



STAFF EMPLOYMENT Policy

AIM:

To ensure that school community members have a clear understanding of staff employment procedures, to comply with local school requirements, as well as current DEECD regulations and policies.

GUIDELINES:

All future employment of staff at Epping Views Primary School will aim to employ as many staff as possible in ongoing positions. However to allow for periods of teacher leave including Family Leave, teachers may be employed in casual replacement and fixed term positions.

Conditions of employment at Epping Views Primary School will require that any new staff member will be employed in one of the following three categories:

- Casual Replacement Position - to fill a short term vacancy;
- Fixed-Term position - for a period of limited tenure of up to seven years;
- Ongoing position - means that the employee has long-term tenure.

The School's Student Resource Package, based on the school's student population and designated equity funding will determine staffing entitlements and requirements.

The Principal & / or Staff Selection Panel must ensure that the following processes are successfully undertaken, prior to commencement of the position of employment:

- That the successful applicant is appropriately qualified and VIT registered;
- Where the applicant has been previously employed by the DEECD, a prior service check should be completed;
- That the applicant undergoes a successful Police Check and/or hold a current Working with Children Check
- That the applicant has provided a satisfactory medical assessment from a DEECD approved medical practitioner;
- That correct DEECD HRMS employment procedures have been appropriately completed.

All staff selection processes must strictly adhere to current Merit & Equity requirements and guidelines.

This policy was last ratified by School Council in....

April 2008