

Individual Employment Agreement Community Education (excluding teaching coordinators)

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 Employer appoints / continues [tick one] the employment of the Employee as a:
[tick the one that applies]

Non-teaching coordinator

Tutor

Professional supervisor

Coordinator assistants

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.

Days and Hours of Work

Your days and hours of work will normally be

New Employees Only: Your Pay [leave blank for existing employees]

Your Step (if appropriate) and Grade (if applicable) shall commence under this agreement at \$ per hour / per annum [tick one]

For eligible ACE Coordinators ONLY the responsibility allowance (see clause 3.4.4) shall be \$

Existing Employees Only: Your Pay

If you are a Non-Teaching Coordinator or a Coordinator Assistant, you may be entitled to backpay relating to the Administration Support Staff Pay Equity Claim settlement. Once the pay equity changes are implemented (which is expected to be by May 2026), any backpay due under the settlement will be calculated back to 20 August 2021 or the date you started employment, whichever is the later. See Appendix A in the Community Education Collective Agreement 2025 - 2028 for more information. The pay rates in Part 3: Remuneration of the collective agreement will be effective from the date on which this Individual Employment Agreement has been signed by both you and the Employer.

If you are a Professional Supervisor or a Tutor, the new rates will be effective from the date this Individual Employment Agreement has been signed by both you and the Employer.

Please note that the new pay rates (other than those that relate to pay equity) will not be processed by Education Payroll Limited until 17 February 2026, so you will receive backpay if you are entitled to a pay rise that is effective before then.

Other Terms and Conditions of Employment

Your other terms and conditions of employment under this agreement are those in the Community Education Collective Agreement 2025-2028 (“CECA”), with all the necessary modifications applicable to an individual employment agreement. A copy of the CECA is available at www.education.govt.nz/education-professionals/schools-year-0-13/people-and-employment/community-education-staff-employment-agreements.

Part 10 of the CECA includes a plain language explanation for the services available for resolving employment relationship problems. You can also find further information at 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.

SIGNED by (Employee) on [date]

SIGNED for and on behalf of the above named School 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 COMMUNITY EDUCATION EXCLUDING TEACHING COORDINATORS

New employees – where a collective agreement is in force

- New employees who are or become members of PPTA Te Wehengarua and who perform the work covered by the Community Education 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 PPTA Te Wehengarua 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.