

## 4:8 HUMAN RESOURCE MANAGEMENT POLICY

Created: December 2014 / Reviewed: 2017

### RATIONALE

Regulation 47 Governance, management, and administration standard: general requires every licensed service provider to ensure that the service is effectively governed and managed in accordance with good management practices.

### OBJECTIVES

Personnel policies for employing or contracting staff (educators and co-ordinators), will include the following:

#### Staff appointments

- It is at the Management's discretion as to whether positions will be advertised internally and/or externally.
- Interested applicants will be asked to submit their C.V.
- Short listed applicants will undergo an interview by at least two people.
- Final Contract negotiations will be undertaken with the successful applicant.
- Once the Job Description and Employment Agreement (Contract) have been sighted and completed, the formal letter of acceptance will be sent/given to the successful applicant.
- The successful applicant will be required to undergo a Police Vett (in line with the Education Standards Act 2001).
- All unsuccessful applicants will be sent a letter thanking them for their application, and advising them that they were unsuccessful.
- All unsuccessful applicants will have their CV held for 90 days, in case another similar position becomes available. After 90 days all CV's will be shredded, or returned if the applicant had provided a self-addressed, stamped envelope.
- Staff may have their Contract amended or updated as necessary, and any changes will be negotiated with the Staff member concerned. Any updated Contract should be signed by both parties and added to the Staff Members Personnel File.
- The Centre acknowledges the Employment Relations Act 2000.
- The Centre is committed to the Ministry of Education Strategic 10 Year Plan for trained and qualified staff.

**Staff Induction**

Name: \_\_\_\_\_

Contract issued	
Contact signed by both parties	
Copy of contract given to employee	
Qualifications	
Teacher registrations	
Policies read	
Employee handbook read	
Emergency exits/procedures	
Allergies discussed	
Special health plans discussed	
Previous injuries or illnesses checked	
Three weekly check up	
Three monthly contract confirmation	

**Appraisal**

- A staff appraisal on all staff will be completed annually. This appraisal is designed to accurately and fairly assess how well that staff member is performing in their job.
- During this appraisal, areas of competency will be identified and praised, areas requiring improvement will be discussed and an action plan formulated to address them, and plans for development will be made.
- Appraisals will be filed on the staff files, and they will remain confidential to the staff member, and Management.

**Misconduct**

The Management is responsible for identifying areas of misconduct, and would include, but is not limited to;

- o Poor timekeeping and lateness.
- o Unauthorised absence or leaving the Centre during their scheduled work hours without permission.
- o Being discourteous to other Centre staff, parents, or children.
- o Smoking in a smoke-free area.

o Inappropriate handling of children's behaviour - as laid out the Positive Guidance Policy. Depending on the situation, this may be deemed Serious Misconduct.

o Failure to advise Management of another staff members inappropriate handling of children's behaviour that they have observed.

o Non-adherence to the Centre Sickness or Staff Health policies.

Disciplinary action will be undertaken as outlined below and in line with the staff members Collective and/or Individual Employment Agreement and the Employment Relations Act 2000.

### **Serious Misconduct**

The Management is responsible for identifying areas of serious misconduct, and would include, but is not limited to:

o Dishonesty and/or unauthorised possession of Centre property.

o Refusal to obey a lawful or reasonable instruction.

o Personal abuse, violence or harassment.

o Sexual harassment.

o Serious breach of Centre Policies & Practices.

o Bringing the Centre into disrepute o Breach of confidentiality.

o Being under the influence of alcohol, drugs or any other substance that has a detrimental effect on their functioning or behaviour.

o Inappropriate handling of children's behaviour or Child Abuse – as laid out the Positive Guidance Policy and Child Protection Policies.

# Staff must never smack, hit, grab, shake, handle roughly, bite, punch, tease, insult, humiliate, frighten, ridicule, neglect, shout at, threaten, or confine any child. They must not laugh at children' behaviour or discuss it amongst themselves in the presence of children or parents.

o Failure to follow the Centres or Managements instruction or procedure in cases of alleged Child Abuse.

### **Discipline and dismissal**

Disciplinary Procedures as laid out in the Individual Employment Agreement and the Employment Relations Act 2000 will be followed.

Extract from the Individual Employment Agreement:

#### **Disciplinary Procedures**

The procedures set out in this clause are to be followed in circumstances where the matter(s) causing concern is/are not of sufficient seriousness to warrant summary dismissal.

The employee must be advised:

(a) Of his/her right of assistance and/or representation at any stage;

(b) Of the specific matter(s) causing concern and given an opportunity to state any reasons or explanation;

The employer will give consideration to the employee's explanation and may choose to take no further action or, if warranted, issue a written warning, setting out:

(i) The details of the issue(s)/complaint;

(ii) The corrective action(s) required to remedy the situation;

(iii) The timeframe in which the improvement is sought; and,

(iv) The likely outcome if there is a further breach, and/or failure to meet the conduct/performance requirements as advised.

Under normal circumstances the first instance would entail a first written warning, a second instance a final written warning and the third instance could entail dismissal with or without notice.

Any action under this clause is to be recorded in writing and both parties are to receive a copy.

If, in the opinion of the employer, the situation warrants it, an employee may be suspended on pay pending the resolution of the matter(s) causing concern.

### **Summary Dismissal**

The employer may dismiss the employee without notice for serious misconduct.

The procedure for summary dismissal will be as follows:

(a) The employee must be advised of his/her right of assistance and/or representation at any stage.

(b) The employer will advise the employee of the specific allegation, and the seriousness of the situation, and provide the employee with an opportunity to refute the allegation or explain the misconduct. If the explanation is not satisfactory to the employer, the employer will inform the employee that the allegations will be investigated further. The employee may be suspended, on pay, to allow a full investigation to take place.

(c) When the employer is satisfied that the matter has been fully investigated, the employer will arrange a meeting with the employee and make the findings of the investigation known. The employee will be allowed a reasonable and adequate opportunity to make further representations to the employer.

(d) If the employer is satisfied there is just cause to dismiss, the employee must be informed of the decision to dismiss.

### **Professional Development**

The guiding principle of the Centre, is that the needs of the child shall be the first and major consideration, therefore:

- We will encourage and support staff to attend Professional Development Courses.
- A yearly budget for Professional Development will be allocated.
- Information brochures on suitable courses, will be made available to staff.
- The Management will have the responsibility to choose which courses are relevant to their Centre and staff for the year.
- Only one staff member will be released for Training per day, unless special circumstances allow. An exception will be made when Internal Training for all the staff is to be held.
- Staff are expected to attend in-service courses provided or organised by the Management.
- Information from Staff Appraisals is to be used in selecting and identifying courses and participants.
- Participants for courses will be selected on a fair and equitable basis.
- All training or Professional Development undertaken by staff will be recorded in the Staff Members Personnel Files.
- All staff attending training are expected to write-up their learning outcomes and to provide copies of all the handout material, so they can be added to the Centre resources.
- At the Management's discretion, staff may be able to attend courses not funded (or not fully funded) by the Centre.

