

Individual Employment Agreement Specialist Residential Schools

BETWEEN

the School Board of

[name of school]

("the Employer")

AND

[the "Employee" or "you"]

Select one of the employment positions from the buttons below

The School Board appoints / continues the employment of [tick one]

the Employee as a [job title/work to be performed],

working at [place of work].

Hours of Work

Your hours of work will normally be

Pay

Your Step (if appropriate) [step]

and your annual salary / hourly [tick one] rate is \$

Please note that the new pay rates will not be processed by Education Payroll for up to six months from the date of promulgation, so you will receive backpay if you are entitled to a payrise that is effective before then.

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].

Other terms and conditions of employment

Your other terms and conditions of employment are those in the Specialist Residential Schools’ Collective Agreement 2025-2027 (“SRSCA”), with all the necessary modifications applicable to an individual employment agreement

A copy of the Specialist Residential Schools’ Collective Agreement 2025-2027 is available at <https://www.education.govt.nz/education-professionals/schools-year-0-13/people-and-employment>.

Section 7 of the SRSCA includes a plain language [explanation](#) for the services available for resolving employment relationship problems. You can also find further information at <https://www.employment.govt.nz/resolving-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,

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

[named School Board by]

SIGNED by (Employee) on

[date]

SIGNED for and on behalf of the above

[date]

[print name] and

[position]

[school number]

Reminder for School Boards

(NB: this reminder does not form part of the IEA, but can be provided to the employee as part of ensuring new employees receive the required information)

INDIVIDUAL EMPLOYMENT AGREEMENT SPECIALIST RESIDENTIAL SCHOOL STAFF

New employees

- The employer should inform the employee 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.

New employees – where a collective agreement is in force

- New employees who are or become members of the NZ Public Service Association (the union) and who perform the work covered by the Specialist Residential Schools' Collective Agreement (the Collective Agreement 2025-2027) 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.
- 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 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.