

GREYTOWN SCHOOL POLICY STATEMENT

Personnel

Rationale

Greytown School will be a good employer in recognition that a committed stable staff will provide the best possible learning environment for students.

Purpose

- To provide the best learning environment for students we recognise that by providing staff with optimum working conditions, adequate resources,, effective on-going training,, career opportunities and encouragement we will foster staff well-being and promote high levels of performance.

Guidelines

1. EEO (Equal Employment Opportunities)
 - All school policies and procedures will include EEO requirements.
 - The Board of Trustees will specify an EEO programme in consultation with its employees
2. Sexual Harassment
 - Sexual Harassment is not acceptable at Greytown School and the Board of Trustees will specify procedures to deal with this.
3. Staffing
 - All staff will be employed under and individual or collective contract
 - Greytown School Board of Trustees will abide by the provisions of the relevant contracts that affect the staff
 - The school will have management procedures that outline managing personnel practices.
4. Appointments
 - The Board of Trustees will appoint the principal in accordance with written procedures
 - The principal will consult with the Board of Trustees for senior appointments
 - All other permanent staff will be selected by the principal.
 - All appointments will be ratified by the Board of Trustees.
5. Staff Leave
 - Leave is generally covered by the relevant collective or individual contracts
 - Leave outside these parameters may be granted at the discretion of the principal
 - The principal will consult the Board of Trustees for all leave applications over 5 days.

6. Performance Management

- the school will have a Performance Management System which is consistent with national standards in keeping with the goals of the charter.

7. Staff Development

- The school will have a staff development programme for all staff.

8. Complaints

- Matters of concern will be directed to the person/s involved
- The principal or a Board of trustees member may receive a complaint in writing and will direct it to the person//s concerned
- The principal may act as a facilitator in a meeting between the parties concerned
- The school and the Board of Trustees will have joint procedures for managing complaints
- The investigation or consideration of a complaint should be on a scale appropriate to that complaint and should not escalate the issue beyond those who are immediately involved.

Conclusion

Greytown School will have the school procedures and Board specifications that ensure continuing development as a good employer.

Formulated	Nov 2007
Reviewed	Sep 2010
Review Date	Sep 2013

Signed _____ Chairperson