



employer and for employees in terms our professional relationships in the school, relationships with students and students' families and our conduct within the community.

- 5 All support and teaching staff at the Lake Taupo Christian School will be employed under individual or collective employment contracts.
- 6 Duties of each position will be detailed in a "Position Description".
- 7 The Board will budget to meet the Total Employment Costs (TEC) of any contract (excluding teaching staff salaries). This includes remuneration and all related costs associated with the contract.
- 8 All employees will be appraised annually and all contracts will be reviewed annually.
- 9 The employer will comply with the provision of the appropriate collective employment agreement.
- 10 The Board of Trustees and principal will be available for employees to raise their concerns over their contract and/or working conditions
- 11 The Board undertakes that all employees will be made aware of their rights to personal dignity and safety, and ensure that matters are resolved in an appropriate and fair manner.
- 12 The Board will ensure that allocation of management pay units will be achieved in fair and transparent manner.
- 13 Salaries will be paid fortnightly by bank payment to an account nominated by the Teacher.
- 14 The Board undertakes that employee leave will be effectively managed and reported so that:
  - a. The risk of financial liability is minimised, operational needs are met and the needs of individual staff are considered.
  - b. Board approval is sought for any requests for discretionary staff leave with pay.
  - c. Board approval is sought for any requests for discretionary staff leave without pay for longer than 4 days.
  - d. Board approval is sought for any requests for staff travelling overseas on school business.
  - e. The Board is advised of any staff absences longer than five school days.
- 15 The Board undertakes to provide a suitable professional development programme, that takes into consideration the requirements of the Strategic and Annual Plans, and that this is provided as part of each employee's performance agreement.

- 16** The Board will seek advice as necessary from NZSTA advisers where employment issues arise, and the school's insurer will be notified.
- 17** The Board may terminate any contract for:
- a. Serious misconduct which may include but is not limited to theft, sexual or other assault, use of illegal drugs at work, or gross negligence
  - b. Conduct inconsistent with school policy.
  - c. Conduct inconsistent with the mission, vision, doctrinal statement and special character statements
- 18** In case of suspected serious misconduct:
- a. An initial meeting between the employer and employee will be held and if it is deemed necessary the employee may be suspended until a full and timely investigation and review can be conducted. (the employer will decide whether this is on salary/wage)
  - b. A record of all meetings will be kept.
- 19** Dismissal Procedure:
- a. Initial discussion and warning as to non-compliance:
  - b. Written warning:
  - c. Final dismissal.
- 20** Early termination of a contract for reasons other than that of serious misconduct will be in writing, giving one month's notice or one month's salary in lieu of.