

## 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:

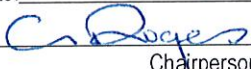
1. To be a good employer as defined in the State Sector Act 1988 and comply with the terms and conditions contained in employment contracts applying to teaching and non-teaching staff.
2. To promote high standards of staff performance.

### 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
- Equal Employment Opportunities
- Exit Interviews
- Leave
- Parent Concerns/Complaints
- Performance Management and Appraisal
- Principal Appraisal
- Professional Conduct and Teaching Practices
- Professional Learning
- Staffing
- Staff Competency
- Staff Induction
- Unit Management

Ratified by Board:	_____	Chairperson - Signed for BOT
	Date: _____	
Revised:		Chairperson - Signed for BOT
	Date: <u>26th May 2021</u>	
Revised:	_____	Chairperson - Signed for BOT
	Date: _____	
Revised:	_____	Chairperson - Signed for BOT
	Date: _____	