



# MANGAKAHIA AREA SCHOOL TE KURA TAKIWA O MANGAKAHIA

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## EMPLOYMENT

### LEGISLATION

State Sector Act (1988), Education Act (1989), Bill of Rights Act (1990),  
Smokefree Environments Act (1990), Health and Safety in Employment Act (1992)  
Human Rights Act (1993) Privacy Act (1993)  
National Education Goals (1993) National Administration Guidelines (1993)  
Health and Safety in Employment Act 1992  
Employment Relations Act (2000) Protected Disclosures Act (2000)  
NZ Area Schools, NZPPTA, NZEI Collectives for teaching and non-teaching staff

**Memorandum of Understanding** with He Matariki Teen Parent Unit

### FOCUS

Mangakahia Area School Board of Trustees shall be a good employer according with the above, especially in regard to equal employment opportunities, and an harassment-free workplace.

The Board delegates responsibility to the Principal on all matters relating to the management of staff with exceptions as noted in the guidelines.

### ADDITIONAL POLICIES

Complaints, Health and Safety, Professional Development  
Protected Disclosures, Student Achievement;  
Principal's Performance Appraisal, Staff Performance Appraisal, Board Self Review

### GUIDELINES

**The board ensures that it is a good employer that**

- meets the requirements of national legislation governing employment practices
- abides by collective employment agreements for principals, teaching and non-teaching staff
- follows contractual procedures for recruitment, appointment, retention, conflict resolution
- delegates appropriate authorities to the chairperson and principal
- supports staff training and professional development through its annual budget
- at all times provides a safe and healthy workplace and a smokefree environment

### Leave

- Employee leave is effectively managed and reported
- The risk of financial liability to the Board is minimised, operational needs are met and the needs of individual staff are considered

- Board approval is sought for any requests for discretionary leave without pay of over five days.
- Refer to the Discretionary Leave Policy.

**The board through its policies and practices provides**

- equal employment opportunities to eliminate barriers causing inequality in employment
- equal recruitment opportunities regardless of race, sex, age, religion, marital or family status
- a workplace culture that values and supports diversity
- a health and safe working environment for employees, free of harassment of any kind
- a workplace culture that does not tolerate any form of unfair discrimination
- a workplace culture that promotes equal employment opportunities
- on-going monitoring and review on a regular basis.

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The above policy was reviewed and mandated by the Board of Trustees on 6 December 2016

This policy is next to be reviewed Term 3 2017

Chairman of the Board of Trustees: *Rachel Cocks* (signature)  
Rachel Cocks

Date signed: 6/12/16