

Individual Employment Agreement (Primary School Principal – PPCBU)

Note: This IEA can only be offered to existing principals who have been in their current role for more than 30 days and are not a member of either NZEI Te Riu Roa or PPCBU. A separate IEA has been promulgated for newly appointed principals (i.e. those who have been in their current role for 30 days or less).

BETWEEN

the Board of

[name of school]

("the Employer")

AND

(the "Employee" or "You")

The Employer continues your employment in the role of principal of

[place of work]

Job Description

The work you are to perform is set out in your existing position description.

Remuneration

You are entitled to the remuneration set out in Part 5 of the Primary Principals' (PPCBU) Collective Agreement 2025-2027 ("PPCA-PPCBU"). 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. You continue to be entitled to the staffing-based salary component, the Equity Index payment (where applicable), the Leadership in Literacy and Numeracy payment and the career structure payment (where applicable), at the rates set out in the PPCA-PPCBU.

Other terms and conditions of employment

Your other terms and conditions of employment are those of the PPCA-PPCBU with all the necessary modifications applicable to an individual employment agreement for a Primary School Principal, plus any additional terms and conditions to which concurrence has previously been sought and granted in terms of Circular 2020/10.

The parties acknowledge that if they wish to vary this individual employment agreement, the Employer will need to obtain prior concurrence from the Ministry of Education.

The PPCA-PPCBU is available on the Ministry of Education's website: <http://www.education.govt.nz/education-professionals/schools-year-0-13/people-and-employment/primary-principals-collective-and-individual-employment-agreements>.

Appendix 3 of the PPCA-PPCBU contains a plain language explanation of the services available for the resolution of employment relationship problems. You can also find further information at <https://www.employment.govt.nz/resolving-problems/how-to-resolve-problems>.

You can obtain information about your entitlements under the Holidays Act 2003 from the Ministry of Business, Innovation and Employment, including at www.employment.govt.nz.

Effective Date: The terms and conditions in this IEA are effective from the date on which it has been signed by both parties.

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]

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

[print name] and [position]

[school number]
