

Individual employment agreement

Secondary school teachers

BETWEEN

the School Board (“the Board”) of

[name of school]

(“the Employer”)

AND

(the “Employee” or “You”)

1. Job Description and place of work

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]

working at [Your place of work will normally be]

2. Employment

The Employer appoints / continues your employment as a [tick one]

[name of role]

You are employed full time / part time [tick one]

If part-time insert the proportion of full time FTTE to be worked per day, noting that these can be changed in accordance with the Secondary Teachers’ Collective Agreement 2025 - 2027
[eg: 0.04 on Monday plus 0.2 on Tuesday plus 0.16 on Wednesday = 0.4 for the week]:

Monday

Tuesday

Wednesday

Thursday

Friday

Total FTTE

3. Remuneration

You are entitled to the remuneration set out in the Secondary Teachers' Collective Agreement 2025-2027 (STCA). Any increases in remuneration only apply to you from the date this Individual Employment Agreement (IEA) is signed by you and the Employer.¹

Please note that the new pay rates will not be processed by Education Payroll until 31 March 2026, so you will receive backpay if you are entitled to a payrise that is effective before then.

4. Other Terms and Conditions of Employment

Your terms and conditions of employment under this agreement are:

- (a) Those terms and conditions of the STCA, modified as necessary to apply within this IEA; and
- (b) Any other terms and conditions set out in this IEA.

Your terms and conditions are not backdated, so any terms and conditions that are in the STCA that have an implementation date prior to the date of this IEA being signed shall only apply from the date of signing.

A copy of the STCA is available on the Ministry of Education website www.education.govt.nz/collectiveagreements/.

Part 9 of the STCA contains a plain language explanation of the services available for the resolution of employment relationship problems.

You can obtain information about your 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.

5. Independent Advice

The Employee acknowledges that they have had reasonable opportunity to seek independent advice on the proposed agreement.

6. Completeness

In signing this agreement the Employee and Employer agree that the terms and conditions of employment set out in this individual employment agreement replace all previous arrangements and understandings.

¹ Note that this cannot be earlier than the date this IEA is promulgated.

7. Signatories

SIGNED by the Employee [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 SECONDARY TEACHERS

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 Secondary Teachers' 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 either union, and how they can contact the unions, and
 - if the employee joins the 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.