



POLICY: Rangitikei College Board of Trustees

# Appointments and Personnel Policy

## Rationale

The Board of Trustees will:

- ensure the appointment of staff of the highest calibre, and who support our three pouwhenua: core purpose, vision and values.
- establish and maintain an employment environment that meets statutory requirements and is fair, equitable and supportive of employees.
- take all practical steps to provide employees with a safe and healthy work environment

## Guidelines

### A. Appointments


- a. The Board has overall responsibility for the appointment of all staff.
- b. Appointments for:
  - i. all staff other than the Principal, the Senior Leadership Team and the Business Manager are delegated to the Principal. The Principal will form an appointments panel comprising at least two appropriate staff members for all appointments (in most cases one of these will be the Principal),
  - ii. the Senior Leadership Team and the Business Manager there must be at least one Board representative on the appointments panel,
  - iii. the Principal is made by the full Board.
- c. The Board is committed to appointing the best most suitable person for all positions in the school.
- d. Statutory requirements and provisions of collective employment agreements must be adhered to.
- e. All appointments are conditional until a satisfactory safety check has been undertaken which includes an interview, a police vet and referees' reports.
- f. No advertising for or appointments can be made to teaching positions over the MOE staffing entitlement without the prior formal approval of the Board.

### B. Employment environment

- a. The Principal shall:
  - i. Provide a safe physical and emotional working environment for all staff and ensure the requirements of the Health and Safety at Work Act 2015 are met. This includes the development of a workplace anti-bullying policy.
  - ii. Ensure that teaching staff are registered and that other staff are appropriately vetted.

- iii. Ensure the provisions of the relevant collective and individual employment agreements, and legislative requirements, are followed.
- iv. Ensure that staff are informed of the Complaints Policy.
- v. Ensure staff privacy rights are respected.
- vi. Provide protective disclosures protection.
- vii. Provide for annual appraisal and suitable professional development for all staff.
- viii. Seek advice as necessary from NZSTA advisers, or alternative legal representatives, where employment issues arise.

Chairperson:

  
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Date: 2.11.20

Next review date: November 2023

#### **ASSOCIATED PROCEDURES AND DOCUMENTS:**

1. Appointments Procedure
2. Criteria for Fixed-Term appointments
3. Appraisal of Teacher Performance Procedure (to be developed)
4. Equal Employment Opportunities Policy

*(NB: Procedures are developed as part of school management. The Board of Trustees will be informed of the development or revision of procedures derived from Board policies by the Principal. For some especially significant procedures, these will be presented to the Board in full)*



## Procedure for staff appointments

For appointments made by the Principal, the following process must be followed:

1. Vacancies will be advertised as appropriate. All permanent or fixed term positions longer than 10 weeks for teachers shall be advertised in the *Education Gazette*.
2. Job Descriptions will be prepared for all positions.
3. Applications must be in writing or by electronic means and will not normally be accepted after the stated closing date. It is expected that for all vacancies a application form template will be provided.
4. No appointments will be made until after applications have closed.
5. An Appointment Panel will be convened by the Principal.
6. The Appointment Panel will form a shortlist.
7. Interviews will be held for positions as appropriate. Preferably this will be face-to-face, but in certain circumstances may be undertaken online.
8. Where there is no suitable applicant no appointment will be made. The school reserves the right to re-advertise or review the nature of the position.
9. Before appointments can be confirmed:
  - a. Applicants must be safety checked which will include a satisfactory police vet, referee checks and appropriate questioning during the interview.
    - i. One of the referees should be their current employer (direct supervisor) or most recent employer/direct supervisor (if not currently employed). Reference checks should remain confidential unless an agreement has been made with the referee to share information with the applicant.
    - ii. Once sufficient information is gathered, the Principal must undertake a risk assessment to ascertain if there could be any risk to the safety of children if they were to be employed.
  - b. One form of Category A *and* Category B identification must be provided (see below). If the name of the person differs from the name on the documentation they provide, e.g. marriage or deed poll, they will need to produce a supporting document that shows evidence of the name change.
  - c. Teachers registration status must be clarified
10. The successful applicant will be informed verbally or in writing of the job offer. A verbal acceptance is considered a formal acceptance, but needs to be followed up in writing. On receipt of written

acceptance of appointment, and subject to any conditions being met that person shall be deemed to be appointed.

11. All unsuccessful candidates will be notified. Letters and application forms may be kept by the school.

| Identification requirements  |   |
|--|---|
| Category A   | Category B  |
| <ul style="list-style-type: none"><li>• New Zealand Passport</li><li>• New Zealand Certificate of Identity issued under the Passports Act 1992 to Non-New Zealand citizens who cannot obtain a passport from their country of origin</li><li>• New Zealand Certificate of Identity (issued to people who have refugee status)</li><li>• New Zealand Refugee Travel Document</li><li>• New Zealand Firearms License</li><li>• Overseas Passport (with or without New Zealand Immigration Visa/Permit)</li><li>• New Zealand Full Birth Certificate <i>issued on or after 1998</i></li><li>• New Zealand Citizenship Certificate</li></ul> | <ul style="list-style-type: none"><li>• New Zealand Driver's Licence</li><li>• 18+ Card (must be current)</li><li>• Community Services Card</li><li>• Super Gold Card</li><li>• Veteran Super Gold Card</li><li>• Inland Revenue Number</li><li>• Electoral Roll Records</li><li>• New Zealand issued utility bill, issued not more than 6 months earlier</li></ul> |



## Criteria for fixed-term appointments

Before determining that the vacancy will be filled on a fixed term basis the Principal must be aware of the legal requirements outlined in Section 66 (1) and (2) of the Employment Relations Act 2000 which states:

*(1) An employee and an employer may agree that the employment of the employee will end—*

- (a) at the close of a specified date or period; or*
- (b) on the occurrence of a specified event; or*
- (c) at the conclusion of a specified project.*

*(2) Before an employee and employer agree that the employment of the employee will end in a way specified in subsection (1), the employer must—*

- (a) have genuine reasons based on reasonable grounds for specifying that the employment of the employee is to end in that way; and*
- (b) advise the employee of when or how his or her employment will end and the reasons for his or her employment ending in that way.*

*Subsections (3) – (6) of Section 66 contain important information about the mandatory requirements to advise the employee in writing when or how the employment will end and the reasons for the position being fixed term. Failure to follow these requirements may place the Board at risk of litigation with serious consequences.*

Some examples of a genuine reason on reasonable grounds are:

- When external funding (not MoE) is provided for a specified period with no guarantee of renewal.
- To provide teacher aide assistance to a specific child while that child is at the school and continues to attract funding (e.g. ORS) and the date of the child leaving is unknown.
- That the Board/Principal has a specific project which may have a defined timeline and the work is associated with that project, e.g. installing a computer network.
- The Board/Principal requires sufficient time to follow due process to make a permanent appointment.
- The Board/Principal needs someone to provide temporary cover for a person on leave, e.g. parental leave, study leave.

If the Board/Principal is unsure whether a reason for a fixed term agreement is based on genuine and reasonable grounds NZSTA should be contacted for advice.