

Individual Employment Agreement Te Aho o Te Kura Pounamu Specialist and Support Staff

BETWEEN

the School Board of Te Aho o Te Kura Pounamu (“the Employer”)

[school number]

(“the Employer”)

AND

[the Employee or You]

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]

Select one of the employment positions from the buttons below

Position Description

The work to be performed by the Employee is set out in the existing / attached [tick one and note that "existing" is not an option for a new employee] position description.

The terms and conditions of employment are those terms and conditions of the Te Aho o Te Kura Pounamu Specialist and Support Staff Collective Agreement 2022 - 2024, with all the necessary modifications applicable to an individual employment agreement for a [job title].

Part 9 of Te Aho o Te Kura Pounamu Specialist and Support Staff Collective Agreement includes a plain language explanation for the services available for resolving employment relationship problems. A copy of the Te Aho o Te Kura Pounamu Specialist and Support Staff Collective Agreement 2022 - 2024 is attached (www.education.govt.nz/collective-agreements/).

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

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

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 4C.9 of the Te Aho o Te Kura Pounamu Specialist and Support Staff Collective Agreement 2022-2024.

These hours are permanent and will not be varied without the agreement of both parties.
[select this box if the employee is employed for a fixed term of less than 12 months]

Pay

The Employee's pay grade/level and step (if appropriate) shall commence under this agreement at [grade] / [level] and [step]

and the Employee's salary / hourly [tick one]

rate shall commence under this agreement at \$

Effective Date of Employee's Terms and Conditions

Notwithstanding anything to the contrary in the Te Aho o Te Kura Pounamu Specialist and Support Staff Collective Agreement 2022 - 2024, the terms and conditions in this IEA are effective from the date on which it has been signed by both parties, if signed after 30 September 2023.¹

¹ Note that this cannot be sooner than the date of promulgation of this IEA

SIGNED by (Employee) on

[date]

SIGNED for and on behalf of the above
named School Board by

[date]

[print name] and

[position]

Reminder for School Boards

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

INDIVIDUAL EMPLOYMENT AGREEMENT TE KURA SPECIALIST AND SUPPORT STAFF

New employees – where a collective agreement is in force

- New employees who are or become members of NZEI Te Riu Roa and who perform the work covered by the Te Aho o Te Kura Pounamu Specialist and Support 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 NZEI Te Riu Roa 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.