



School

Dunedin Rudolf Steiner

Learning with head, heart and hands

Personnel Policy

The Board of Trustees 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:-

- Consult with the Board Chair or a delegate of the Board of Trustees when appointments or other significant staffing decisions are made.
- Ensure that employees or candidates for staff positions are not discriminated against on anything other than job related criteria, qualifications and performance
- 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
- Comply with employment legislation
- Comply with the requirements of the Vulnerable 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 or refreshment 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.

Signed John Udwin (Board Chair)

Date 26/Sept/2018 Review Date _____