



ST IGNATIUS OF LOYOLA CATHOLIC COLLEGE

PERSONNEL POLICY

Outcome statement

The obligations and responsibilities of being a good, fair and just, employer are met.

Scoping

The board recognises its responsibilities and accountabilities to its employees are achieved through its principal | tumuaki.

Good employer means an employer who acts within the principles of Catholic social teaching and operates an employment policy containing provisions generally accepted as necessary for the just, fair and proper treatment of employees in all aspects of their employment.

Delegations

The board delegates responsibility to the principal | tumuaki all matters relating to the day-to-day management of staff | kaimahi in the expectation that they will be managed in a sound, just, fair and respectful manner, acknowledging the dignity of each person, and in accordance with the current terms of employment agreements, school | kura policy and procedures, relevant legislative requirements and identified good practice.

Expectations and limitations

The principal | tumuaki must ensure:

- all employment-related legislative requirements are applied including those in Schedule 6: Education and Training Act 2020 and the school's Integration Agreement
- all employees understand their rights to personal dignity and safety and ensure that matters are resolved in an appropriate, fair and restorative manner
- all staff | kaimahi are safe from racism, stigma, bullying and all other forms of discrimination within the school | kura
- that the wellbeing of all staff | kaimahi is supported
- teachers | kaiako are supported in their vocation to serve young people
- that all staff | kaimahi are affirmed and valued for their contribution to the work of the school community
- a smoke-free and vape-free environment is provided
- employment records are maintained
- all employees have:
 - a written letter of offer of employment using the [NZCEO Letters of Appointment templates](#)
 - an up-to-date job description that includes their Catholic special character responsibilities
 - for non-union employees, an individual employment agreement (IEA)
- units for appropriate positions are allocated in a fair and transparent manner
- employee leave is effectively managed and reported so that:

- o the risk of financial liability is minimised, operational needs are met and the needs of individual staff are considered
- o board approval is sought for any requests for discretionary staff | kaimahi leave with pay of 5 or more than 5 days
- o board approval is sought for any requests for discretionary staff | kaimahi leave without pay of longer than four days
- o board approval is sought for any requests for staff | kaimahi travelling overseas on school business
- o the board is advised of any staff | kaimahi absences longer than 14 school | kura days
- job descriptions clearly state Catholic special character responsibilities of staff | kaimahi, and these are regularly reviewed
- effective and robust professional growth cycle are in place for all staff | kaimahi attestations for salary increases, and staff | kaimahi professional learning and spiritual formation
- a suitable, regular and planned professional learning and spiritual formation programme, which takes into consideration the requirements of the strategic and annual plans, is provided as part of each employee's performance agreement
- the professional learning and formation programme enables the principal | tumuaki and teachers | kaiako of Religious Education to work towards a formal qualification in Religious Education or Special Character, and that the principal | tumuaki and all teachers | kaiako are working towards the next level of Certification
- the requirements of the Health and Safety at Work Act 2015 are met
- advice is sought as necessary from NZSTA advisers where employment issues arise, and the school's | kura' insurer is notified.

Procedures/supporting documentation

[*He Arotake Whanaketanga mō te Mātauranga Ahurea Katorika-Te Ture Tāuke mō ngā Kura Katorika: Catholic Special Character Evaluation for Development Catholic State Integrated Schools Aotearoa New Zealand*](#)

[*Principles of Catholic Social Teaching*](#)

[*Catholic School Elaborations: Standards for the Teaching Profession*](#)

[*Catholic Special Character Conversation Starters: A Reflective Toolkit*](#)

[*NZCEO Letter or Employment Templates*](#)

[*Handbook for Certification in Catholic Special Character and Religious Education for Staff and Boards of Trustees in Catholic Schools in Aotearoa New Zealand \(NCRS, 2014\)*](#)

Staff | kaimahi leave form

Overseas travel forms

Staff | kaimahi leave procedure

Staff | kaimahi-procedure professional growth cycle

Unit allocation procedure

Professional development programme/plan

Storage of confidential information

Monitoring

Principal reports to the Board via the Principal's | tumuaki report to the Board on matters such as applications for leave, professional development undertaken

Or

Principal | Tumuaki report to the Board on confidential personnel matters via the Personnel Report while members of the public are excluded from meeting.

Legislative compliance

[Employment Relations Act 2000](#)

[Education and Training Act 2020](#)

[Collective Employment Agreements](#)

[Smokefree Environments and Regulated Products \(Vaping\) amendment Act 2020](#)

Approved: 7 March 2023	Reviewed 11 August 2026
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