



## TE AWAMUTU COLLEGE

# POLICY STATEMENT ON CONDITIONS OF SERVICE

### Rationale

All employees should be able to work in a comfortable, inclusive 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 Board will adhere to conditions as outlined in collective employment agreements.
3. The Board will establish clear criteria for the allocation of discretionary entitlements within the leave policy.
4. The Board will familiarise themselves with personal Grievance Procedures as stated in the various applicable collective employment agreements.
5. The Board will ensure opportunities for the enhancement of individual employee's abilities through its personnel policies and practices.
6. The Board 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 and Principal.

CHAIRPERSON

DATE

2/7/24

PRINCIPAL

DATE

2/7/24

1 July 2024