

Individual Employment Agreement Kindergarten Teachers

Note: This individual employment agreement can only be used for kindergarten teachers who are not a member of the NZEI Te Riu Roa and not a short-term reliever. NZEI Te Riu Roa members are automatically bound by the Kindergarten Teachers', Head Teachers' and Senior Teachers' Collective Agreement (KTCA) 2026-2028.

BETWEEN

Employer:

[name of Kindergarten Association],

(the "employer" or "Kindergarten Association").

AND

Employee:

(the "Employee" or "You")

Your Position and Place of Work

The Employer appoints / continues your employment [tick the one that applies]

in the role of:

Teacher

Head Teacher

Senior Teacher

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

Your position is Permanent / Fixed Term or Long-Term Reliever [tick one]

Working at [identify Kindergarten(s)]

from

[enter the start date of this agreement whether you are a new employee or an existing employee]

Your Pay

Salary rates are paid in accordance with the Kindergarten Teachers', Head Teachers' and Senior Teachers' Collective Agreement (KTCA) 2026-2028.

Other Terms and Conditions of Employment

Your other terms and conditions of employment are the terms and conditions of the KTCA 2026-2028, with all necessary modifications applicable to an Individual Employment Agreement for teachers employed by Kindergarten Associations. Part 7 of the KTCA 2026-2028 includes a plain language explanation for the services available for resolving employment relationship problems. You can also find more information at <https://www.employment.govt.nz/resolving-problems/how-to-resolve-problems>.

A copy of the KTCA 2026-2028 is published on the Ministry of Education website (see www.education.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 or the date of promulgation, whichever is the later.

Independent Advice

The Employee acknowledges they have had reasonable opportunity to seek independent advice about this Individual Employment Agreement.

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.

Signatories

SIGNED by the Employee on [date]

SIGNED for and on behalf of the above-named Kindergarten Association by on [date]

[print name] and [position]

Reminder for Employers

The following material contains information for employers and employees.
It does not form part of the employee's terms and conditions of employment.

INDIVIDUAL EMPLOYMENT AGREEMENT KINDERGARTEN 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 Kindergarten Teachers', Head Teachers' and Senior Teachers' Collective Agreement 2026-2028 (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 union, 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 Kindergarten Association must inform NZEI Te Riu Roa as soon as practicable that the employee has entered into an Individual Employment Agreement with them
- 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**.