

**POLICY 3.3
Good Employer**

Ratified at Board Meeting	25 August 2022
Next Review Due	2025

RATIONALE:

The Aquinas board will be a 'good employer' to all its employees in accordance with the Public Service Act 2020 and the College's Special Character. Good employer means an employer who acts within the principles of Catholic social teaching and operates an employment policy containing provisions generally accepted as necessary for the just, fair and proper treatment of employees in all aspects of their employment.

DELEGATIONS:

The board recognises its responsibilities and accountabilities to its employees are achieved through its principal.

The board delegates responsibility to the principal on all matters relating to the day-to-day management of staff in the expectation that they will be managed in a sound, just, fair and respectful manner, acknowledging the dignity of each person, and in accordance with the current terms of employment agreements, school policy and procedures, relevant legislative requirements and identified good practice.

GUIDELINES:

The principal must ensure:

- all employment-related legislative requirements are applied including those in Schedule 6: Education and Training Act 2020 and the school's Integration Agreement
- a school timetable is developed annually that complies with the requirements set out in the Secondary Teachers' Collective Agreement (STCA)
- all employees understand their rights to personal dignity and safety and ensure that matters are resolved in an appropriate, fair and restorative manner
- all staff are safe from racism, stigma, bullying and other forms of discrimination within the school
- that the wellbeing of all staff is supported
- teachers are supported in their vocation to serve young people

- that all staff are affirmed and valued for their contribution to the work of the school community
- a smoke-free and vape-free environment is provided
- employment records are maintained, and all employees have written employment agreements
- all employees have;
 - a written letter of offer of employment
 - an up-to-date job description that includes their Catholic special character responsibilities
 - for non-union employees, an individual employment agreement (IEA)
- teachers are consulted when developing a procedure to determine the use of units – units for appropriate positions are allocated in a fair and 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
- job descriptions clearly state Catholic special character responsibilities of staff, and these are regularly reviewed
- effective and robust systems for professional growth and development are in place for all staff that include professional growth cycles (teaching staff), performance management reviews (non-teaching staff), attestations for salary increases, and staff professional learning and spiritual formation, which takes into consideration the requirements of the strategic and annual plans
- the professional learning and formation programme enables all teachers to work towards a formal qualification in Religious Education or Special Character, and that the principal and all teachers are working towards the next level of Certification
- 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 school's insurer is notified.

ASSOCIATED LEGISLATION:

[Employment Relations Act 2000](#)

[Education and Training Act 2020](#)

[Privacy Act 1993](#)

[Smokefree Environments and Regulated Products \(Vaping\) amendment Act 2020](#)

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

[Collective employment agreements](#)

[Public Service Act 2020](#)