

FLEMINGTON SCHOOL - PERSONNEL POLICY (NAG 3)

The Board as a Good Employer delegates responsibility to the principal on 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 (State Sector Act 1988).

The Board, through the Principal, will:

- Ensure that employees are not discriminated against on other than clearly job related criteria, individual performance or qualifications.
- Ensure employees are aware of procedures for complaints.
- Ensure all employees are aware of their rights to personal dignity, safety and have access to an approved and fair internal grievance process.
- Manage appointment processes within a fair framework and where applicable, appoint the person most suited to the position.
- Ensure that all required staff are registered or have a current Limited Authority to Teach or fall within the Teachers Council Guidelines.
- Provide for all staff a contract, either individual or collective.
- Provide clear guidelines on matters concerning staff competency and ensure the appropriate employee employment contract is complied with.
- Manage staff performance to improve the quality of teaching and learning outcomes.
- Carry out annual performance appraisal.
- Meet current employment legislation.
- Take reasonable steps to protect staff from unsafe or unhealthy working conditions.
- Provide Protective Disclosure protection.

Policy review date:.....

Next review date

Signed:.....

This policy is to be read conjunction with the following Documents, Policies and Procedures:

- Allocation of Management Units
- Classroom Release Time
- Complaints and Concerns
- Equal Employment Opportunities
- Expenses Related to Teaching
- Job Descriptions
- Leave of absence
- Parent Help Guidelines
- Performance agreements
- Performance Management
- Police vetting
- Principal appraisal/Performance Agreement/Job Description
- Privacy
- Professional Development of Staff
- Sexual Harassment
- Staff Appointments
- Staff Competency and Appraisal
- Staff Discipline
- Staff schedule
- Teacher Registration – refer Staff Schedule
- Teacher Remuneration
- *Protected Disclosure - Policy*