



Kaitiaki Kindergartens

Operational Policies

3.06 Human Resources Delegations Policy

Classification: Human Resources

Applies to: All Employees

Approved by: General Manager

Date: April 2021

Review Date: April 2024

Purpose:

- To ensure that all association staff are aware of their authority for Human Resources Management decisions delegated to them in the course of carrying out their duties.

References:

- Kindergarten Teachers Collective Agreement (KTCA)
- Protected Disclosures Act 2000
- Employment Relations Act 2000
- Code of Professional Responsibility and Standards for the Teaching Profession
- Employee Code of Conduct Policy
- Equal Employment Opportunity Policy
- Health and Safety Policy
- Performance Management Policy.

Definition:

- Kaitiaki Kindergartens – is referred to as 'The Association'
- Head Teachers and Centre Managers – are referred to as Service Leaders
- Professional Practice Leaders – PPL
- Kindergartens and Early Learning Centres – are referred to as services
- Non-teaching employees – Other Employees

Policy

The Association will ensure that there are clear parameters for the delegation of authority over human resource issues. These will ensure consistent, effective and fair processes for all employees of the Association.



Procedures

1. Appointment of staff/contractors	
The authority for all stages of the recruitment, selection and appointment process for all employment or contract positions rests with the General Manager unless specified below.	
Professional Practice Leader (PPL)	<ul style="list-style-type: none"> - Authority to recruit for teaching roles. Appointment requires approval of General Manager. - Authority to recruit domestic employees i.e. Chef
Service Leaders	<ul style="list-style-type: none"> - Authority to recruit Parent Relievers. - Authority to source cleaning contractors (in accordance with the Contractors Policy and Procedure). - Offers and contracts must be approved by the General Manager first. - Assist the PPL in appointment of teachers.
2. Terms and Conditions of Employment	
The authority to change any terms and conditions of employment rests with the General Manager unless specified below.	
Professional Practice Leader and Finance Manager	<ul style="list-style-type: none"> - Payment of allowances and reimbursement of employment related expenses within parameters of Kindergarten Teachers Collective Agreement (KTCA) for Teachers. - Set / change hours of work, remuneration, salary scale and/or location, within parameters of KTCA for Teachers. - Set / change hours of work, remuneration for Office Administrator following consultation with General Manager.
3. Leave	
The authority to approve all Leave requests rests with the General Manager unless specified below.	
Professional Practice Leader and Finance Manager	<ul style="list-style-type: none"> - Approve annual leave, long service leave, sick leave, domestic leave, bereavement leave and Court leave (Jury service) within employee's current entitlements and within parameters of Individual Agreements (IA's) or KTCA for all teaching staff. - Leave associated with Certification (Teacher Certification Leave) and Professional Development (Study Leave) of teachers according to approved budget and in consultation with the General Manager. - Approve all Employment Relations Education Leave (EREL) within statutory parameters for Union members. - Approve annual leave, long service leave, sick leave, domestic leave, bereavement leave and Court leave (Jury



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	service) within employee's current entitlements for Office Administrator.
4. Complaints and Competency	
Professional Practice Leader	<ul style="list-style-type: none">- Manage the process of "assistance and professional guidance" for concerns about a teacher's competence.- Conduct investigations for complaints, conduct or competence of staff and, where appropriate, make recommendations to the General Manager regarding:<ul style="list-style-type: none">- Deferred progression- Mandatory reporting to Teachers Council- Disciplinary Action
Service Leaders	<ul style="list-style-type: none">- Participate in assistance and professional guidance process as directed by the PPL.
5. Discipline & Termination	
General Manager	<ul style="list-style-type: none">- The authority to commence any formal disciplinary process rests with the General Manager. In the case of teachers this would be in consultation with the PPL.- Mandatory reporting to Teaching Council for any dismissal of a teacher, and resignations where applicable.

Signed:

Date: 30-3-22

General Manager

Braam Kukler

Endorsed by

Signed:

Date: 31-3-22

President of the Board

PAUL GEDEN

