



**Te Tāhuhu o
te Mātauranga**
Ministry of Education

**NZEI
TE RIU ROA**

Guidance for increasing part-time primary teachers' hours

Guidance background

The Primary Teachers' Collective Agreement 2026-2028 includes a change to the way some part-time teachers are paid for additional hours worked.

This does not apply to cases where part-time employees are temporarily working full-time for one week or more; these remain as set out in clause 3.26.3.

From **Term 3, 2026**, the **Primary Part-Time Additional Hours (PPTAH)** pay code will no longer be valid in EdPay.

This guidance sets out the options for engaging and paying part-time teachers where they work additional hours (but less than full-time).

When employing a part-time teacher for more than their agreed hours, schools must ensure they are clear on the basis which hours are offered.

The nature of staff usage in primary schools can make it difficult to be clear when a part-time teacher is asked to work more hours whether it should be treated as an increase to their FTTE or as short-term relieving (DDR code).

The school and the individual teacher need to agree on the additional hours to be worked and the basis on which these are worked/remunerated and record this in writing (e.g. letter or email).

Day relief (short-term relief) must meet the criteria outlined in the Collective Agreement – namely temporarily covering a permanent teacher position for a period of up to a maximum of three weeks.

This guidance covers:

- [When to increase a part-time teacher's FTTE](#)
- [Using part-time teachers for short-term relief](#)
- [What does day to day relief \(DDR\) mean?](#)
- [Examples of when to use short-term relief \(DDR\) and an increase in FTTE](#)
- [Managing unexpected changes longer than three weeks](#)
- [Managing a temporary move to full-time hours](#)

This guidance has been developed by the Ministry of Education in consultation with NZEI Te Riu Roa, following the changes in the Primary Teachers' Collective Agreement 2026-2028.

When to increase a part-time teacher's FTTE

A part-time teacher's FTTE must be increased when a part-time teacher employed at the school agrees to work additional hours for **a period of more than three weeks** or where the reason for the additional hours is something other than relieving in a permanent teacher position-

The change must be agreed to and properly documented.

An increase to the part-time teacher's FTTE can be agreed for an increase in hours that is for less than three weeks.

Additional hours are paid at the employee's applicable part-time rate. The school must adjust the part-time teacher's hours/days in [EdPay](#) for the duration of the change.

As the payroll system splits a teacher's hours over all 14 days of the pay period you will need to adjust the FTTE for whole pay periods at a time to ensure correct payment.

For each pay period where additional hours have been worked the teacher's FTTE should be increased to reflect the percentage of a full-time position that the teacher worked in that pay period.

Remember to inform payroll as early as you can of the date on which the additional hours will end.

Using part-time teachers for short-term relief

Part-time teachers can work as a short-term reliever in addition to their normal part-time hours. Each period of relief is a separate engagement and must be agreed to and properly documented, and is paid at the prescribed short-term relief rates **unless the relief work is expected from the outset to exceed three weeks**.

If the relief cover extends beyond three weeks, the work is no longer short-term relief. The school must retrospectively adjust the teacher's fortnightly FTTE in EdPay, so the teacher is paid at their normal rate for the increased hours for the total period of relief.

What does day to day relief (DDR) mean?

The intended use of DDR is for genuine short-term relief work of up to three weeks only.

Each period of relief is a separate engagement and must be agreed to and properly documented.

Short-term relief and will be paid in accordance with the relevant short-term reliever provisions:

- Remuneration is 1/190th of their annual salary for each day worked (or 1/950th of their annual salary for each hour worked), capped at the rate of step 6 of the Base Scale for Trained Teachers
- Payment is inclusive of annual holiday pay under the Holidays Act 2003.

The school does not have to offer more relief work and the teacher does not have to accept it.

If the teacher is not a NZEI Te Riu Roa member they will need to sign a separate [Short-term Reliever IEA](#) before their first such engagement (they don't need to sign one for subsequent engagements).

Payment for short-term relief is capped at step 6 of the Base Scale for Trained Teachers. The day relief teacher must be relieving in a permanent teacher position for a period not exceeding three weeks. If it is known at the outset that the relief will be for longer than three weeks, the relief should be paid through adjustment to their FTTE.

Examples of when to use short-term relief (DDR) and an increase in FTTE

SITUATION	PAYROLL CHANGE
Haimana is normally employed as a part-time teacher for 10 hours per week.	
Haimana is asked to cover one day per week for the next three weeks. When he was asked to take on this work, it was made clear that the work was day relief, and Haimana agreed to this. These relief classes are for different teachers due to different reasons. The teachers he is covering are on a combination of sickness, CRT and professional development leave.	DDR. While Haimana has taught for 1 day (0.2 FTTE) more than agreed to in his part-time agreement, this has been to cover the absence of other teachers, and for a period not exceeding three weeks and was offered on this basis. Note: If Haimana is not an NZEI member he will need to sign an STR IEA for the first such engagement.
In Term 3, over the course of 3 weeks, Haimana has been covering the same teacher for one day per week as an STR. Haimana is now being asked to cover for another week (or possibly longer) and agrees to this.	Increase to FTTE. Haimana's FTTE should be adjusted to the start of the relief period in EdPay.
At the outset of term 4, Haimana is asked to cover one day each week for the same teacher's absence. Haimana agreed to this.	Increase to FTTE.

SITUATION	PAYROLL CHANGE
Maria is normally employed as a part-time teacher for 10 hours per week.	
Due to a teacher being absent for a term, the principal asks Maria to work extra hours each week to cover a class for the entire term (i.e.) 10 weeks. Maria has agreed to this.	Increase to FTTE.
Due to a teacher being absent on sick leave for one day, the principal asks Maria to work as a short-term reliever for the day to cover the class. Maria agrees to do so.	DDR.
The principal asks Maria to teach an extra day per week for Term 1. Maria agrees to do so.	Increase to FTTE for the duration of the change.
Due to many teachers being sick, the principal expects the school will need relief cover at least one day per week for Term 2 and asks Maria to work an additional day every week during Term 2. Maria agrees to do so.	Increase to FTTE. Although Maria is covering other teachers' absences, it is for more than three weeks.
The principal in the above scenario now asks Maria to work an additional day per week for a further 5 weeks.	There is a further increase to FTTE from this point. (See Managing unexpected changes longer than three weeks)

Managing unexpected changes longer than three weeks

If the relief period was expected to be less than three weeks but is subsequently lengthened due to unforeseen circumstances, the whole relief period should be paid as a change to the teacher's FTTE.

This means the whole period of the teacher's engagement should be counted as long-term relieving and the FTTE increase applied from the start of the relief period.

Schools must retrospectively alter the teacher's previous DDR payments received during this period in EdPay.

Managing a temporary move to full-time hours

A temporary move to full-time can be processed by updating the teacher's hours on EdPay. If EdPay is unavailable, please use a [NOVO20t](#) form.

A **copy of the letter** or email exchanged between the teacher and the school confirming the mutual agreement to temporarily vary the employee's hours is sufficient for employment purposes.

Contact

If you have questions not covered by this guidance, please email:

employment.relations@education.govt.nz.



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