
Macleans College - POLICIES & DIRECTIVES

SECTION NO: 400	POLICY NO: 406	ISSUE DATE: 01/07/07
TITLE: STAFF SELECTION, APPRAISAL & DEVELOPMENT		ISSUE NO: 3
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Associate Staff Remuneration Principles

RATIONALE:

The Macleans College Board of Trustees recognises that appraisals, pay scales and remuneration reviews are subject to current employment legislation.

GUIDELINES:

- 1 Appraisals will be used as a basis for annual reviews. The appraisal will be completed in March of each year with the results of pay reviews by the end of April.
- 2 Pay levels will be set within the framework of the “Support Staff in Schools’ Collective Employment Agreement pay scales.
- 3 This legislation and Ministry of Education requirements, sets progressive scales in which all staff can over a period of time progress to the top mandated step of the relevant scale. Starting level within that scale is at the discretion of the employing school.
- 4 Unless the employee has been formally found to be unsatisfactory, he/she is entitled to rise to the next step each year in addition to any negotiated inflation adjustment.
- 5 Remuneration reviews will be initiated by the Principal and SMT.
- 6 In setting pay reviews, the Principal will be mindful of relativity to others inside and outside the school and the impact of individual performance.

COMMITMENT:

The Macleans College Board of Trustees commits to these principles in the belief that a good employer will have clear guidelines and processes for making objective decisions on staff remuneration.

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OTHER RELEVANT DOCUMENTATION:

- Associate Staff Collective Agreements
- Job Descriptions