

**EMPLOYMENT and PERSONNEL POLICY**

**RATIONALE:**

The **Bellevue School Board of Trustees** ensures the school is staffed by registered, trained and qualified teachers, and by support staff who are qualified for the position in ways that enable the school to meet its Charter objectives.

**PURPOSE:**

1. An effective school maintains good communication amongst all staff and keeps them informed over matters relating to their employment, promotion and conditions of service.
2. The school’s staff members are the most important resource the school has in meeting the objectives of the Charter.
3. Theschool’s***Employment and Personnel Procedures*** outline the principles and procedures for utilising resources in the most effective way to enhance learning within the school.

**GUIDELINES:**

1. The policy enables the Board to provide a framework for the day to day management for the responsibility of the Principal to enact.
2. The Principal is responsible, in conjunction with the appropriate sub committees and the school’s staff, for managing the school’s procedures for all areas of school employment and personnel management.

**The Board ensures procedures for the following are developed and implemented:**

**3.01 Code of Conduct**

**3.02 Good Employer and Employer Responsibility**

**3.03 Equal Employment Opportunities & Equity**

**3.04 Staff Absences and Leave**

**3.05 Classroom Release Time**

**3.06 Professional Development**

**3.07 Performance Management**

**3.08 Staff Appointments**

**3.09 Complaints against Employees**

**3.10 Provisionally Registered Teacher**

**3.11 Staff Units**

**3.12 Teacher Aide and Support Staff**

**3.13 Physical Restraint and Contact with Students**

*Please note:*

*The above procedures are reviewed when this* ***Employment and Personnel Policy*** *document is reviewed in accordance with the Board of Trustees three-year Self Review Plan, and at any time where the need arises.*

**CONCLUSION:**

Compliance with all relevant *Legal Acts, National Administration* *Guidelines* and thecurrent *Employment Agreement Contracts* will ensure the Board, through the Principal, develops and implements high quality employment and personnel management procedures.

**Date Policy Confirmed……………………………………………**

**Date of Review………………………………………………………**

**Signed BOT Chairperson ………………………………………..**