

WAITAKERE COLLEGE

POLICY: SECTION C PERSONNEL MANAGEMENT

POLICY: STAFF CAUSING CONCERN

DATE OF REVIEW: May 2018

REVIEWERS: Ants Cotton, Suzanne Grivelle, Lee Devenish, Kath Kemp, Mark Shanahan, Personnel Sub-Committee

GOALS:

- To state how the Principal and Board will act in a fair and equitable manner when dealing with matters involving complaints against teachers or support staff and on matters of competence or discipline.
- To act in a way that is consistent with the provisions of the relevant employment agreements.

OBJECTIVES:

To establish a clear procedure for dealing with complaints against staff and for matters of staff competence or discipline.

GUIDELINES:

1.
 - a) All procedures adopted for teachers must be consistent with the ones set out in the Secondary Teachers' Collective Employment Agreement
 - b) All procedures adopted for support staff must be consistent with the ones set out in the relevant employment agreements, which are at present:
 - the Support staff in Schools Collective Agreement
 - the Secondary and Area School Groundstaff Collective Agreement
 - the School Caretakers and Cleaners Collective Agreement
2. Any complaints or cases for competence or disciplinary proceedings should be addressed to the principal in writing.
3. Many complaints will be able to be resolved between the Principal and the employee concerned without the need to take the matter any further. The Principal may delegate discussion at this level to the Deputy Principal: High Quality Teaching, HR/Principal's Personal Assistant or the Business Manager.
4. Questions of competence or discipline shall be handled in a manner which as far as possible protects the mana and dignity of the employee concerned. Employees may seek whanau, family, professional or union support.
5. Any resolution of the matter shall be recorded in writing and signed by both parties and/or their representatives. A copy of the agreement will be placed on the employee's personal file.
6. Further details and steps are outlined in the relevant employment agreements.
7. As any competence or disciplinary proceedings could lead to personal grievance the principal on behalf of the Board will inform:
 - a) the Board Chairperson as soon as possible
 - b) the school's insurersand seek advice from an industrial relations adviser recognised by the insurers, and if necessary, a lawyer.
8. The Education Council of Aotearoa NZ will be informed of any matters which could have serious implications for teacher registration.

Signature of Chairperson

Signature of Principal

Date