

# Individual Employment Agreement (Secondary School Principal)

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## BETWEEN

the Board of

[name of school]

(“the Employer”)

## AND

(the “Employee” or “You”)

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The Employer appoints you to                      continues your employment in                      [tick one] the role of

[name of role] working at

[place of work]

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## 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]

## Remuneration

You are entitled to remuneration set out in Part 3 of the Secondary Principals’ Collective Agreement 2025-2028 (“SPCA”). Your salary shall be the rate payable for the U-grade of the school as advised in the entitlement notice from the Ministry of Education.

## Other terms and conditions of employment

Your other terms and conditions of employment are those of the SPCA, with all the necessary modifications applicable to an individual employment agreement for a Secondary School Principal, plus any additional terms and conditions to which concurrence has previously been sought and granted in terms of Circular 2020/10.

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.

The SPCA is available on the Ministry of Education’s website:

[People and employment - Ministry of Education.](#)

Part 11 of the SPCA 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](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.

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**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, except those to which concurrence had previously been sought and granted in terms of Circular 2020/10.**

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

**SIGNED** by (Employee) on [date]

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**SIGNED** for and on behalf of the above [date]  
named School Board by

[print name] and [position]

[school number]

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# Reminder for School Boards

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

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## INDIVIDUAL EMPLOYMENT AGREEMENT SECONDARY PRINCIPALS

### New employees – where a collective agreement is in force

- New employees who are or become members of PPTA Te Wehengarua and SPANZ and who perform the work covered by the Secondary Principals' Collective Agreement (the Collective Agreement) will be bound by that collective agreement.
- New employees who are not members of either 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 either 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 and SPANZ 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.