
Macleans College - POLICIES & DIRECTIVES

SECTION NO: **400**

POLICY NO: **401**

ISSUE DATE: 20/02/03

TITLE: **STAFF SELECTION, APPRAISAL &
DEVELOPMENT**

ISSUE NO: 2

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Equal Employment Opportunity

RATIONALE:

The Macleans College Board of Trustees recognises that all people are entitled to equal opportunities regardless of race, gender, age, marital status, disability, sexual orientation, creed, involvement in political, union or other activity within the of the law or any other factor not relevant to employment conditions of the State Sector Act 1989, the Human Rights Act 1993 and the Employment Contracts Act 1991.

PURPOSES:

- 1 To select staff in as open and non-discriminating a manner as possible.
- 2 To identify and eliminate any practices which may unwittingly place any person or group at a disadvantage in terms of selection and career opportunities.
- 3 To appoint to all positions on the basis of merit, which may be interpreted as meaning experience and personal qualities, as well as qualifications.

GUIDELINES:

- 1 Employment related decisions can include those about appointments, conditions of work, disciplinary actions, leave, promotion, appraisal, and professional development.
- 2 The school will strive to ensure that interested parties are consulted and, where appropriate, included in decisions on employment.
- 3 All school communications will be expressed in non-sexist and non-racist language.
- 4 The school's working environment will be free from all forms of harassment.
- 5 Review of the effectiveness of this policy will be the responsibility of the Equal Employment Opportunities (EEO) committee.
- 6 The EEO committee will report annually to the Board of Studies and the Board of Trustees on the findings and recommendations of the review process.

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PROCEDURES:

- 1 The Macleans College EEO policy statement is developed by the Macleans College Board of Trustees.
- 2 The EEO committee is established. It comprises one representative from the Board of Trustees and three staff representatives.
- 3 Each year the EEO programme is developed.
- 4 At the beginning of the school year, all staff complete a staff data base form.
- 5 Throughout the year data is collected from applicants for all positions. A summary is prepared annually.
- 6 The work force profile is prepared annually.
- 7 During term one, the annual report is prepared.
- 8 The annual report is presented to the May Board of Trustees meeting for ratification.
- 9 The annual report is distributed to staff and made available to the parent community.

COMMITMENT:

The Macleans College Board of Trustees will ensure the implementation of this policy and that it will work for the benefit of each employee and for the school as a whole.