

Personnel Policy

The Trust's goal is to employ high quality staff who are qualified, skilled and experienced, have positive attitudes, are committed to making a difference in the community and who identify with and contribute to the vision of the Trust.

Goals

- To provide the best possible service to the community that is effective, efficient and financially accountable.
- To be a good employer by:
 - Providing training and development opportunities for staff.
 - Providing supportive working conditions by supplying supervision and support.
 - Abiding by the conditions of the Employment Relations Act, Human Rights Act, Treaty of Waitangi and any other relevant legislation *see list below
 - Ensuring staff have a safe workplace and working conditions.
 - Actively seeking staff views on matters pertaining to their employment.
 - Publicly acknowledging staff whenever possible and appropriate [reports, AGM, newspaper].

Employment Legislation

Te Hā o Mātauranga in its role as “employer” is bound by legislative requirements. The significant legislation governing the employer is:

- Employment Relations Act 2000 and its amendments
- Human Rights Act 1993
- Privacy Act 2020
- Criminal Records Act 2004
- Holidays Act 2003 and its amendments
- Health and Safety in Employment Act 1992 and its amendments
- Income Tax Act 1994
- Minimum Wage Act 1945 and its amendments
- Wages Protection Act 1983
- Accident Rehabilitation and Compensation Insurance Act 1992 and its amendments
- Smoke free environments Act 1990
- Parental Leave and Employment Protection Act 1987 and its amendments
- Protected Disclosures Act 2000
- Children's Act 2014

Employer Responsibilities

The Te Hā o Mātauranga Board is the employing body for all staff through the Coordinator and will provide good employment procedures and practices. The Coordinator is responsible for and works in conjunction with the Administration Coordinator to:

- Ensure appropriate level of staffing positions [appointments and terminations]
- Regularly review Operational Policies and Procedures
- Maintain accurate financial overview
- Compliance matters around employment
- Monitoring the standards and conditions of employment
- Staff induction
- Performance Appraisal and Development
- Provide access to training and professional supervision

Definitions

Staff - Personnel employed (as per employment procedures and practices) and paid to complete a specific role or function within the organisation. Staff roles include Coordinator, Employment Coordinator, Driving Coordinator, Youth Employability Programme Coordinator, Kaitautoko Akonga, Kaimanaaki, Administrator, Driving Instructor, Youth Coach, and Cleaner (July 2022).

Contractor - A business, service or self employed contractor who is contracted to provide a specific (often short term) programme or service (cleaner)

Volunteer – A person who offers their services without expectation of monetary reward.

- Te Hā o Mātauranga board members are volunteers in their Board role.
- Board members may be employed under section 18.2 of the Trust Deed as agents, officers and staff. In this capacity, they would be an employee (staff member).
- Volunteers may work with Te Hā o Mātauranga staff on either a short term or ongoing basis.

Procedures (alphabetical)

You can request a copy of any of the following documents:

Application for Employment or Volunteering

Code of Conduct - Staff Rights and Responsibilities

Communication, Telephone, Internet, Email

Complaints

Confidentiality

Dealing with Differences (mediation, disciplinary, dismissal, disputes, personal grievances, charges, convictions)

Dealing with Media

Declaration of Confidentiality

Employment Agreement Example

Ending Employment (resignation/exit interview/redundancy)

Equal Employment Opportunities (Human Rights)

Expense Claim

Gifts

Harassment

Induction Checklist

Leave

Management Plan

New Employee Details form

Payment of Wages

Performance (Appraisal and management)

Police Vetting, Safety Checking (including periodic checking and decision making following results of check),

Police Vetting form, Safety Checking of Applicants (form for applicant to fill out)

Recruitment and Induction, Induction Checklist

Register of Interests

Safety Check Checklist

Staff Support & Training

Stress

Travel Allowance

Volunteers

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