

Individual Employment Agreement (Primary School Principal – New Appointment)

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

BETWEEN

the Board of

[name of school]

(“the Employer”)

AND

(the “Employee” or “You”)

The Employer appoints you to the role of principal of

[name of school, address]

Position Description

The work you are to perform is set out in the attached 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 will be the rate payable for the U-grade of the school as advised in the entitlement notice from the Ministry of Education. You are also 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.

Clause cl 4.4 (Career Structure), cl 6.2.13 (Mentor Allowance), and c 6.1.5 (Expenses Incurred in Use of Private Vehicles) in the PPCA-PPCBU also apply to you.

Other terms and conditions of employment

Clause 4.8 of the PPCA-PPCUBU (Professional Development for Principal Leadership) applies to you. Except as outlined above, your other terms and conditions of employment are those in the Primary Principals' (NZEI) Collective Agreement 2023 - 2025 (PPCA-NZEI), with all the necessary modifications applicable to an individual employment agreement for a Primary School Principal.

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. (Concurrence is not required if, after the first 30 days of employment, the parties choose to sign the IEA for existing principals.)

The PPCA-PPCUBU and the PPCA-NZEI are 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-NZEI 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.

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 named Board by [date]

[print name] and [position]

[school number]

Reminder for School Boards

(NB: this reminder does not form part of the IEA)

INDIVIDUAL EMPLOYMENT AGREEMENT PRIMARY PRINCIPALS

New employees – where a collective agreement is in force

- New employees who are or become members of PPCB and who perform the work covered by the Primary Principals' (PPCBU) 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 the promulgated individual employment 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 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.
- The employer must give the employee:
 - a copy of the collective agreement (it is available at <https://www.education.govt.nz/education-professionals/schools-year-0-13/people-and-employment>)

- a reasonable opportunity to seek independent advice. The employer must also consider any issues that the employee raises and respond to them, and
- If the employee agrees, the school board must inform PPCB as soon as practicable that the employee has entered into an individual employment agreement with the board
- If the parties wish to vary the promulgated individual employment agreement the Employer will need to obtain **prior concurrence from the Ministry.**

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.
- The employer must also 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.

