

# Individual Employment Agreement (Secondary School Principal)

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## BETWEEN

the Board of

[name of school]  
(“the Employer”)

## AND

(the “Employee” or “You”)

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The Employer appoints you to ☒ continues your employment in ☒ [tick one] the role of

[name of role] working at

[place of work]

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## Job Description

The work you are to perform is set out in the existing ☒ attached ☒ position description.  
[tick one and note that “existing” is not an option for a new employee]

## Remuneration

You are entitled to remuneration set out in Part 3 of the Secondary Principals’ Collective Agreement 2022-2025 (“SPCA”). Your salary shall be the rate payable for the U-grade of the school as advised in the entitlement notice from the Ministry of Education.

## Other terms and conditions of employment

Your other terms and conditions of employment are those of the SPCA, with the exception of clauses 1.8.1 – 1.8.5, with all the necessary modifications applicable to an individual employment agreement for a Secondary School Principal.

The SPCA is available on the Ministry of Education’s website: <http://www.education.govt.nz/school/people-and-employment/employment-agreements/>.

The attached [plain language explanation](#) of the services available for the resolution of employment relationship problems shall apply.

**In signing this agreement the Employer and the Employee agree that the terms and conditions of employment set out in this individual employment agreement replace all previous arrangements and understandings, except those to which concurrence had previously been sought and granted in terms of Circular 2020/10.**

The Employee acknowledges they have had reasonable opportunity to seek independent advice.

**SIGNED** by (Employee) on

[date]

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**SIGNED** for and on behalf of the above  
named School Board by

[date]

[print name] and

[position]

[school number]

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## REMINDER FOR SCHOOL BOARDS (NB: this reminder does not form part of the IEA)

### INDIVIDUAL EMPLOYMENT AGREEMENT Secondary School Principals

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#### New employees – where a collective agreement is in force

- New employees who are or become members of PPTA Te Wehengarua or SPANZ Union and who perform the work covered by the Secondary Principals' Collective Agreement (the Collective Agreement) will be bound by that collective agreement.
- New employees who are not members of either union and who perform the work covered by the Collective Agreement must be offered an individual employment agreement which, for the first 30 days of employment, contains terms and conditions of employment of that collective agreement.
- Before agreeing to the individual employment agreement and before the employee commences work, the employee must be advised that:
  - they are entitled to seek independent advice about the proposed employment agreement
  - the collective agreement exists and covers the work to be done by the employee
  - the employee may join either union, and how they can contact the unions, and
  - if the employee joins either union, they will be bound by the collective agreement.
  - they can obtain information about their entitlements under the Holidays Act 2003 from their union (if they are a member) and from the Ministry of Business, Innovation and Employment. Information about the Holidays Act and other minimum entitlements can also be found at [www.employment.govt.nz](http://www.employment.govt.nz).
- The employer must give the employee:
  - a copy of the collective agreement (it is available at <https://www.education.govt.nz/school/people-and-employment/employment-agreements/collective-agreements/>)
  - any information about the role and functions of the union(s) that the employer is required to provide to prospective employees in accordance with a request by a union under section 30A of the Employment Relations Act
  - a reasonable opportunity to seek independent advice. The employer must also consider any issues that the employee raises and respond to them, and
  - within 10 days after they commence employment, a copy of MBIE's "Form for new employees to indicate if they intend to join a union", for the employee to complete and return. A copy of the form can be found [here](#) and further guidance can be found [here](#).
- At the end of the first 30 days of employment, if the employee has not joined either union, the employer and employee may agree to vary the terms and conditions of employment.
- If the parties wish to vary the promulgated individual employment agreement, whether on appointment or after the 30 day period, they will require prior concurrence from the Ministry. Note that the employee must be informed that they are entitled to seek independent advice about any variation to the promulgated agreement that is offered.

- If the employer and employee choose not to vary the terms and conditions of the promulgated individual employment agreement after the 30 day period it remains in force unchanged.

## **New employees – where a collective agreement is not in force**

- Before agreeing to the individual employment agreement and before the employee commences work, the employee must be advised that:
  - they are entitled to seek independent advice about the agreement offered; and
  - they can obtain information about their entitlements under the Holidays Act 2003 from the Ministry of Business, Innovation and Employment. Information about the Holidays Act and other minimum entitlements can also be found at [www.employment.govt.nz](http://www.employment.govt.nz).
- The employer must give the employee:
  - a copy of the individual employment agreement being offered, and
  - a reasonable opportunity to seek independent advice. The employer must also consider any issues that the employee raises and respond to them.
- If the parties wish to vary the promulgated individual employment agreement they will require prior concurrence from the Ministry