



Personnel Policy (expressed as limitations)

The board delegates responsibility to the Principal all matters relating to the management of staff including the use of Banked Staffing Resources, in the expectation that they will be managed in a sound, fair, and respectful manner, in accordance with the current terms of employment documents.

As a consequence, the Principal may not fail to:

- ensure that employees are not discriminated against on other than in regard to clearly job related, individual performance or qualifications.
- ensure employees rights to personal dignity, safety and access to an approved and fair internal grievance process.
- ensure that all required staff are registered or have a current Limited Authority to Teach.
- provide all staff with an employment contract, either individual or collective.
- ensure annual performance appraisals are undertaken
- ensure all staff members have a job description which is reviewed annually
- meet current employment legislation
- provide protective disclosure protection
- follow the BoT procedure on the appointment of staff
- ensure that staff have adequate professional development opportunities

Adopted: June 2012

Reviewed: June 2014

Reviewed: March 2019

Next Review: March 2021