

Staffing Policy

It is the Policy of St Chads Communication Centre Trust to attract and appoint appropriately skilled, qualified, safe and experienced people to all positions. The Trust recognises that staff are a key resource to be nurtured and supported, having access to systems and resources that enable them to meet the identified needs of clients. All employees are to have conditions of employment that are consistent with workplace procedures and current employment legislation. To clearly define the roles of Board and Staff, no person shall be an employee and Trustee of St Chads at the same time.

This Policy applies to all Board and Staff

The General Manager and Board are responsible for ensuring this Policy is adhered to and any non-compliance with this Policy may be included in performance and appraisal processes for the General Manager at the discretion of the Board Chairperson

Guidelines:

1. Staff are selected on the basis of their personal attributes, skills, qualifications and character, and to meet the identified needs of the organisation.
2. Staff are encouraged to undertake further training and professional development relevant to their work
3. Staff receive support and feedback on their performance through a variety of methods (peer, management, client, family / whanau and volunteers)
4. Key aspects of the client programme are linked to the appraisal system
5. Staff shall undertake cross cultural awareness training and development as required
6. Staff can demonstrate ability in effective cross-cultural communication and sensitivity, eg;
 - Ease in dealing with and relating to Maori and Pacific Island people
 - Ease in coping with varying cultural behaviours and viewpoints
7. St Chads ensures that all employees have conditions of employment and documentation that is consistent with workplace procedures and current employment legislation
8. All staff and volunteers applying for a posted position will be given an interview
9. Staff / client ratio will be based on the Centre Programme and consider risks and required outcomes
10. Any Trustee who applies for and is successful in gaining employment at St Chas must submit their resignation as a Trustee immediately, which will be accepted by the Board Chairperson
11. An employee who wishes to serve as a Trustee must resign from their position at St Chads, if elected as a Trustee
12. The Board Chairperson will meet with any member for whom there may be a conflict, to clearly define that members role

Supporting Documents:

- Strategic Plan
- Service Delivery Policy
- Client and Environmental Risk Assessments
- Recruitment and Appointment policy
- Annual Appraisal policy
- Employment Relations Act 2000
- St Chads Constitution/Trust Deed
- Trust Meeting Procedure
- Trustee Code of Conduct

Document Control Parameters:

St Chads Communication Centre Trust

- The provisions of this Policy supersede and replace all previous Policies and from June 2019 also incorporates the former 'Trustee as Staff Member Policy'

Policy Review:

- This Policy is to be formally reviewed every second year

Date ratified: Dec '05	Date reviewed: June '19	Next review: June '21
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