

Draft 3.03 Staff Competency, Conduct and Discipline

Rationale

To ensure that there are transparent processes and procedures and that the Liston College Board of Trustees applies the principles of natural justice in all instances of staff competency, conduct and discipline.

Purposes:

1. To ensure that the Board of Trustees complies with the principles of being a Good Employer.
2. To ensure that any Staff Competency, Conduct or Discipline issues are dealt with fairness, and in accordance with existing legislation and various staff Collective Agreements and Individual Employment Agreements.
3. To follow a path which encourages resolution of concerns at the earliest opportunity
4. To provide transparency of the procedures.

Guidelines

1. The Board will adhere to the provisions and procedures of the various Collective and Individual Employment Agreements when dealing with matters of Staff Competency, Conduct and Discipline.
2. All matters of Staff Competency, Conduct and Discipline must be supported by adequate documentation which provides evidence / sustains any allegations or claims.
3. All correspondence shall be referred to the Chairperson of the BOT.
4. The Principal will inform the Chairperson of the BOT of the actions that are being taken to address issues of Staff Competency, Conduct and Discipline.
5. Where appropriate, advice and assistance of the School Trustees Association should be sought and the School's Insurer advised when issues of Staff Competency, Conduct and Discipline arise.
6. Each case of Staff Competency, Conduct and Discipline must be assessed on its individual merits.
7. Employees may seek whanau, family, professional and / or Association support in relation to such matters of Staff Competency, Conduct and Discipline. Where appropriate, the BOT and employee may agree to deal with a matter of Staff Competency, Conduct and Discipline in a Maori context and manner.
8. Where deemed necessary (by law or otherwise), appropriate agencies, such as the NZ Police and the **Teaching** Council shall be informed in matters of Staff Competency, Conduct and Discipline.

Conclusion

Matters of Staff Competency, Conduct and Discipline are dealt with effectively when explicit and fair procedures exist and are followed.

Adopted by Board of Trustees

Review Date: _____ Chairperson: _____

Reviewed:

25/7/06

28/03/17

Next Review: 2020 – every three years

Replaces Policy:

Policy renamed – was called Discipline of Staff