

Taita College Board of Trustees

Staff Personnel Files Policy

Rationale

Being a good employer is a central responsibility for the Taita College Board.

Good employment practices, including proper documentation, provide support and protection for the employee and reduce risk to students and the school.

Purpose

- To ensure that employment practices are properly conducted and documented.
- To ensure employment related-documentation is prepared and filed appropriately.

Delegations

1. Preparation and upkeep of staff personnel files is delegated to the Principal.
2. Preparation and upkeep of the Principal's personnel file is a joint responsibility of the Principal and the Board Chair.

Guidelines

1. Personnel files must include:
 - the documents outlined in the Staff Appointments Policy.
 - all applications for leave of more than two days, and the outcome of discretionary leave applications.
 - copies of outcomes of appraisals
 - annually updated Individual Employment Agreements for staff non-union staff
 - increment dates and annually calculated leave balance for support staff
 - copies of any complaints or disciplinary proceedings
 - documentation of any additional allowances and the responsibilities for which the allowance is awarded.
2. Personnel files are to be kept securely.

Approved

October 2018



Commissioner