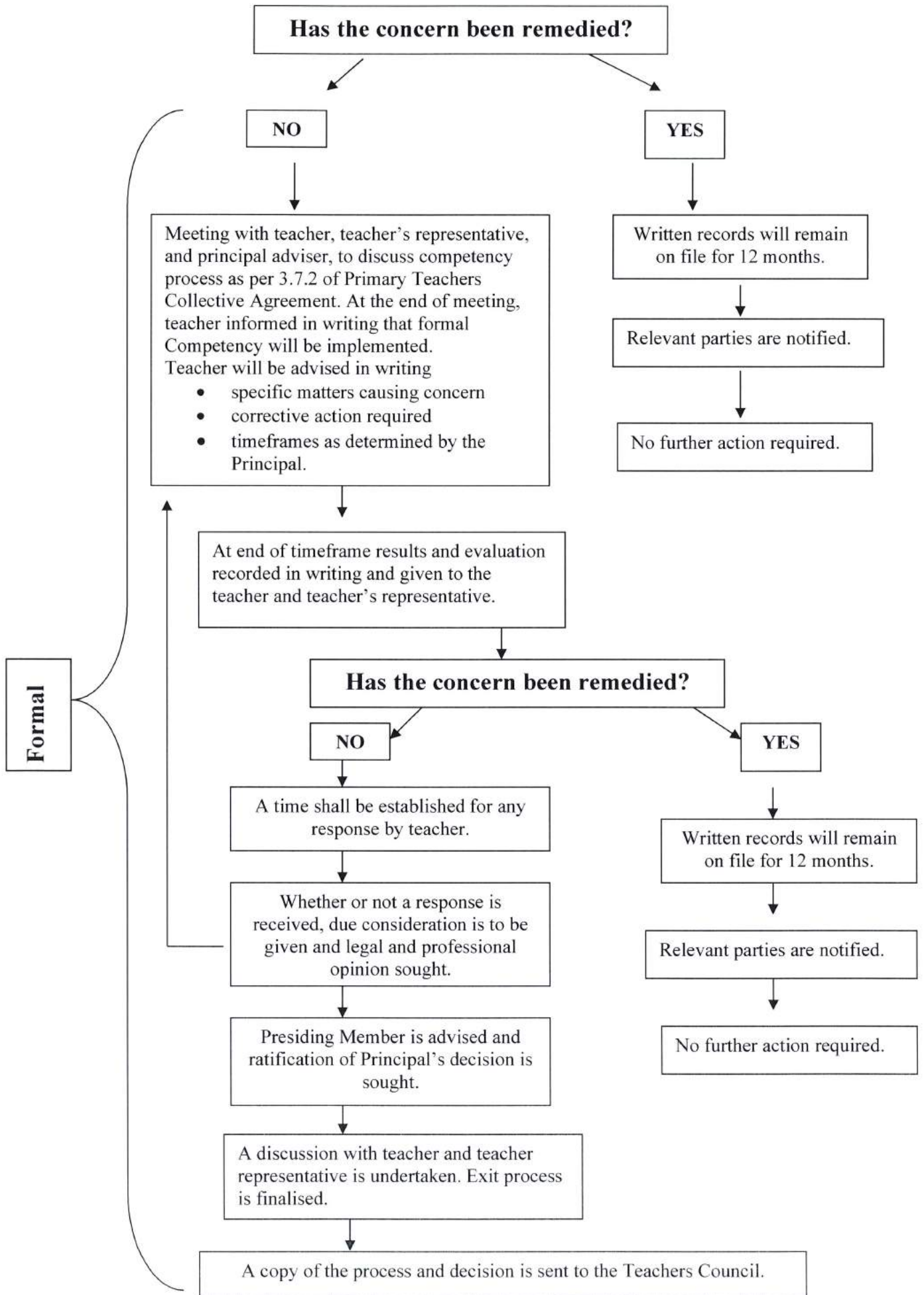
- At the end of the time frame a formal evaluation will be carried out by the Principal. This will evaluate specific areas causing concern, assess the level of competence, and identify any areas where corrective action has not achieved the required competency. The staff member and his/her representative should be consulted in this process. The staff member should receive a copy of the evaluation report and sign it as having been sighted. The staff member and/or the Principal may request an independent evaluation of the staff member's performance. The independent evaluators must be acceptable to both the Principal and the staff member.
- Where insufficient improvement occurs the Principal will discuss this with the staff member and, where there is no satisfactory explanation for the failure to meet the requirements, inform the staff member that a recommendation will be made to the School Board to terminate the staff member's employment.
- The Principal will forward a copy of the report(s) plus a recommendation about termination of employment to the School Board who will invite a response from the staff member (either written, oral, or both). The School Board will take no action on the report(s) and recommendations until the staff member has had the opportunity to respond.
- At no time during this investigative/corrective process is the Principal, any other senior staff, or any member of the School Board to recommend to the staff member any change to their employment status as this may lead to accusations of constructive dismissal later in proceedings.

Final Action

- Following the Principal's recommendation to the School Board, the Principal is to remove him/herself from the final decision. This fact and a record of discussions are to be minuted.
- The School Board conveys the final decision to the staff member in writing.

**Guidelines for Initiating and Implementing Competency
(Teaching Staff)**



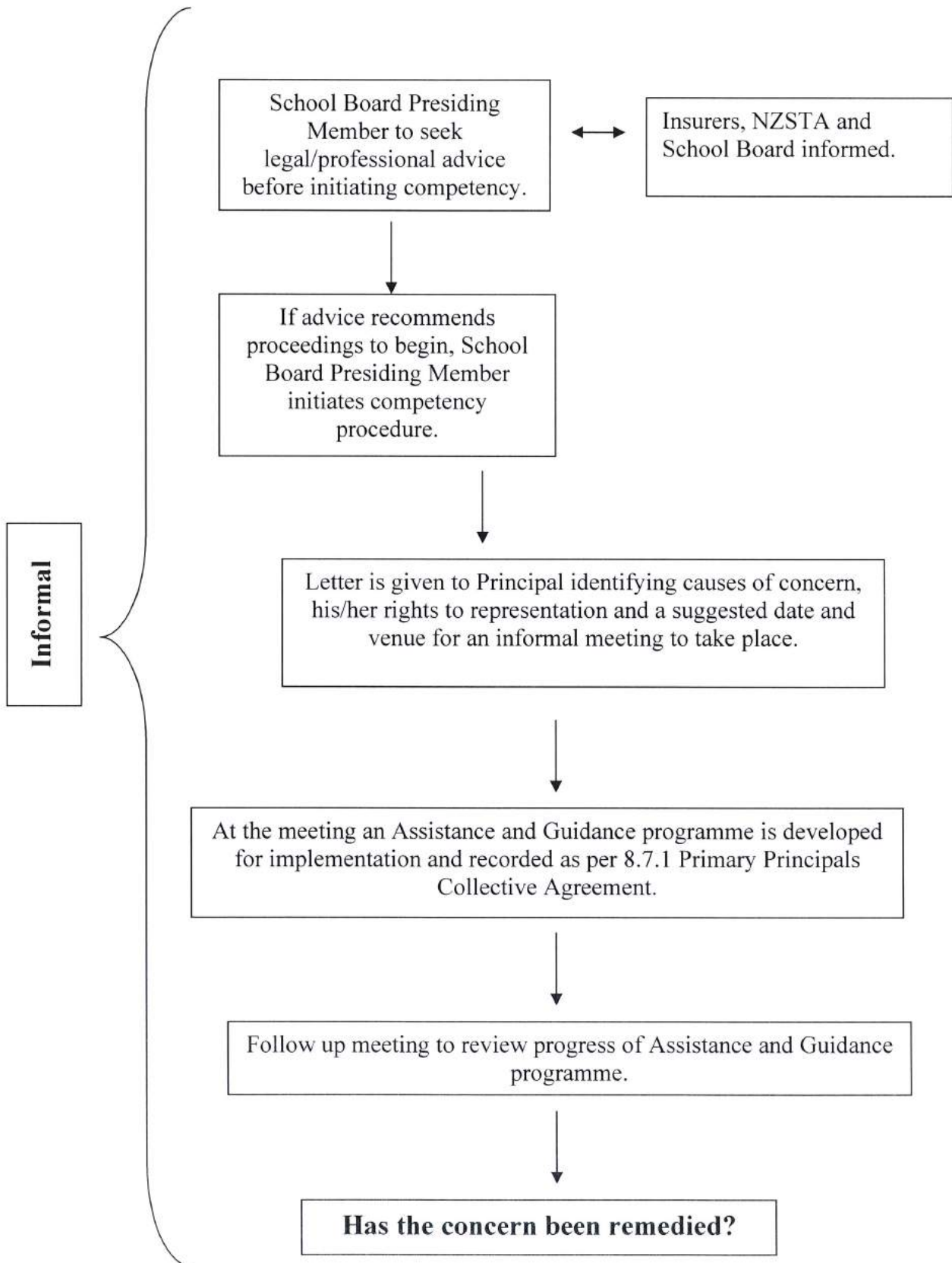


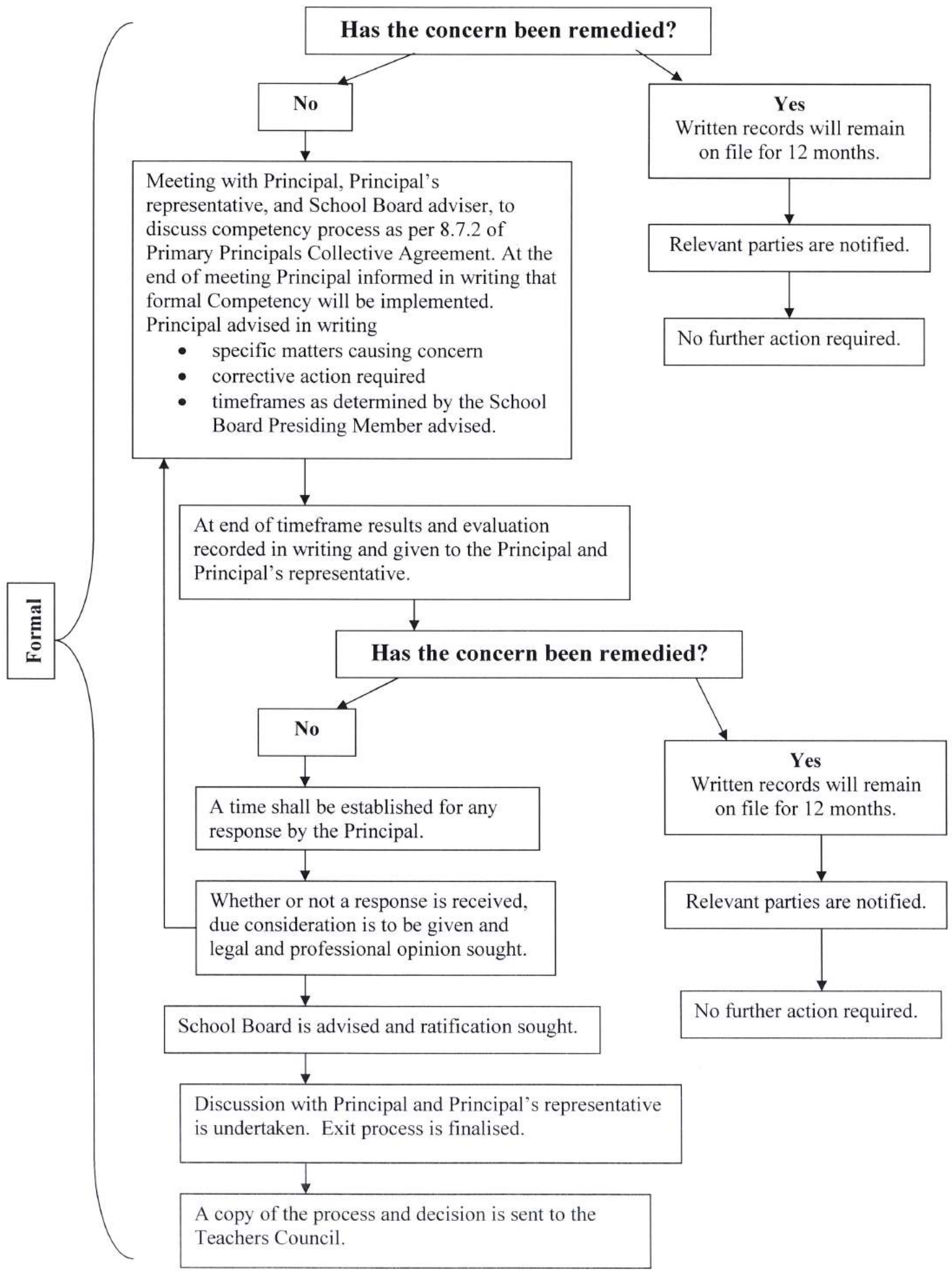
3) **Principal Competency**

In order to ensure competency of the Principal and that employment agreements **regarding competency** are complied with, please follow these procedures:

- Competency may arise as a result of concern of the individual's ability to perform the role for which he/she is employed.
- Matters causing concern will initially be handled through discussion between the Presiding Member and the Principal, counselling and support.
- The Principal will be protected against any unjustified or vindictive action and will be informed in writing of his/her right to have representation throughout the process.
- If initial assistance and guidance has not remedied the concern, the Principal will be notified in writing of competency procedures.
- All Board members will be informed "In Committee" of relevant details initially and at future times if deemed necessary.
- External support may be sought by the School Board at any time.
- Competency procedures will be followed as per the following guidelines.
- The Principal may seek support from NZEI

**Guidelines for Initiating and Implementing Competency
(Principal)**





Formal

4) **Legislative Compliance**

In order to ensure recruitment selection and appointment obligations under relevant legislation are met, and that the school operates as a good employer, please follow these procedures:

- All vacancies will be notified in a manner sufficient to enable suitably qualified and/or experienced applicants to apply.
- All appointments are made openly and honestly with preference given to the person best suited for a specific vacancy.
- Under no circumstances shall a person's sex, race, national origins, disability, age, religion, political opinion, employment status or sexual orientation limit employment opportunities. Appointments will be made based on the applicant's skills, qualifications, abilities and aptitudes.
- Senior Managers may seek permission to contact past employers and obtain access to NZ Teachers Council files when assessing applications.
- The Principal will ensure personal information obtained from staff and potential staff is;
 - relevant;
 - accurate; and
 - protected against misuse, loss or access by an unauthorised party.
- No temporary position can be converted to permanent without following the full appointment process.
- Police Vetting of all Staff will be completed prior to employment, and then regularly every three years.
- Senior Managers will implement professional standards procedures, ensuring employees maintain high standards of integrity, conduct and concern for the public interest and well-being of students.
- All staff are assured that no negative consequences will result from confidentially reporting unlawful or irregular use of public funds or resources, gross negligence or gross mismanagement to the Protected Disclosures Recipient, either the Principal or the Presiding Member
- All staff will sign and adhere to the Royal Oak Primary School Code of Conduct.

5) Leave and Non-Contact Time

In order to ensure all staff are treated fairly and equitably, please be familiar with and follow these procedures:

- All requests for leave (other than sick leave) will be addressed to, and approved by the Principal.
- For all leave (other than sick leave) a written request, containing reasons for the leave will be submitted to the Principal. Holiday leave, where possible, should take place during designated term breaks.
- Any duties that need to be covered will be organised by the person taking leave prior to departure.
- The Principal will gain School Board approval for leave exceeding 3 weeks
- Remuneration (or not) for leave will be in accordance with the terms and conditions of the relevant Collective Agreement or Individual Employment Agreement, under which the person is employed.
- All teaching staff and learning support staff including part time, will contact the Deputy Principal with responsibility for relievers to advise of sick leave at the earliest possible time.
- All other support staff will contact the Principal to advise of sick leave at the earliest possible time.
- All relievers will be arranged by the Deputy Principal who holds responsibility for relievers and must not be arranged by individual staff members.
- The Principal may request teaching staff to attend school for up to 10 non-contact days per year.
- Staff who are undertaking tertiary study relevant to teaching and learning will be granted 1 paid study leave day per assignment (this may be 2-3 days per paper).

6) Appointment of Staff

In order to ensure the very best possible personnel are appointed, please follow these procedures:

- The Principal will be appointed by the School Board.
- Senior Management will be appointed by the Principal, the Presiding Member and one other Member as agreed by the School Board.
- All other appointments will be made by the Principal in collaboration with senior manager/s and/or leadership staff at the discretion of the Principal.
- All appointments will be approved by the School Board at the following School Board meeting.
- Equal Employment Opportunities will be considered in all appointments.
- A job description and/or person specification will be prepared for each vacancy.
- On appointment, an offer of employment detailing remuneration, hours of work, starting date and tenure will be made.
- On appointment the Royal Oak Primary School Code of Conduct will be provided to the employee. This will be signed by the employee.
- All non-appointments will be notified in writing.
- All teachers will have current New Zealand teacher registration.
- All staff will have Police vetting procedures undertaken.
- All staff will be informed of the schools vision and goals inherent in the charter.
- Senior managers or delegated school leaders will provide newly appointed staff with robust support and guidance to ensure an easy transition to the school.
- Exit interviews with the Principal and/or Presiding Member may be available for resigning staff and feedback from such interviews will inform school reviews.
- Allocation of management units will be at the discretion of the Principal, however, they will support current strategic planning and be awarded to the appropriate personnel who can support school professional development needs.

- Unit allocation will be decided at the end of each year in alignment with strategic and annual planning.

Appointment of Staff Recommended Guidelines

Principal

- The School Board will prepare and approve a specific budget for the appointment process.
- The position will be advertised nationally to ensure the best possible range of candidates.
- Details relating to the School, and the procedure and criteria being adhered to in making appointments, will be made available to all applicants. This will include a job description, the Mission Statement, School Charter and Strategic Plan, a description of the School, description of the staff and a description of the School's community.
- An interview panel will be selected and approved by the School Board. This may include a representative selected by the staff, full members of the School Board and may also include an independent person, selected by the School Board, who has wide experience of the qualities and duties expected of a school principal. The interview panel will be chaired by a member of the School Board.
- As the interview panel includes the full School Board, short listing of applicants may be delegated to a Sub-Group of the interview panel. This should include at least two members of the School Board, the Staff Representative and an external advisor. The Sub-Group will be chaired by a member of the School Board.
- Criteria for appointment will be agreed by the School Board.
- Curriculum Vitae will be received from all applicants and reviewed by the interview panel (or the Sub-Group referred to above) using the criteria for appointment. Notes will be taken of any outstanding strengths and limitations of each candidate.
- A short list of candidates will be selected by the interview panel (or the Sub-Group) and invited for an interview. Short listed applicants will be advised of the date and venue of the interviews and possible topic for presentation. These applicants may also be invited to the School to meet selected staff and to view the School.
- Any staff invited to meet applicants may give feedback to the interview panel. This feedback is to be recorded in writing. Strict confidentiality should be adhered to at all times.
- Verbal and written referee reports will be required for all short listed applicants and verification sought. A visit may be made to the current school of favoured applicants.
- The interview panel will make a written report to a full School Board meeting with a recommendation regarding the appointment.

- Further information or interviews may be required by the School Board if they feel this is necessary to differentiate between candidates.
- Any or no candidate may be selected.
- The Presiding Member will notify the successful applicant as soon as possible.
- The successful applicant will have a maximum of ten days in which to accept the position.
- After acceptance, a letter of confirmation will be sent to the successful applicant and letters of non-appointment will be sent to all other applicants.
- If the successful applicant does not accept the position, a full School Board meeting will decide to offer the position to the applicant deemed by the School Board to be second in terms of suitability, or the position re-advertised.
- After each appointment the Summary of Appointment statement, a confidential agreement, will be produced. This summary will include details of:
 - a) the advertisement
 - b) information about applicants for the EEO report
 - gender
 - ethnic group
 - age bands (if included by applicant)
 - c) short listed applicants
 - d) interview panel
 - e) recommendation of the interview panel for an appointment with brief reasons.

This summary is to be held by the Presiding Member of the School Board or subsequent Presiding Member for a period in accordance with the Statue of Limitations Act.

Teachers

- All permanent teaching staff vacancies will be advertised nationally.
- For all fixed term positions employment law guidelines should be followed.
- Details of duties to be carried out and the criteria being adhered to in making appointments will be made available to all applicants on request.
- The Principal, and relevant senior manager/s will determine the short list of applicants. The short list of applicants will be notified of the date and venue of the interviews.
- Any appointment would be subject to a satisfactory police vetting report. (It is recognised that the report may not be available in reasonable time for the normal recruitment

process.) The appointee will be made aware that the appointment may be terminated if an unsatisfactory report is received.

Scale A Teaching Positions

- A selection panel will comprise of the Principal, relevant Senior Manager and Team Leader if appropriate.

Team Leaders

- A selection panel will comprise the Principal, relevant Senior Managers and a School Board Member.

Deputy Principal / Assistant Principal

- A selection panel will comprise of the Principal, School Board Presiding Member, one other Member and a senior manager (if appropriate).
- A schedule of questions will be drawn up by the selection panel. Referees' statements that have been received will be circulated and examined by selection panel members.
- Selection panel members will indicate prior knowledge of applicants and any potential conflict of interest.
- All job offers will be subject to applicants having current teacher registration.
- The Principal will notify the successful applicant by phone and in writing as soon as possible. The position is not deemed to be confirmed until the successful applicant has provided written acceptance.
- If the successful applicant does not accept the position, the selection panel will determine whether to make an offer to another applicant or readvertise the position.

Support Staff

- The Principal or delegated senior manager will determine the short list of applicants for administrative duties.
- The Principal, or delegated senior manager will determine the short list of applicants for learning support staff.
- The short listed applicants will be provided with onsite observations and notified of the date and venue of interview.

- In respect to administrative positions the selection panel will comprise of the Principal and at least one senior manager.
- In respect to learning support staff positions the selection panel will comprise of the Principal and/or one senior manager.
- Any appointment would be subject to a satisfactory police vetting report.