

Individual Employment Agreement Community Education (excluding teaching coordinators)

BETWEEN

the School Board of

[name of school]

("the Employer") a statutory body constituted pursuant
to section 118 of the Education and Training Act 2020

AND

(the "Employee" or "You")

The Employer appoints / continues [tick one] the employment of the Employee as a:
[tick the one that applies]

Non-teaching coordinator

Tutor

Professional supervisor

Coordinator assistants

working at

[place of work]

Job Description

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

Days and Hours of Work

Your days and hours of work will normally be

Your Pay

Your Step (if appropriate) _____ and Grade (if applicable) _____
shall commence under this agreement at
\$ _____ per hour / per annum [\[tick one\]](#)

For eligible ACE Coordinators ONLY the responsibility allowance (see clause 3.2.4) shall be
\$ _____

Where this IEA is signed on or before 9 June 2023, the pay rates will be effective from 1 December 2022. Where this IEA is signed after 9 June 2023 the rates are effective from the date the IEA is signed by both parties. *Please note that the new pay rates will not be processed by Education Payroll until July 2023, so you will receive backpay if you are entitled to a payrise that is effective before then.*

Other Terms and Conditions of Employment

Your terms and conditions of employment under this agreement are those in the Community Education Collective Agreement 2022-2025 ("CECA"), with the following modifications:

- with the exception of pay (see section on "Your Pay" above), notwithstanding anything to the contrary in the CECA, the effective date of the application of any of its provisions in respect to this individual employment agreement is the actual date both parties sign it or the date of promulgation, whichever is the later, and
- all the necessary modifications applicable to an individual employment agreement.

A copy of the CECA is available at www.education.govt.nz/collective-agreement.

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

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

SIGNED by (Employee) on _____ [\[date\]](#)

SIGNED for and on behalf of the above _____ [\[date\]](#)
named School Board by

[\[print name\]](#) and _____ [\[position\]](#)
_____ [\[school number\]](#)

Reminder for School Boards

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

INDIVIDUAL EMPLOYMENT AGREEMENT COMMUNITY EDUCATION EMPLOYEES

New employees – where a collective agreement is in force

- New employees who are or become members of the PPTA Te Wehengarua (the union) and who perform the work covered by the Community Education Collective Agreement (the Collective Agreement 2022-2025) 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 an individual employment agreement which, for the first 30 days of employment, contains terms and conditions of employment of that collective 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.
- The employer must give the employee:
 - a copy of the collective agreement
 - any information about the role and functions of the union that the employer is required to provide to prospective employees in accordance with a request by a union under section 30A of the Employment Relations Act
 - a reasonable opportunity to seek independent advice. The employer must also consider any issues that the employee raises and respond to them, and
 - within 10 days after they commence employment, a copy of MBIE's "Form for new employees to indicate if they intend to join a union", for the employee to complete and return. A copy of the form can be found [here](#) and further guidance can be found [here](#).
- At the end of the first 30 days of employment, if the employee has not joined the union, the employer and employee may agree to vary the terms and conditions of employment.
- If the parties wish to vary the promulgated individual employment agreement, whether on appointment or after the 30 day period, they will require concurrence from the Ministry. Note that the employee must be informed that they are entitled to seek independent advice about any variation to the promulgated agreement that is offered.
- If the employer and employee choose not to vary the terms and conditions of the promulgated individual employment agreement after the 30 day period it remains in force unchanged.