
Macleans College - POLICIES & DIRECTIVES

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TITLE: ASSOCIATE STAFF HOUSE RULES		ISSUE NO: 2
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ASSOCIATE STAFF HOUSE RULES

RATIONALE:

Macleans College recognises the value of the associate staff in their vital roles in supporting the teaching staff. The House Rules are provided to ensure a safe and conducive working environment.

PURPOSES:

The following House Rules have been developed to ensure the smooth and effective running of the school and for all staff to be aware of the types of behaviour which will be considered unacceptable. Disciplinary actions can be taken against staff, in these situations. All staff are encouraged to be aware of these rules.

GUIDELINES:

A SERIOUS MISCONDUCT

The recognized categories of serious misconduct are:

- i. Deliberate disobedience to a lawful and reasonable instruction
- ii. Personal abuse
- iii. Violence and harassment
- iv. Serious breach of work rules (including those of health and safety)
- v. Dishonesty
- vi. Misrepresentation
- vii. Breach of implied duties such as confidentiality, loyalty, fidelity
- viii. Conduct outside work that brings the employer or the employment relationships into disrepute

The following are examples of types of behaviour which are considered as serious misconduct and may result in summary dismissal:

- i Acts which seriously affect quality, safety, or the public image of the school.
- ii Disclosure of confidential information.
- iii Unauthorised possession and/or movement of school or fellow staff property.
- iv Falsification or being party to falsification of any school/contractor document or record.
This includes time/wage/accident/expenses/leave etc.
- v Unauthorised use of school's assets.
- vi Irresponsible use of fire protection or safety equipment or security system.

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- vii Failure to follow product handling procedures which result in a serious safety or damage situation.
- viii Failure to follow health and safety procedures resulting in safety or damage situation.
- ix Violence in the workplace.
 - x Refusal to obey a reasonable instruction.
 - xi Aggressive/argumentative/intimidating behavior.
 - xii Unauthorised absence, including leaving the assigned place of work without permission.
 - xiii Sexual harassment
 - xiv Such other matters as the school may advise from time to time

These minimum steps will be followed for conducting the investigation and the disciplinary meeting.

1. Written notice to the worker of the specific allegation of misconduct to which the worker must answer and of the likely consequences if the allegation is established
2. An opportunity for the worker to attempt to refute the allegation or to explain or mitigate his or her conduct; and
3. A consideration of the worker's explanation, that consideration will be free from predetermination and uninfluenced by irrelevant considerations.
4. The employee will have an opportunity to respond to the proposed outcome.

B MISCONDUCT

The following are examples of behavior which constitute less serious misconduct for which warnings shall be issued.

- i Failure to perform work to the required standard.
- ii Poor time keeping, including arriving late for work, or from lunch and/or tea breaks.
- iii Careless or indifferent performance of duties.
- iv Discourteous to other staff, contractors or visitors.
- v Smoking in a non-smoking environment.
- vi Failure to report to the supervisor, any lateness or other absence within four hours of normal starting time, without good reason.
- vii Failure to report an accident during working hours.
- viii Failure to comply with housekeeping requirements as stipulated from time to time.
- ix Such other matters as the school may advise from time to time.

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C WARNING PROCEDURE FOR MISCONDUCT

The following warning procedure shall be used; in cases of misconduct not resulting in summary dismissal:

i	First Offence	:	First warning.
ii	Second Offence:	:	Second warning
iii	Third Offence	:	Third and Final warning
iv	Fourth Offence :	:	Dismissal on notice

Each warning will involve the following steps:

▶ Notice –

- Putting the allegation including all the known details in writing before the employee, and
- Advancing a time and place for disciplinary meeting, and
- Inviting the employee the opportunity to respond at the meeting, knowing
- What has been alleged, and
- Who will be involved in the decision making, and
- What the outcome could be if the employer is satisfied that misconduct has been established.

▶ Disciplinary meeting – (notes will be taken)

- Putting the allegation to the employee again, and
- Inviting the employee's response
- Considering the employee's response, and
- Adjourning if necessary to corroborate claims, or
- Adjourning if necessary to investigate further, and
- Advising the employee whether their explanation is adequate or inadequate, and
- Making a tentative decision on the consequence, and
- Inviting the employee to reconsider their response in light of the consequence being considered
- Consider the employee's explanation, and
- Communicating your final decision and the reasons for that decision, and
- Explaining the implications (duration, scope, re-offending) of the disciplinary action being taken

▶ Follow up –

- Completion of written notification to employee or disciplinary action being taken, and
- Completion of notes and supplementary records in personnel file

NOTES: In every case of serious misconduct and misconduct a thorough investigation will be undertaken and formal notes kept.

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Appendix 1

LEAVE

Annual Leave

All annual leave shall be taken at a time in which the school is officially closed for instruction (unless there is, or has been, agreement to do otherwise).

Leave applications must be completed, signed and fully approved prior to leave being taken. Annual leave that is not planned to be taken when the school is officially closed must be applied for one month prior if exceeding five days. Less than five days the leave must be applied for two weeks prior.

Senior Management Team shall check the employees leave balance on I Drive, to ensure that sufficient leave entitlement is held by the employee prior to approval. The completed form must be given to Payroll for processing with five working days of approval.

Leave Entitlement

All employees shall be entitled to four weeks' annual leave in addition to public holidays and additional paid holidays.

For employees who have completed five years' current continuous service, upon completion of five years current continuous service, shall for the sixth and subsequent years be entitled to accrue 4.6 weeks of annual leave per year.

Upon completion of ten years' current continuous service the employee will be entitled to accrue five weeks of annual leave.

Annualised Employees

If you are a Term Time only employee who has chosen to have their salary annualised, your annual leave entitlement is included in the projected earnings for a twelve-month period and is paid in equal fortnightly instalments throughout the twelve-month period.

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Long Service Leave

For employees who commenced after 30 August 1992, once completion of 25 years' continuous service, shall be entitled to four weeks paid leave.

For employees who as at 30 August 1992 had conditions in excess of this, please refer to Collective Agreement for entitlements to Long Service Leave, Retirement Leave, Resigning Leave and Maternity Grant.

Any leave that falls outside the terms of the Collective Agreement is at the discretion of the Board of Trustees.

Sick Leave

A 5 day a week worker = 7 days per year of service

Less than 5 days a week worker = 6 days per year of service

An employee is entitled to seven days sick leave for each year in addition to any accumulated sick leave. Where an employee is working less than five days per working week, their annual entitlement shall be six days instead of seven.

Caretakers/Cleaners and Groundstaff

A 5 days a week worker = 7 days per year of service

Less than 5 days a week worker = 5 days per year of service

Sick leave shall be accumulated. It may not be anticipated except where the employer and the employee agree.

The employee must inform the employer (both Controlling Officer and Payroll Manager) of the intention to take sick leave as early as possible before they are due to start work, or as early as possible after that time.

ACC Leave

In the event of a work accident, the employee must complete a health and safety form, and notify Payroll Manager and Controlling Officer. This will incur no debit against your sick leave entitlement.

In the event of a non-work accident sick leave is deducted for the first week of the accident and thereon a proportion of the difference between the amount ACC reimburse and your salary.

All ACC medical certificates must be provided for work and non-work related accidents.

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Domestic Leave

The employer shall grant the employee leave on pay as a charge against their sick leave entitlement when the employee is absent from work to attend to a person who is dependent on the employee for care.

Approval is not to be given for absence during or in connection with the birth of an employee's child. Such situations are at the discretion of the Board through the Principal or should be covered by leave without pay.

Bereavement Leave/Tangihanga Leave

An employee shall be granted bereavement/Tangihanga leave on pay to allow a reasonable opportunity for the employee to discharge his/her obligations and to pay his/her respects to a deceased person with whom they have had a close association. The entitlement to this leave extends to the death of any members of the employee's family, or person who, because of particular cultural requirements on the employee, he/she is obliged to attend to as part of a Tangihanga or its equivalent.

The minimum entitlement prescribed in the Holidays Act 2003 for a bereavement on the death of the employee's spouse, parent, child, brother or sister, grandparent, grandchild or spouse's parent is three days paid leave.

Time in Lieu

All time in lieu must be pre-approved prior to working the additional hours. A timesheet must be completed on a fortnightly basis and authorised by your Controlling Officer. Unless in exceptional circumstances and with prior approval, time in lieu

- gained in Term One and Term Two must be taken before the end of Term Two and
- gained in Term Three and Term Four must be taken before the end of the academic year it was incurred.

Time in lieu (TIL) will only be given in the following circumstances:

- A record must be kept of TIL earned and taken. This record will be held by payroll. Payroll require a fortnightly timesheet to be completed showing when the TIL is earned, and a blue leave form must be completed when the TIL is to be taken. Copy of leave form is attached.
- Both a copy of timesheet and leave form must be approved by Controlling Officer and sent to payroll prior to taking TIL leave.
- TIL rate will be calculated as per Collective in approved circumstances.

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The following types of leave are covered in the appropriate section of the Collective Agreement (CA)

Support Staff in Schools Collective Agreement

- Long Service Leave – 6.4
- Domestic Leave – 6.6
- Bereavement – 6.7
- Parental Leave – 6.8
- Jury Service – 6.9
- Other Leave – 6.10

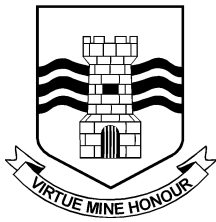
School Caretakers', Cleaners and Canteen Staff Collective Agreement

- Domestic Leave – 5.2
- Bereavement Leave – 5.3
- Special Holidays for Long Service – 5.6
- Jury Service – 5.7
- Parental Leave – 5.8

Secondary and Area School Groundstaff Collective Agreement

- Special Holidays for Long Service Leave – 5.3
- Domestic Leave – 5.5
- Bereavement Leave – 5.6
- Parental Leave – 5.7
- Retiring Leave – 5.8
- Jury Service – 5.9

Any leave that falls outside the Collective Agreement is at the discretion of the Board of Trustees. An employer may, at its discretion, grant an employee special leave with or without pay on such terms and conditions as it may approve.



Macleans College

Support Staff - Leave Record Form

Procedure – prior to Leave being taken

Name:	Date:
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First Day of Leave ____ / ____ / ____	Last Day of Leave ____ / ____ / ____	Total Number of Working Days
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Leave Consisting of:

Reason for Leave:

Annual Leave	
Leave Without Pay	
Statutory Holiday Leave	
Sick Leave in Advance*	
Time in Lieu	

Required Signature Approval

1. Staff Applicant	
2. Agreed by Supervisor	
3. Approved by SMT	
4. Final Approval by PEK	

Signatures 1-4 must be obtained before handing to Payroll

For Payroll Use Only	
1. Staff Applicant Advised via Email	
2. I Drive Noted	
3. Novopay input actioned	