



**KAIAPOI**  
High School

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## PERSONNEL OPERATIONAL POLICY

### **Rationale:**

The Board of Trustees aims to establish and maintain an employment environment that meets statutory requirements and is fair, equitable and supportive of employees.

The Principal is the Board's chief executive and has complete discretion to manage the School's day-to-day management in accordance with the policies and directives of the Board.

### **The Principal must:**

Recruit and appoint the best most suitable persons to all positions in the school. The Board is responsible for the appointment of all staff, but delegates responsibility to the principal to make all appointments. For positions with an entitlement to three or more management units or equivalent non-teaching remuneration a Board representative is required where possible.

Provide a safe physical and emotional working environment for all staff.

Ensure that teaching staff are registered and that other staff are appropriately vetted.

Ensure the provisions of the relevant collective and individual employment agreements are followed for all staff including implementing or, in the case of discretionary entitlements, advising the Board of the need to consider significant salary / pay increases.

Ensure that staff are informed of the complaints policy.

Ensure staff privacy rights are respected.

Provide protective disclosures protection.

Provide annual performance appraisal for all staff.

Provide a smoke free environment.