

# Individual employment agreement

## Te Aho o Te Kura Pounamu

### Early Childhood Teachers'

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#### BETWEEN

the School Board of Te Aho o Te Kura Pounamu [498] (“the Employer”)

#### AND

(the “Employee” or “You”)

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#### 1. The Employer

**The Employer** appoints / continues the employment of the Employee [tick one] as a  
[job title/work to be performed]  
working at  
[place of work]

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#### 2. 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]

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#### 3. Days and Hours of Work

Your days and hours of work will normally be

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Monday	Tuesday	Wednesday	Thursday	Friday	<b>Total FTTE</b>
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#### 4. Pay

Your annual rate shall commence under this agreement at \$

*(Note that any minimum wage increases occur on 1 April each year. The pay rates for any employees on the minimum wage will automatically be increased accordingly.)*

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#### 5. Other Terms and Conditions of Employment

Your terms and conditions of employment are the terms and conditions of Te Aho o Te Kura Pounamu Early Childhood Teachers' Collective Agreement 2022-2025 ("the collective agreement"), with all the necessary modifications as are applicable to an individual employment agreement for early childhood teachers.

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

A copy of Te Aho o Te Kura Pounamu Early Childhood Teachers' Collective Agreement 2022-2025 is available on the Ministry's website at (see [www.education.govt.nz](http://www.education.govt.nz)).

You acknowledge you have had a reasonable opportunity to seek independent advice.

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#### 6. Signatories

**SIGNED** by the Employee

[date]

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**SIGNED** for and on behalf of the Te Aho o Te Kura Pounamu Board by

[print name] and

[position]

[date]

# Reminder for School Boards

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

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## INDIVIDUAL EMPLOYMENT AGREEMENT EARLY CHILDHOOD TEACHERS

### 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 Early Childhood 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 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](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 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](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.