

Nelson College Policy

Personnel – Administration



3.1 EQUAL EMPLOYMENT OPPORTUNITY

Approved by: Board of Trustees

Contact: Headmaster

Group: HM, EEO Com

Date effective: March 2017

Review date: March 2019

Reviewed by: HM, EEO Com

Policy Rationale

EEO endeavours to provide a fair deal for everyone, by identifying and removing barriers for staff who may be disadvantaged.

EEO aims to ensure that no person misses out on opportunities at work or in the employment process because of:

- their sex
- whether or not they have a disability
- whether they come from a different culture/race
- sexual orientation
- religion (or lack of)
- age
- political views
- broken service
- marital status
- social or family background
- caregiving commitments

Responsibility for Implementation

Board of Trustees

- Delegates responsibility for monitoring and implementation to the Headmaster.

EEO Committee

- Implements the policy and EEO programme
- Provide feedback to staff and Leadership Team
- Completes an annual review of the effectiveness of the policy. Which will form part of the College analysis of variance.

EEO Committee composition

Permanent members

- Chair PPTA
- Chair NZEI
- Member of Senior Leadership Team
- Elected Staff BOT Member

Temporary members (to serve a two year term) – 3 staff members (Teaching/Non Teaching)

Purposes:

1. To provide equal access, consideration and equal encouragement in areas of recruitment, selection, promotion, conditions of employment and career development.
2. The selection and promotion process must reflect the need to appoint the best person for the position, which may be interpreted as meaning experience and personal qualities, as well as qualifications.
3. The selection and promotion process must reflect the needs of a single sex boys college.
4. The selection and promotion process will take into account the gender, ethnic and experience balance within the staff and be cognizant of the need to support the induction of newly graduated teachers into the profession.

Guidelines:

1. All school communications will be expressed in non-sexist and non-racist language.
2. The schools working environment will be free from all forms of harassment.
3. Review of the effectiveness of the policy will be the responsibility of the EEO committee.

Procedures:

1. At the beginning of the year all staff complete a staff database form. This process is to be coordinated by the Chairs of PPTA/NZEI and will ensure anonymity.
2. A summary of the staff database information (workforce profile) is to be included in the EEO annual report.
3. The annual EEO report is prepared in Term 1 each year and presented to the Leadership team, Board and Staff. The final version to be included in the Analysis of Variance and made available to Staff.
4. Every two years (Nov/Dec) the permanent members of the EEO committee will call for expressions of interest from the Staff re temporary membership of the Committee. Should more than 3 Staff indicate an interest then the Chairs PPTA/NZEI will determine the 3 temporary members based on balance (ie gender ethnicity teaching/non teaching etc)

Note ... for the remainder of 2017 the EEO Committee will consist of the members of the EEO policy working party. The full policy will be enacted for the 2018 year with the associated detailed procedures and guidelines.

This policy is based on the provisions of the State Sector Amendment Act 1989.