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***South Otago Kindergartens***

**PERSONNEL POLICY**

SECTION THREE (MANAGEMENT)

The board delegates responsibility to the Senior Teacher and the Staffing Committee on all matters relating to the management of staff in the expectation that they will be managed in a sound, fair, and respectful manner in accordance with the current terms of employment documents and identified good practice. Therefore, they may not fail to:

1. ensure that employees are not discriminated against and use clear job-related criteria, individual performance or qualifications in decision making.
2. ensure all employees have their rights to personal dignity, safety and access to an approved and fair internal grievance process
3. ensure that all required staff are registered or have a current Limited Authority to Teach.
4. provide for all staff an employment agreement
5. provide a suitable professional development programme which takes into consideration the requirements of the strategic and annual plans
6. carry out annual performance appraisals
7. meet current employment legislation
8. take reasonable steps to protect staff from unsafe or unhealthy working conditions
9. meet the requirements of the Health and Safety at Work Act 2015
10. provide Protected Disclosure protection

**Procedures relating to this policy**

* Equal Employment Opportunities
* Self Review and performance monitoring
* Induction
* Media
* Appointment of Teaching Staff
* Staff Protection
* Special Purpose Leave
* Relieving
* Performance Management Systems
* Salary Progression/Professional Standards and Review Process
* Disciplinary and Suspension and Competency Procedures
* Performance Appraisal /Professional Development
* Term Dates
* Non smoking

**Review Date: Term 3 2021**