



Yendarra Primary School

PROCEDURAL STATEMENT

PERFORMANCE MANAGEMENT **DISPUTES GUIDELINES**

1. All staff members have the right to activate these procedures if they feel the need to
2. The appraisee will put in writing the area/s of dispute and provide reasons
3. It may be appropriate to state any factors that the appraisee believes have led to a wrongful appraisal
4. A copy of this will be given to the appraiser
5. The appraiser and the appraisee will mutually agree on a meeting time/date
6. At this discussion meeting it is recognised that the appraisee may be accompanied by a suitable support person e.g. a NZEI, professional colleague or whanau
7. It is hoped that resolution of the dispute will occur during this discussion time
8. If the dispute is not resolved at this level the matter will be taken to the Principal
9. The above steps, 5 to 7, will be followed
10. In the unlikely event of resolution not occurring following Step 9, the Principal will take the matter to the Presiding Member of the Board
11. The Presiding Member of the Board may set up a small committee to undertake a full investigation
12. The decision reached by the board will be final