

## PROCEDURE 53: STAFF APPOINTMENTS

### Recruitment Process:

The following resources will help with shortlisting, interviewing, reference checking and decision-making. For forms and templates specific to a principal appointment, please refer to the STA [principal appointment page](#).

- [Staff recruitment checklist](#)[DOCX 43.54 KB]
- [Shortlisting matrix](#)[DOCX 43.54 KB]
- [Interview matrix](#)[DOCX 32.57 KB]
- [Reference checking matrix](#)[DOCX 33.38 KB]
- [Appointment decision matrix](#)[DOCX 26.60 KB]

### Job Descriptions:

All employees must be provided with a job description and any changes of duties should be discussed with the staff and then recorded. Please contact our employment [Advisory & Support Centre](#) for advice.

### Templates:

- [Principals](#)[DOCX 25.64 KB]
- [Deputy Principal or Assistant Principal](#)[DOCX 24.64 KB]
- [Team Leader](#)[DOCX 25.78 KB]
- [Teachers](#)[DOCX 24.38 KB]
- [Support Staff](#)[DOCX 25.95 KB]
- [Caretakers](#)[DOCX 26.57 KB]
- [Cleaners](#)[DOCX 26.12 KB]

### Letters of Appointment:

Templates for permanent offers of employment: -

- [Teachers - Permanent](#) [DOCX 48.15 KB]
- [Support staff - Permanent](#)[DOCX 40.71 KB] [DOCX 40.85 KB] [DOCX 49.96 KB]
- [Principals - Permanent](#)[DOCX 47.83 KB]
- [Caretaker, Cleaner and Canteen worker - Permanent](#) [DOCX 40.95 KB]
- [Ground staff secondary and area schools - Permanent](#)[DOCX 35.36 KB]

### Individual Personnel File / Records:

These records will contain information specific to the individual employee. Boards of trustees have inherited certain basic information from the former employing authorities, which will apply to their existing employees. Further information will be gained from any new employees appointed (see Appointments).

The records supplied to boards are likely to consist of:

- the employee's application for the position including a curriculum vitae, if supplied
- the letter of appointment, and any other correspondence
- the employment agreement or the name of the agreement under which the employee is employed
- the letter of acceptance of appointment
- payroll information (tax number, PAYE, any deductions, for example union fees where applicable)
- verification of any previous service (where relevant for leave entitlements, etc.)
- when police vet is undertaken
- qualifications/certificate of registration
- the employee's home address and telephone number
- the employee's next of kin
- timing and content of introductory programme.

Other information which is likely to be added to the employee's personal file would include:

- details of superannuation contributions, if any
- dates of entitlement for each annual leave and sick leave allocation
- authorities for pay deductions, if appropriate
- dates of salary increments
- any decisions of the board (or principal) regarding the employee (for example, decision on appointment)
- dates on which annual leave or any other leave was taken
- amounts paid in respect of leave taken
- any correspondence relating to the granting of parental leave
- a record of the employee performance interview appraisal
- details of any courses, further qualifications or development programmes undertaken
- decisions concerning written complaints against the employee if substantiated by the appropriate process
- a record of oral warnings, and/or copies of written warnings as part of the disciplinary process
- letter of praise/compliments

It is important to keep these files up to date and secure by filing all relevant papers as they arise.

If the employee leaves the school, a record should be placed on their file as to final date of employment and any specific payments made; for instance, for unused leave.

Boards are also likely to want to keep files of information on the following areas:

- results from exit interviews or exit forms (which may be anonymous)
- EEO statistics in order to monitor and evaluate the progress of the EEO programme on a regular basis
- any recurring problems causing frequent turnover, also useful for the wage round information
- education and development programmes employees have undertaken.

### **Delegated Authority to Appoint:**

The principal, in the first instance, will notify the Board Presiding Member that a vacancy exists.

The board delegates authority to determine the composition of the various appointment committees according to the schedule outlined below. Appointment of the principal is the responsibility of the board, which will determine the process and seek NZSTA advice.

- appointment of deputy principals, head of departments/senior teachers will involve an appointment committee consisting of the principal, the presiding board member and, at the discretion of the board, a further member of the board

- unless determined otherwise by the board, appointment of all other teachers, permanent and fixed-term, full-time and part-time, long-term relieving teachers and non-teaching staff will be the responsibility of the principal in consultation with the presiding board member or delegate where deemed necessary
- procedures are in place and fully implemented that meet all legislative requirements regarding safety checking, Police vetting and screening of all staff
- all safety checking is completed for all teaching and non-teaching staff prior to commencing employment, and
- safety checking documentation is kept on the new employees personal file in line with privacy and storage protocols
- Any person applying for a teaching position holds a current practicing certificate from the Teaching Council

## **Employment in a Pandemic Environment:**

### **Current Covid-19 environment: -**

School employers must appoint only once verification and confirmation of full vaccination status is provided, as per the Covid-19 Public Health Order for Education.

Before making a verbal and/or written offer of employment, ensure you have obtained the appropriate verification of a candidate's vaccination and/or testing status.

The best way for an employee to obtain up to date and verified evidence of their vaccination status is from the Ministry of Health through either My Covid Record, or by way of a letter:

- My Covid Record – an individual can quickly obtain evidence of their status [here](#), or through their NZ COVID Tracer app (users navigate to the Dashboard and then click on More info; My Covid Record will be one of the options listed). They will need to set up an account for this or link their record to their [RealMe](#) login.
- Letter - If an employee cannot verify by way of My Covid Record, they can request a [letter from the Ministry of Health](#) confirming their vaccinations status. It can take up to 10 days for a request to be processed.
  - The information around a person's vaccination status and why they received an exemption needs to be protected in line with the Privacy Act 2020.

What recruitment documentation do we need to update to reflect the new Covid-19 requirements?

- Recruitment policies and process documents
- Vacancy application forms
- Interview questionnaires
- Vacancy advertising wording
- Letters of Offer for Employment

### **Suggested Application Pack statement:**

*You will be aware of the vaccination and testing orders around the Government's decisions that the requirement for the education workforce is to be vaccinated, and in many cases, tested. As of 1 January 2022, all staff who may have contact with students will legally be required to be vaccinated and this will be a condition of employment. You will need to disclose anything that may impair your ability to accept and fulfil all of these conditions of employment'.*

- "If you are shortlisted for an interview, please bring with you confirmation of your current vaccination status".

- “Applicants will be required to meet the Covid-19 Public Health Orders as they apply to the education sector”.
- “The Whareorino School Board is committed to the health, safety and wellbeing of all staff and are proactively taking all necessary and required measures to protect our staff and akonga from Covid-19”.
- The Whareorino School Board is only able to appoint once verification and confirmation of full vaccination status is provided, as per the Covid-19 Public Health Order for Education. Please provide a verified copy of your Covid-19 My Vaccine Pass.

**At the time of offering and interview: Phone call conversation**

*<name> I'll follow this phone conversation up by sending you an email, so you do not have to remember everything I have covered off.*

*Is there anything you wish to disclose that may impact your ability to accept and fulfil the conditions of the position you have applied for at Whareorino School, in terms of the health and safety of the school and as it relates to the Covid-19 requirements in general?*

*Before Whareorino School makes a verbal and/or written offer of employment, legislation mandated by the Government requires the employing Board to obtain the appropriate verification of a candidate's vaccination and/or testing status.*

**At the beginning of your phone call**, make each of the applicants aware that irrespective of what answers they provide, it wouldn't discriminate against them through the process, but gives us an understanding of where things sit for potential future employment.

Questions:	applicant	applicant	applicant
1. Do you currently have any Covid symptoms?			
2. Are you aware of the Public Health Order (PHO) around the Government's decisions that the education workforce needs vaccinating, largely due to the vulnerability of students?			
3. What is your current vaccination status? Information provided by you will be treated according to the Privacy Act requirements.			
4. Is there anything you wish to disclose that may impact your ability to accept and fulfil the conditions of the position you have applied in terms of the health and safety of the school and as it relates to Covid-19 requirements in general?			
5. Are you prepared to provide proof of your vaccination status? Should you be offered the position you have applied for, this will be a requirement.			

## Wording required to be included in letter of appointment:

### COVID-19 Public Health Response (Vaccinations) Order 2021

To be eligible for this role you must be vaccinated against COVID-19. This because the role requires you to carry out work at our school and to have contact with students in the course of carrying out that work, and/or to be present at the school at a time when students are also present, and the COVID-19 Public Health Response (Vaccinations) Order 2021 (Order) requires all employees who do this work to be vaccinated or hold a current medical exemption. The Order also requires you to provide the board with certain information about your vaccinations, including which COVID-19 vaccination(s) you received and on what dates.

This offer of employment is therefore conditional on you being vaccinated against COVID-19 or holding a current medical exemption and on you providing the board with satisfactory evidence of your vaccination status or exemption. Satisfactory evidence includes MyCovidRecord or satisfactory alternative such as a letter from a GP. Please fill in and return the enclosed vaccine information form.

As new staff are employed, we keep track of current Covid Vaccinations in a confidential Covid Vaccination Register which lists a copy of their Vaccination Pass, as well as dates and types of vaccinations to date, as well as due dates for any (known at the time), future requirements.

If you would like to see the Order, it is available at [www.legislation.govt.nz](http://www.legislation.govt.nz). If you have any questions about this, please let us know.

## Legislative compliance:

[Collective employment agreements](#)

[Employment Relations Act 2000](#)

[Education & Training Act 2020](#)

[Privacy Act https://www.legislation.govt.nz/act/public/2020/0031/latest/LMS23223.html](https://www.legislation.govt.nz/act/public/2020/0031/latest/LMS23223.html)

[Children's Act 2014](#)

[Public Sector Act 2020](#)

[Human Rights Act 1993](#)



C. Stevenson  
PRINCIPAL

Dated: 17 March 2022