

## **POLICY: HUMAN RESOURCES**

### **Purpose**

People – staff, students and community are the most valuable resource that Trinity Catholic College has. The Human Resources policy will enable the Board to achieve its goals for the people within the College's Community of Faith.

### **Policy objectives**

- Everyone will be treated with Christian love and compassion and their individual contribution to the corporate body will be recognised.
- All within the College will be encouraged to develop their full potential.
- As a good employer the Board will use the four values of the College, Aroha, Manaaki, Tika and Pono to inform Human Resource decisions.
- To provide equitable access, consideration and encouragement in areas of recruitment, selection, promotion, conditions of employment and career development.

### **Guidelines and limitations**

1. All employment-related legislative requirements are applied.
2. Employment records are maintained, and all employees have written and signed employment agreements.
3. A Professional Growth Cycle, that incorporates the Standards for the Teaching Profession, will operate for all registered teachers in the college.
4. An annual appraisal system will operate for support staff.
5. An annual staff development system will be implemented and will relate to the strategic goals of the College, the needs of staff identified through either the Professional Growth Cycle or the appraisal system, and the curriculum development needs for the College.
6. An industrial relations process, described in relevant current collective agreements, will inform performance management and grievance procedures.

### **Legislative compliance**

[Children's Act 2014](#)

[Public Service Act 2020](#)

[Education and Training Act 2020 1989](#)

[Employment Relations Act 2000](#)

[Local Government Official Information and Meetings Act 1987](#)

[Privacy Act 2020](#)

[Human Rights Act 1993](#)

[Education and Training Act 2020](#)

[Teaching Council of Aotearoa New Zealand Our Code, Our Standards](#)

**Ratified by Board: Signed for Board**



Date: May 2024

Responsibility:	Trinity Catholic College Board
Reviewed:	May 2024
Next review date:	May 2027
Policy:	Human resources

**Related documents**

- Appointments Policy
- Protected Disclosures Policy
- Concerns and Complaints Policy
- Privacy Policy