

Individual Employment Agreement Specialist Residential Schools

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 School Board appoints / continues the employment of [tick one]

the Employee as a [job title/work to be performed],

working at [place of work].

Hours of Work

Your hours of work will normally be

Pay

Your Step (if appropriate) [step]

and your annual salary / hourly [tick one] rate is \$

Please note that the new pay rates will not be processed by Education Payroll for up to six months from the date of promulgation, so you will receive backpay if you are entitled to a payrise that is effective before then.

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].

Other terms and conditions of employment

Your other terms and conditions of employment are those in the Specialist Residential Schools’ Collective Agreement 2025-2027 (“SRSCA”), with all the necessary modifications applicable to an individual employment agreement

A copy of the Specialist Residential Schools’ Collective Agreement 2025-2027 is available at <https://www.education.govt.nz/education-professionals/schools-year-0-13/people-and-employment>.

Section 7 of the SRSCA 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.

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.

[named School Board by]

SIGNED by (Employee) on

[date]

SIGNED for and on behalf of the above

[date]

[print name] and

[position]

[school number]

Reminder for School Boards

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

INDIVIDUAL EMPLOYMENT AGREEMENT SPECIALIST RESIDENTIAL SCHOOL NON-TEACHING STAFF

New employees – where a collective agreement is in force

- New employees who are or become members of Public Services Association (PSA) and who perform the work covered by the Specialist Residential Schools' 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 Public Service Association (PSA) 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.