



Sacred Heart
Girls' College
HAMILTON

POLICY 11 EMPLOYMENT

The daily life of the college will be permeated with the values of Jesus Christ and the teachings of the Catholic Church. Special links will be maintained with the Sisters of Our Lady of the Missions as the College Founders and their special charism reinforced in the College.

1.0 Purpose and Scope

The Board of Trustees (the Board) delegates responsibility to the Principal on all matters relating to the management of staff in the expectation that they will be managed in a professional, fair and respectful manner in accordance with the current terms of employment agreements and complies with the principles of being a good employer.

2.0 Guidelines

Therefore, the Principal shall:

- 2.1 ensure that all employees are treated in accordance with the principles of natural justice;
- 2.2 ensure all employees have access to an approved and fair internal grievance process as provided in their relevant employment agreement;
- 2.3 ensure that all required staff are registered or have a current Limited Authority to Teach;
- 2.4 provide a smoke free environment;
- 2.5 provide for all staff an employment agreement and meet the terms of those agreements;
- 2.6 provide a suitable professional learning programme which takes into consideration the requirements of the strategic and annual plans;
- 2.7 implement annual performance appraisals which:
 - i. provide for individuals to receive positive and constructive feedback based on job related criteria and provide opportunities for reflective professional learning;
 - ii. align to the strategic, annual and faculty plans;
 - iii. align to the Professional Standards;
 - iv. are confidential to those immediately involved, to relevant Leader of Learning, to the Senior Leadership Team, to the Board and their advisers if necessary;
- 2.8 manage leave requests in accordance with the relevant employment agreements.

The Principal has delegated authority to grant discretionary leave for up to five (5) days without reference to the Board. The Principal and Board Chairperson have delegated authority to grant discretionary leave between six (6) and fifteen (15) days. All other discretionary leave requests must be considered by the Board;
- 2.9 seek appropriate advice to ensure that the correct practice is followed in managing performance and employment disputes;

- 2.10 meet current employment legislation;
- 2.11 meet current health and safety legislation;
- 2.12 provide Protected Disclosures protection.

REVIEW:

This policy will be reviewed by the Board of Trustees.

Review schedule: May Triennially

Review due next: May 2022

REFERENCES:

- Employment Relations Act 2000
- Health and Safety in Employment Act 1992
- Protected Disclosures Act 2000
- Professional Appraisal Process, s77C State Sector Act 1998
- Secondary Teachers Collective Agreement 2015-2018
- State Sector Act 1998, Part 7A, Personnel Provisions in Relation to Education Service – for definition of general principles of good employer practice

Approved by the Board of Trustees at the meeting held on 27/5 2019



CHAIRPERSON