

# Individual Employment Agreement Caretaker, Cleaner, Canteen and Ground Staff

---

## BETWEEN

the School Board of

[name of school]

("the Employer")

[school number]

## AND

(the "Employee" or "You")

---

**The Employer** appoints / continues the employment of the Employee [tick one]

as a Caretaker / Cleaner / Canteen Staff / Grounds Labourer

Assistant Groundskeeper / Groundskeeper / Senior Groundskeeper

[tick the one that applies] working at

[place of work]

---

## Job Description

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

---

## Hours of Work

The Employee's hours of work will normally be:

These hours are fixed for a minimum of 12 months from the commencement of employment following which they may be varied in accordance with clause 7.1 of the School Caretakers', Cleaners', Canteen and Ground Staff Collective Agreement 2022-2024.

These hours are permanent and will not be varied without the agreement of both parties.

---

**Pay**

Your weekly / hourly / **[tick one]** rate shall commence under this agreement at

\$

(Note that minimum wage increases on 1 April each year.

The pay rates of any employees on minimum wage will automatically be increased accordingly.)

---

**Other Terms and Conditions of Employment**

Your terms and conditions of employment are the terms and conditions in the School Caretakers', Cleaners' Canteen and Ground Staff Collective Agreement 2022-2024 ("the collective agreement"), with all the necessary modifications applicable to an individual employment agreement for a school caretaker, cleaner, canteen or ground staff member. However, if any provisions in the collective agreement are backdated to take effect before you and the Employer signed this agreement, that backdating does not apply to you.

Rather, the effective date of any such provisions is the date this Individual Employment Agreement is signed by both you and the Employer (note: this cannot be earlier than the date this agreement is promulgated). A copy of the School Caretakers', Cleaners', Canteen and Ground Staff Collective Agreement 2022-2024 is attached (see [www.education.govt.nz](http://www.education.govt.nz)).

The **attached plain language** explanation of the services available for the resolution of employment relationship problems shall apply.

The terms and conditions of employment set out in this agreement replace any previous arrangements and understandings.

You acknowledge you have had a reasonable opportunity to seek independent advice.

**SIGNED** by (Employee) on **[date]**

---

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

**[print name]** and **[position]**

---

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

---

- New employees who are or become members of E tū (the union) and who perform the work covered by the School Caretakers', Cleaners', Canteen and Ground Staff Collective Agreement (the Collective Agreement) will be bound by that collective agreement.
- New employees who are not members of the 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 the union, and how they can contact the union, and
  - if the employee joins the union, they will be bound by the collective agreement.
- New employees should also be informed that 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
  - any information about the role and functions of the union 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 the 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.
- 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 concurrence from the Ministry.
- New employees should also be informed that 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)