

Individual Employment Agreement Caretaker, Cleaner, Canteen Staff

BETWEEN

the School Board of

[name of school]

("the Employer")

[school number]

AND

(the "Employee" or "You")

The Employer appoints / continues the employment of the Employee [tick one]

as a Caretaker / Cleaner / Canteen Staff

[tick the one that applies] 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.

Hours of Work

The Employee's hours of work will normally be:

These hours are fixed for a minimum of 12 months from the commencement of employment following which they may be varied in accordance with clause 6.3 of the School Caretakers', Cleaners' and Canteen Staff Collective Agreement 2025-2027.

These hours are permanent and will not be varied without the agreement of both parties.

Pay

Your weekly / hourly / [tick one] rate shall commence under this agreement at

\$

(Note that minimum wage increases on 1 April each year.

The pay rates of any employees on minimum wage will automatically be increased accordingly.)

Other Terms and Conditions of Employment

Your terms and conditions of employment are the terms and conditions in the School Caretakers', Cleaners' and Canteen Staff Collective Agreement 2025-2027 ("the collective agreement"), with all the necessary modifications applicable to an individual employment agreement for a school caretaker, cleaner, canteen staff member. However, if any provisions in the collective agreement are backdated to take effect before you and the Employer signed this agreement, that backdating does not apply to you.

Rather, the effective date of any such provisions is the date this Individual Employment Agreement is signed by both you and the Employer. However, where the IEA is signed by both parties on or before 30 September 2025, the increase to rates will apply from the date of appointment or 25 August 2025 whichever is the later; for any IEA signed on or after 1 October 2025 the new rates will apply from the date the IEA is signed. A copy of the School Caretakers', Cleaners' and Canteen Staff Collective Agreement 2025-2027 is attached (see www.education.govt.nz).

The [attached plain language](#) explanation of the services available for the resolution of employment relationship problems shall apply.

The terms and conditions of employment set out in this agreement replace any previous arrangements and understandings.

You acknowledge you have had a 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]

Reminder for School Boards

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

INDIVIDUAL EMPLOYMENT AGREEMENT CARETAKERS, CLEANERS, CANTEEN STAFF

New employees –

where a collective agreement is in force

- New employees who are or become members of E tū and who perform the work covered by the School Caretakers, Cleaners and Canteen Staff 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 E tū 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.