



**School**  
**Dunedin Rudolf Steiner**  
Learning with head, heart and hands

## **Personnel Policy**

The Dunedin Rudolf Steiner School Board is accountable for ensuring staff are managed in a sound, fair, and respectful manner, in accordance with the current terms of employment documents and identified good practice. It delegates responsibility for this to the Management Team.

The Management Team will work to ensure that as per the Public Service Act 2020 the school will:-

- operate an employment policy that complies with the principle of being a good employer,
- make that policy available to its employees, and
- ensure its compliance with that policy (including its equal employment opportunities programme) and report in its annual report on the extent of its compliance.

The Management Team will advise the Board Presiding member or a delegate of the Board when appointments or other significant staffing decisions in process.

In addition the management team will:-

- Ensure that all employees have access to a fair internal grievance process.
- Ensure that all teachers are registered or have a current Limited Authority to Teach.
- Provide a safe working environment as specified in the Health and Safety Policies and take reasonable steps to protect staff from unsafe or unhealthy working environments.
- Provide all staff with employment contracts (individual or collective).
- Carry out annual performance appraisals or ensure that staff are engaged in Professional Growth Cycles.
- Comply with employment legislation and other relevant legislation such as the Privacy Act.
- Comply with the requirements of the Children's Act 2014.
- Provide Protected Disclosure protection.

The Delegations Schedule (that shows how the Board delegates responsibility to the Principal) states that the Board retains responsibility for the following:

- The appointment of any permanent staff and the salary and terms of conditions on which they are employed which are in excess of positions funded by Ministry of Education salaries grants;
- Granting of leave on full pay granted to non-teaching staff to attend training sessions or courses outside the school for a period greater than 4 half-days;
- Granting discretionary leave of over 3 days taken by staff, whether this leave is paid or unpaid.
- The termination of employment of any paid employee.

Staff will be consulted on any proposed changes to personnel policies and procedures and these are available to all staff and the wider parent community.

Please also refer to the Equal Opportunities Policy, Appraisal Policy/Professional Growth Cycle and Appointments Policy.

Signed 

Date 11 June 2024 Review Date 11 June 2027