

# Individual Employment Agreement Community Education Teaching Coordinators

---

## BETWEEN

the School Board of

[name of school]

(“the Employer”)

## AND

(the “Employee” or “You”)

---

The Employer appoints / continues [tick one] the employment of the Employee  
as a *Teaching Coordinator* 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

---

## Your Pay

If you are concurrently employed as a teacher by the Employer, then your remuneration in that role also compensates you for your duties as a teaching coordinator. However, you will receive the time allowance set in out clause 3.4.1 of the Community Education Collective Agreement 2025-2028 (“CECA”).

If you are not concurrently employed as a teacher by the Employer, your remuneration rates and related time allowance are those set out in the applicable teachers’ collective agreement. These collective agreements are available at <https://www.education.govt.nz/school/people-and-employment/employment-agreements/collective-agreements/>.

---

*Please note that if the applicable teaching collective agreement was ratified in the last six months, increases to pay rates will not be processed by Education Payroll Limited for up to six months, so you will receive backpay if you are entitled to a pay rise that is effective before the new pay rates are processed.*

For eligible ACE Coordinators ONLY the responsibility allowance (see clause 3.4.4 of the CECA) shall be

---

### **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](http://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 <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](http://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 [date]  
named School Board by

[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 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](http://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](http://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.