



## GOVERNORS BAY SCHOOL

### Employer Responsibility Procedure

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Governors Bay School develops and implements personnel and industrial policies within policy and procedural frameworks set by Government from time to time promoting high levels of staff performance, using educational resources effectively and recognising the needs of students.

Governors Bay School acts as a good employer as defined in the State Sector Act 1988 and complies with the conditions contained in employment contracts for teaching and non-teaching staff.

**In order to meet these requirements the BOT develops and implements:**

- An appointment procedure
- A complaints procedure
- A protected disclosure policy
- Principal appraisal/Performance Agreement/Job Description
- An Equal Employment Opportunities Programme (*EEO*)
- Police vetting procedures
- Teacher Registration – refer Staff Schedule
- Leave of absence procedure

**The Principal and Staff (*Management*) develop and implement:**

- A staff schedule
- Appraisal
- Job Descriptions
- Staff development programme
- Performance agreements
- Staff induction programmes

**The BOT in conjunction with the Principal and Staff (*Management*) develop and implement:**

- Performance management Programme (*see above*)
- Employment Contracts

Through the development and implementation of Good Employer programmes and procedures, the BOT ensures staff of Governors Bay School enjoy employment conditions of the highest possible standards.

**REVIEW STATUS:**

<i>Signed (BOT Chairperson)</i>	<i>DATE</i>	<i>REASON</i>	<i>REVIEW DATE</i>
	___ / ___ / ____	<i>BOT REVIEW</i>	<i>April 2010</i>
		<i>NEXT REVIEW</i>	<i>August 2012</i>