

# ROTORUA INTERMEDIATE SCHOOL BOARD OF TRUSTEES POLICY



## EMPLOYMENT RELATIONS

### Rationale:

The defining of the duties, delegations and policies of the Board of Trustees in relation to its teaching and non-teaching staff.

### Guidelines:

1. The Employment Relations Act will be complied with in all aspects of the school's employment of staff
2. The Principal is responsible for overseeing recruitment of all teaching and non-teaching staff including advertising, interviewing and ensuring that written employment contracts are in place.
3. The Principal is responsible for overseeing the management of all school staff.
4. The Principal will, at the beginning of each school year, provide the Board with a report of the staff working at the school and their positions and, the wages or salaries to be paid and hours to be worked.
5. A list of all salaries applicable to teaching staff, under the current collective agreement, will be available and accessible to staff.
6. Employment issues will be dealt with in accordance with the Employment Issues Procedure which the Principal will ensure is in place.
7. Appropriate legal or human resources advice will be obtained in respect of employment issues.

### Conclusion:

Good employment relations are important for the optimal administration of the school, and the Board of Trustees undertakes to be a good employer.

The School will have a set of management procedures that will facilitate compliance with legislation and regulations.

### Effectiveness Review:

*The review process involved gathering information for making judgments about the extent to which objectives have been achieved, then deciding any further action needed to the revealed successes and weaknesses.*

1. *Identify who will be responsible for leading the review, and those to be involved*
2. *Decide a timeframe for the review*
3. *Gather and consider information related to the policy objectives*
4. *Make judgments about achievement and effectiveness of the objectives*
5. *Recommend future actions*
6. *Report*

Reviewed: May 2009  
Next Review: November 2010  
Approved by: Board of Trustees Chairperson: \_\_\_\_\_ Date: \_\_\_\_\_