

EMPLOYER RESPONSIBILITY POLICY

Purpose

To ensure Christchurch Boys' High School acts as a good employer as defined in the State Sector Act 1988 and other legislation governing employment practices and that it complies with the conditions contained in employment agreements for teaching and non-teaching staff.

Policy Statement

The Board of Trustees provides fair and proper treatment of its employees in all aspects of their employment including the following:

- An equal employment opportunities programme;
- Impartial selection of suitable qualified persons for appointments;
- Recognising the employment requirements of Maori people;
- Recognising aims and aspirations, and the cultural difference of ethnic or minority groups;
- Recognising the employment requirements of persons with disabilities;
- Encouraging opportunities for the enhancement of the abilities of individual employees

It ensures that all School employees maintain proper standards of integrity conduct and concern for the public good.

The School respects the rights of staff to be involved in such ventures in their private life in their own time. The School shall have procedures to ensure their ability to perform in their School roles is not compromised by their involvement in any secondary employment.

The Board delegates responsibility to the Headmaster 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.

Therefore, the Headmaster must

- Ensure that employees are not discriminated against on other than clearly job-related, individual performance or qualifications;
- Ensure all employees their rights to personal dignity, safety and access to an approved and fair internal grievance process;
- Ensure that all required staff are registered or have a current Limited Authority to Teach;
- Provide an employment agreement for all staff, either individual or collective;
- Meet current employment legislation;
- Take all practicable steps to protect staff from unsafe or unhealthy working conditions;
- Provide Protective Disclosure protection;
- Provide privacy of personal documentation held at school;
- Provide a smoke free environment;
- Carry out annual performance appraisal of staff;

The Headmaster has the authority to negotiate agreements with all employees within the parameters of the relevant collective and individual agreements.

Regulations

As a good employer the School complies with the following legislation.

- Education Act 1989 (part 10)
- Health and Safety in Employment Act 1992
- Employment Relations Act 2000
- Human Rights Act 1993
- State Sector Act 1988
- National Administration Guidelines (no 3)
- Individual and collective employment agreements
- Teachers' Council Code of Ethics

Procedures

The School has policies and procedures that promote achievement of high standards of teaching or support by all staff. All policies and procedures should be read in conjunction with, and must comply with, relevant statutes, regulations and employment agreements.

- Staff professional development procedures
- Leave and Leave without pay procedures
- Equal Employment opportunities procedures
- Appointments and dismissals procedures
- Board contributions to departing long-serving staff procedure
- Bereavement procedures
- Performance appraisal, as set out in employment agreements
- Student teachers' procedure
- Provisionally registered teachers

Adopted by: Board of Trustees August 2009

Next review: August 2012