

# NAG 3 – PERSONNEL MANAGEMENT

## **RATIONALE:**

A Board of Trustees has a responsibility to be a good employer and such responsibilities require the development and implementation of Good Employer programmes and practices.

## **PURPOSE:**

1. To be a good employer as defined in the State Sector Act 1988 and comply with the terms and conditions contained in employment collective agreements applying to teaching and non-teaching staff.
2. To promote high standards of staff performance.

## **GUIDELINES**

Develop and implement personnel and industrial guidelines, within policy and procedural frameworks set by the Government from time to time, to ensure terms of employment agreements are at all times met by the BOT and which promote high levels of staff performance, use educational resources effectively and recognise the needs of students.

**In order to fulfil the policy, the board and management have developed, and will regularly review, the following Procedural and Administrative Guidelines associated with “Personnel Management”:**

- Classroom Release Time
- Dress Code
- Equal Employment Opportunities
- Exit Interviews
- Leave of Absence
- Parent Concerns/Complaints
- Parent Helpers
- Performance Appraisal
- Principal Appraisal
- Professional Conduct and Teaching Practices
- Professional Development
- Staff Absence
- Staffing Appointments
- Staff Competency
- Staff Induction
- Staffroom
- School Support Team
- Unit Management
- Visitors to the School

Ratified by Board:	_____
	Chairperson - Signed for BOT
	Date: _____
Revised:	_____
	Chairperson - Signed for BOT
	Date: _____
Revised:	_____
	Chairperson - Signed for BOT
	Date: _____
Revised:	_____
	Chairperson - Signed for BOT