

### **National Administrative Guideline 3**

According to the legislation on employment and personnel matters, each Board of trustees is required in particular to:

- i. Develop and implement personnel and industrial policies, within policy and procedural frameworks set by the Government from time to time, which promote high levels of staff performance, use educational resources effectively and recognise the needs of students;
- ii. Be a good employer as defined in the State Sector Act 1988 and comply with the conditions contained in employment contracts applying to teaching and non-teaching staff.

## **Devonport Primary School Personnel Policy**

**In accordance with National Administration Guideline 3 and relevant employment law and contracts, the Devonport Board of Trustees have developed the following policies and procedures**

### **1. Personnel management policy**

Clear procedures will ensure that all parties can work together to achieve fair and reasonable outcomes for employees.

- Procedure 1 Equal employment opportunities
- Procedure 2 Safe working Environment
- Procedure 3 Salary Units
- Procedure 4 Harassment
- Procedure 5 Complaints
- Procedure 6 Protected Disclosures
- Procedure 7 Recruitment and appointments
- Procedure 8 Leave
- Procedure 9 Reimbursements

### **2. Performance management policy**

The Board supports staff to achieve high levels of performance

- Procedure 1 Attestation and appraisal
- Procedure 2 Principal Appraisal
- Procedure 3 Professional development
- Procedure 4 Competency
- Procedure 5 Staff discipline
- Procedure 6 Police vetting of staff
- Procedure 7 Registration
- Procedure 8 Classroom release time

### **Effectiveness review**

1. This policy will be reviewed by the Board in accordance with its self-review timetable;
2. The review will be conducted with appropriate consultation;
3. The Board will make its review available to parents and staff.

**Chairperson** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Principal** \_\_\_\_\_ **Date:** \_\_\_\_\_