

# Henderson Intermediate School

## PERSONNEL POLICY

### **RATIONALE**

The Personnel Policy will cover all aspects of staff employment at Henderson Intermediate School. These are:

- Appointments
- Privacy
- Sexual Harassment
- Police Vetting
- EEO
- Board Training
- Discretionary Leave
- Standard of Dress
- Hours of Work
- Exit Survey

### **GUIDELINES**

**In managing any situation regarding Personnel, the relevant Collective Employment Contract will be used and recommendations followed.**

### **Appointments**

***Henderson Intermediate will ensure that the school is staffed with high quality personnel to meet the needs of students in the Middle Years.***

1. Equal employment opportunities, EEO principles, will apply and will be demonstrated in the appointments processes.
2. For the appointment of staff, the appointment will be made by the Principal.
3. For the appointment of the Principal, the Presiding Member will coordinate all processes to facilitate this. The Presiding Member will invite 2 other Board members to complete the shortlisting process. Once that has been completed, the full Board will be involved in the interviewing and appointment of the Principal.
4. For the appointment of Deputy or Assistant Principal, the Principal, Presiding Member and one other Board member will make the appointment.
5. In all appointments, the Appointments Panel is delegated to appoint on behalf of the Board, the most suitable candidate.
6. Any appointment is ratified at the following monthly Board meeting.
7. All candidates will be notified in writing whether or not they have been successful with their application.

### **Acting as a Referee for Staff currently employed at HIS**

1. Professional References for Staff must be done by either the Principal, Presiding Member or a Deputy Principal.
2. All Staff can give character references.
3. Professional References for Day to Day Relievers must be done by either the Principal, a Deputy Principal or the Principals PA.

## **Sexual Harrassment & many other forms of workplace bullying**

***Sexual harrassment and any forms of bullying, are treated as a serious offence and will not be tolerated in the HIS Community.***

1. Sexual harrassment is defined as any verbal or physical behaviours of a sexual nature including misuse of visual or written material which is unwelcome and offensive.
2. Bullying in the workplace is anything either physical, verbal or written that is unwelcome and offensive.
3. All staff and students must be able to work and learn in an environment that is free from sexual harassment and other forms of bullying.
4. The Board will ensure that all members of the school community are informed of the implications of bullying and sexual harassment and they will act to reduce the risk of its occurrence.
5. All complaints of bullying and sexual harassment will be investigated fully and taken seriously.

## **Privacy**

***The Board and staff are required to comply with the Privacy Act 1993 in all aspects of collection, storage and disclosure of information relating to individual students and staff of the School.***

1. Henderson Intermediate School has a privacy protected culture.
2. Privacy at H.I.S is about protecting the dignity of an individual. The questions at all times to be asked will be: 'Does this have a profound impact on the individual'? "Does this have the potential to hurt the individual"?
3. The collection, storage and use of disclosure of information relating to individual students will at all times protect individual privacy.
4. The Privacy Officer/s at HIS will be the Principal, Principal's PA and the Presiding Member or Deputy. Their role will be to deal with any requests for information from other agencies.
5. Storage of information collected will be secure to protect against loss and unauthorized access.
6. Data will be retained about student for no more than 1 year after they leave the school.
7. Information will be retained about a staff member for 7 years.
8. All information will be shredded before being disposed of.

## **Police Vet for Employees**

***The Board is required to take all steps to ensure that employees maintain proper standards of integrity and conduct. (State Sector Act S77A)***

1. The Board will ensure all non-teaching staff complete a satisfactory Police Vet on employment at the School and every 3 years thereafter.
2. All teachers through the Teachers Council are vetted every three years.
3. In all situations, staff will be treated fairly and have their privacy respected.

## **Equal Employment Opportunity**

***As an equal opportunities (EEO) employer this school has a commitment to equality in the workplace.***

1. The Board will provide opportunities that enhance the value and career opportunities of all staff.
2. The School will be a non-discriminatory, culturally sensitive and safe working environment for all staff.
3. All staff have access to the Board Annual Scholarship for individual professional development.

## **Board Training**

***Training for the Board will enhance the performance of the Board.***

1. Training will be provided for the Board as required.
2. The principal will ensure that the Board is provided with material published by the MOE and NZSBA around changes to governance and management.
3. Board members will be provided with the opportunity to attend NZSBA Conferences and any other relevant courses if required.
4. Staff will report to the Board throughout the year, in writing, on all the learning areas to ensure that the Board have an understanding of the curriculum, students achievement and progress.

## **Discretionary Leave**

***All applications for leave not covered through staff CECs, will be treated fairly and equitably.***

1. The Principal is delegated on behalf of the Board to grant leave with or without pay.
2. All decisions regarding leave for any staff member will be made in a manner that is consistent, fair and equitable.

## **Standard of Dress**

***Henderson Intermediate School prides itself on the professionalism of the staff.***

1. The standard of dress for the Teaching Staff will be neat and tidy and suitable for interaction with parents, visitors at any time.
2. Teachers are role models for our students.
3. On camps and with outdoor education activities, suitable attire should be worn.
4. The Principal is delegated the authority on behalf of the Board, to speak with staff if they are in breach of this dress code.

## **Hours of Work**

***Henderson Intermediate School staff are required to do the hours of work as per their role in the School.***

1. Support Staff and other ancillary staff will work the hours as assigned to their role. Additional hours of work will be paid by the Board, if the staff member is however required by the School to work additional hours.

2. Members of the Teaching Team are required to be onsite by 8.00am, be in their classes by 8.30am and to not leave school before 4.00pm unless approved by the Principal.

### **Exit Survey**

***Henderson Intermediate School Board strives to be a good employer. Staff interviews/discussions, are used to gain feedback about Board performance as a good employer.***

1. Staff after resigning will be offered the opportunity to participate in an exit interview.
2. The staff member may decide who they would like to carry out the interview.  
ie Principal, Board, Senior Staff member
3. The option of a face to face interview or a written statement is provided.
4. The interview/discussion will be around the support they felt they had, opportunity for professional development, reason for leaving, what they see as the strengths/highlights and school wide areas to improve.

**Reviewed on 31<sup>st</sup> March 2025**