

# 3.



## PERSONNEL AND EMPLOYMENT POLICY

This policy documents how Ruru Specialist School Board of Trustees will ensure that it meets its obligations under

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### NATIONAL ADMINISTRATION GUIDELINE 3:

According to the legislation on employment and personnel matters, each board of trustees is required in particular to:

- a. 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 recognise the needs of students; and
- b. 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 IMPLEMENT THE FOLLOWING PROCEDURES

- [Code of Conduct](#)
- [Concerns and Complaints](#)
- [Disciplinary Procedures for Employers](#)
- [Equal Employment Opportunities](#)
- [Good Employer and Personnel](#)
- [Protected Disclosures](#)
- [Staff Appointment](#)
- [Staff Appraisal and Learning](#)
- [Union Membership](#)

**This policy was formally adopted by the Ruru Specialist School Board of Trustees**

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Signed: Chairperson Board of Trustees

17/9/2018

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Board Meeting Date

To be Reviewed Biennially: Term 1 - 2020