



POLICY 3.3

Good Employer

Ratified at Board Meeting	28th March 2019
Next Review Due	2022

RATIONALE:

The Aquinas Board will be a 'good employer' to all its employees in accordance with the State Sector Act 1988 and the College's Special Character.

PURPOSE:

The Board recognises its responsibilities and accountabilities to its employees are achieved through its Principal.

DELEGATIONS:

The Board delegates responsibility to the Principal on all matters relating to the management of staff in the expectation that they will be managed in a sound, fair and respectful manner in accordance with the current terms of employment documents and identified good practice.

GUIDELINES:

The relevant objects of the *State Sector Act 1988* include the following:

- (a) To ensure that employees in the State Services are imbued with the spirit of service to the community;
- (b) To ensure that every employer in the State Services is a good employer;
- (c) To promote equal employment opportunities in the State Services.

The above-mentioned objects, and the Personnel Provisions in relation to the Education Service, (Part V11a, *State Sector Amendment Act 1989*), set out the good employer obligations for Boards in state schools.

A "good employer" is defined as an employer who operates a personnel policy containing provisions generally accepted as necessary for the fair and proper treatment of employees in all aspects of their employment, including provisions requiring:

- (a) recognition of the aims and aspirations of Maori
- (b) recognition of the aims and aspirations, and the cultural differences of ethnic or minority groups.

The Principal must ensure:

- all employment-related legislative requirements are applied
- all employees understand their rights to personal dignity and safety and ensure that matters are resolved in an appropriate and fair manner
- a smoke-free environment is provided
- employment records are maintained, and all employees have written employment agreements
- management pay units for appropriate positions are allocated in a fair, transparent manner
- employee leave is effectively managed and reported so that:
 - the risk of financial liability is minimised, operational needs are met, and the needs of individual staff are considered

- Board approval is sought of any staff leave applications longer than 10 school days
- effective and robust performance management and appraisal systems are in place for all staff that include performance reviews, attestations for salary increases and staff professional development
- a suitable professional development programme, which takes into consideration the requirements of the strategic and annual plans, is provided as part of each employee's performance agreement
- 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 College's insurer is notified.

ASSOCIATED LEGISLATION:

[State Sector Act 1988](#)

[Employment Relations Act 2000](#)

[Privacy Act 1993](#)

[Health and Safety at Work Act 2015](#)

[Collective employment agreements](#)