



TE AWAMUTU COLLEGE

POLICY STATEMENT ON CONDITIONS OF SERVICE

Rationale

All employees should be able to work in a good and safe environment and should have clear information about their conditions of service.

Purposes

To ensure the fair treatment of all employees.

Guidelines

1. On application for a position, all employees will be provided with a Job Description and a criteria of appointment.
2. The BOT will adhere to conditions as outlined in collective employment agreements.
3. The BOT will establish clear criteria for the allocation of discretionary entitlements within the leave policy.
4. The BOT will familiarise themselves with personal Grievance Procedures as stated in the various applicable collective employment agreements.
5. The BOT will ensure opportunities for the enhancement of individual employee's abilities through its personnel policies and practices.
6. The BOT will ensure the school's physical environment provides for people with disabilities should the need arise.
7. Job sharing and part-time positions may be options for employees, with the agreement of the Board of Trustees and Principal.

CHAIRPERSON _____

DATE 22/6/21

PRINCIPAL _____

DATE 17/6/21

16 June 2021