

## 14. Good Employer

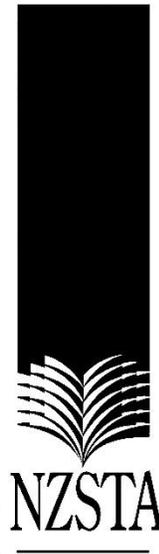
### A. Background

*The governing Board of NZSTA is committed to acting at all times as a good employer.*

*Advising member boards on their good employer obligations is part of NZSTA's core business. Our ability to model good employment practices reflects on NZSTA's professional credibility in this area.*

*NZSTA's greatest assets are its people: NZSTA members and NZSTA workers. The board has a responsibility to its members to ensure that the right people are appointed to lead NZSTA's operational activities, and an obligation to the people who work for NZSTA to act as a good employer.*

*The Board therefore has high expectations of the GM to ensure on its behalf that all dealings with employees and contractors working for NZSTA are conducted in good faith, are consistent with currently accepted good practice, and provide an appropriate role model for member boards of how a good employer behaves.*



#### **Definitions:**

**Good practice** means a way of operating that has been proven to work well and produce good results, and is therefore recommended as a model.

**Staff** means any person who undertakes paid work for or on behalf of NZSTA, and includes employees, consultants, and contract workers but not volunteers or elected officeholders.

**Management position** means any role within NZSTA that

- a. Directly supervises and has responsibility for managing the performance of other NZSTA staff,
- or
- b. Has direct input into NZSTA's strategic planning processes.

**Senior management position** means the General Manager, the Manager, Operations, the Manager, Business Performance and Engagement, the Manager, Business Services and the Accountant.

*This policy should be read in conjunction with 1a – Policy definitions and 17 Health and Safety.*

### B. Strategic direction

The GM is required to act as a good employer with respect to employment, compensation and benefits to employees, consultants, contract workers and volunteers, and in a manner that protects and enhances NZSTA's financial integrity and good name in the community.

NZSTA is committed to supporting the principles of equal opportunities in employment, professional development and promotion. NZSTA's governing board will not tolerate discrimination or preferential treatment on any basis other than merit.

## NZSTA POLICY FRAMEWORK INTEGRATED POLICIES

The board meets its responsibility to oversee and protect NZSTA's vision, mission and values by overseeing and ratifying the appointment of all NZSTA managers including the General Manager.

### **C. Operational requirements**

#### **Appointment of staff**

1. The NZSTA board appoints the following positions:
  - a. General Manager,
  - b. Manager, Operations
  - c. Manager, Business Performance and Engagement
  - d. Manager Business Services
  - e. Accountant.
2. The board may delegate aspects of the appointment process to a subcommittee of the board or an external adviser, or service provider, but the final decision rests with the full board.
3. The board must ensure that their appointment process meets the criteria set out in clause 4 for other NZSTA staff appointments.
4. The GM must:
  - a. Ensure that NZSTA recruitment processes including the wording of role descriptions, advertisements and other documentation clearly align with the board's Vision, Mission, Values, Strategic plan and Statement of Expectations for NZSTA.
  - b. Ensure that all NZSTA recruitment processes demonstrate good practice.
  - c. Ensure that every applicant for a position with NZSTA is provided with copies of the board's Vision, Mission, Values, Strategic plan and Statement of Expectations for NZSTA, or with working links to electronic copies of them.
  - d. Ensure that the appointment process has an effective process for ensuring that successful applicants demonstrate skills, experience and dispositions that are a good fit for NZSTA's Vision, Mission and Values.
  - e. Advise the board as soon as may be practicable of any intention make an appointment to NZSTA's management team.
  - f. Seek the board's ratification of any proposed appointment to a management position within NZSTA before advising any shortlisted applicants of the outcome of their applications.

#### **Equal Employment Opportunities (EEO)**

5. The GM must:
  - a. ensure that NZSTA has processes in place that ensure all NZSTA employees are recruited and selected on an objective assessment of their ability to achieve the excellent performance outcomes required to meet NZSTA's strategic goals and priorities,
  - b. ensure that NZSTA employees are fairly and appropriately remunerated taking into account their level of authority, responsibility, accountability, technical competence and achievement of results, and

## NZSTA POLICY FRAMEWORK INTEGRATED POLICIES

- c. take all responsible steps to provide every employee with a safe physical and emotional working environment free of harassment or negative stereotyping.

### **General Manager's remuneration and benefits**

6. The GM may only authorise or accept a change to his/her own remuneration or benefits with specific prior approval of the Board.

### **Other employees' remuneration and benefits**

7. The GM must ensure that remuneration and benefits for NZSTA employees and contractors are consistent with relevant industry averages, having regard for the employee's skill, experience and the market conditions for such skills and conditions.
8. The GM may enter into employment-related obligations only when:
  - a. the future costs of those obligations can reasonably be predicted, **and**
  - b. the obligations can be met over the projected period of the individual's term of employment without drawing on NZSTA reserves, **or**
  - c. the obligations can be met over a period for which revenues can realistically be projected without drawing on NZSTA reserves.
9. The GM must ensure that annual performance appraisals for all existing staff are complete and up to date, and that all existing payroll liabilities can be met before engaging any new employee.

### **Continuous Improvement**

10. The GM must provide each person on the NZSTA payroll with opportunities throughout the year to pursue professional development that:
  - a. expands or enhances their professional capabilities and interests and/or
  - b. is relevant to their work for NZSTA.

## ***Reviewed and approved by the Board***

On this date:	19 August 2016
Signed on behalf of the Board	Lorraine Kerr President

