



## Good Employer and Personnel Policy

NAG 3

June 2008

### Purpose

- **The State Sector Act requires every employer in the Education Service to operate a personnel policy to ensure fair and proper treatment of employees in all aspects of their employment.**

### Procedures

- The board will take all reasonable steps to ensure that good and safe working conditions exist for employees and that provision and conditions exist for employees in the provision and condition of the working environment and facilities, and will respond to all reasonable and achievable requests made by employees.
- Each year the board will develop and publish an equal employment opportunities programme and ensure this is complied with. The programme will recognise the specific needs of the Maori.
- The board will recognise the needs of ethnic and minority groups, and the employment requirements of women and persons with disabilities by responding to all reasonable and achievable requests made by employees.
- Each year the board will make budget provision to support training and development programmes intended to enhance the abilities of employees with the expectation that funds used in this way will be reflected by enhanced employee performance in aspects of their work.
- The board will take all other reasonable steps to ensure that it is a good and fair employer by responding to issues and concerns raised by employees.

### Policy Review

- This policy will be reviewed annually in accordance with the board's self review timetable.
- The review will be conducted in the form of a questionnaire offered to each employee.
- The board will report to its employees on its review, and make a copy of the review available to the school community.

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**Signed**

**Board Chairperson**

**On behalf of and with the authority of the Board on \_\_\_\_\_**

## Employee Satisfaction Questionnaire

1. Have you read the board's good Employer Policy?    **Yes**         **No**
  
2. In your experience, had the board acted in accordance with its policy procedures?
  - **Procedure 1**    *The board will take all reasonable steps to ensure that good and safe working conditions exist for employees and that provision and conditions exist for employees in the provision and condition of the working environment and facilities, and will respond to all reasonable and achievable requests made by employees.*  
**Yes**         **No**
  
  - **Procedure 2**    *Each year the board will develop and publish an equal employment opportunities programme and ensure this is complied with. The programme will recognise the specific needs of the Maori.*  
**Yes**         **No**
  
  - **Procedure 3**    *The board will recognise the needs of ethnic and minority groups, and the employment requirements of women and persons with disabilities by responding to all reasonable and achievable requests made by employees.*  
**Yes**         **No**
  
  - **Procedure 4**    *Each year the board will make budget provision to support training and development programmes intended to enhance the abilities of employees with the expectation that funds used in this way will be reflected by enhanced employee performance in aspects of their work.*  
**Yes**         **No**
  
  - **Procedure 5**    *The board will take all other reasonable steps to ensure that it is a good and fair employer by responding to issues and concerns raised by employees.*  
**Yes**         **No**
  
3. If in your opinion, the board has not acted in accordance with a policy objective
  - a. Please describe what the board failed to do.
  
  
  
  
  
  
  
  
  
  
  - b. What you did in drawing the matter to the board's attention?
  
  
  
  
  
  
  
  
  
  
  - c. What you expect should happen?

The Board will report to its employees on its review, and make a copy of its review available to the school community.

BoT Policy Officer