



STAFF APPOINTMENT POLICY

RATIONALE

The Principal of Wesley College, as the Executive Officer of the Wesley College Trust Board, is responsible for all appointments on the basis that the appointment is to a defined position, that the appointees are sympathetic to and agree to work within the spirit of the Special Character of the College, and that they satisfy the legal requirements of appointment.

PURPOSE

The purpose of this policy is to clarify the delegated authority at each level of appointment.

POLICY GUIDELINES

1. The Trust Board will appoint the General Secretary.
2. The Principal will appoint the Department Heads, at present the Administration Manager, Boarding Manager, Catering Manager, Senior Matron, Laundry Manager and Maintenance Manager, in consultation with the Trust Board Chairperson.
3. The Principal will appoint House Parents, in consultation with the Boarding Manager and Administration Manager.
4. The Principal will appoint members of the Chaplaincy Team other than the Superintending Chaplain in consultation with the Superintending Chaplain.
5. The Principal may delegate appointments of general Board staff to the Administration Manager, who will appoint on the advice of the respective Departmental Head.
6. The Administration Manager, shall at the request of the Principal, make the arrangements for advertising positions, collecting referees' reports, making arrangements for interviews, and notifying the outcomes of the appointment process.
7. All appointments shall be made in accordance with the relevant requirements of the Human Relations Act, the Equal Employment Opportunities Act, the Employment Relations Act and the Code of Practice for the Pastoral Care of International Students.

Note: The Superintending Chaplain is Stationed at Wesley College by the Methodist Church of New Zealand – Te Hahi Weteriana o Aotearoa, and this appointment is made by the Conference using the procedures of the Church.

Adopted by the Wesley College Trust Board on 31 October 2008.

This policy will be reviewed on or before the October 2011 Trust Board meeting.

J Murray
Chairperson

30/10/08
Date