

# Individual employment agreement

## Secondary teacher

### (Long-term reliever)

**Note: This individual employment agreement can only be used for a long-term reliever who is not a member of the PPTA. PPTA members are bound by the Secondary Teachers' Collective Agreement.**

The effective date of this Individual Employment Agreement (IEA) is the date it is signed by both parties or the date of promulgation, whichever is the later.

**BETWEEN:**

the Board of

[name of school]  
**("the Employer")**

AND

**("the Employee" or "you")**

#### 1. Employment

The work you are to perform is set out in the attached position description.

Working at [Your place of work will normally be]

Working as [Name of role]

#### 2. Fixed Term Employment

You are employed as a long-term reliever teacher (refer to clause 1.8(j)(ii) of the Secondary Teachers' Collective Agreement 2025-2027) and is employed

full time or part time [tick one]

If part-time insert the proportion of full time FTTE to be worked per day

[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
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### 3. Period of Employment

(**Essential Note:** refer to Section 66 of the Employment Relations Act 2000 and/or clause 3.2.3 of the Secondary Teachers' Collective Agreement 2025-2027 prior to completing this section.)

The Employee is employed for the period from *(insert start date)*

**UNTIL** *(tick the **one** appropriate option below, fill in the space and strike out the others)*

**A specified date** *(insert date)*  
because *(state reasons)*

**OR**

**The occurrence of a specified event** (such as where the purpose of the position ceases or substantially alters or funding for it is withdrawn) *(event details)*

because *(state reasons)*

**OR**

**Conclusion of a specified project** (for example entering catalogue of library book collection onto computer database) *(project details)*

because *(state reasons)*

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#### 4. Terms and Conditions of Employment

The terms and conditions of employment under this IEA are:

- (a) Those terms and conditions of the Secondary Teachers' Collective Agreement 2025-2027 (STCA) that are applicable to long-term reliever teachers, with all the necessary modifications applicable to an individual employment agreement; and
- (b) Any other terms and conditions set out in this agreement.

A copy of the [Secondary Teachers' Collective Agreement](#) 2025-2027 is attached, and is available on the Ministry of Education website.

Your pay rate and any applicable allowances for this engagement are determined based on the STCA. (In the very unlikely event that an engagement includes work on a public holiday, you would be paid in accordance with section 50 of the Holidays Act 2003.)

Part 9 of the STCA contains a plain language explanation of the services available for the resolution of employment relationship problems. Further information can also be found 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. Information about the Holidays Act and other minimum entitlements can also be found at [www.employment.govt.nz](http://www.employment.govt.nz).

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#### 5. Independent Advice

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

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#### 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.

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#### 7. Signatories

on [date]

**SIGNED** by the Employee

on [date]

**SIGNED** for and on behalf of the Employer by

[print name and position]

School number:

# Reminder for School Boards

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

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## INDIVIDUAL EMPLOYMENT AGREEMENT SECONDARY TEACHERS – LONG TERM RELIEVER

### 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](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 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.