

INDIVIDUAL EMPLOYMENT AGREEMENT
Support Staff in Schools

BETWEEN the Board of Trustees (“the Board”) of
..... *[name of school]* (“the Employer”)
a statutory body constituted pursuant to section 93 of the Education Act 1989

AND(the Employee)

The Employer appoints/continues the employment of *[delete one]* the Employee as a
..... *[job title/work to be performed]*,
working at *[place of work]*, with effect
from the date this agreement has been signed by both signatories (except as provided below) upon and
subject to the terms and conditions contained in this agreement.

Notwithstanding anything to the contrary in the Support Staff in Schools’ Collective Agreement 2017-2019 the effective date of the application of any of its provisions in respect to this agreement shall be the date this individual employment agreement is signed by the Employer and Employee and shall be no sooner than the date of promulgation of this agreement.

The Employee’s hours of work will normally be

The Employee's pay grade and step (if appropriate) shall commence under this agreement at *[grade]*
..... *[step]*and the Employee’s salary/hourly *[delete one]* rate shall
commence under this agreement at \$.....

The work to be performed by the Employee is set out in the existing/attached *[delete one and note that
"existing" is not an option for a new employee]* position description.

The terms and conditions of employment under this agreement are those terms and conditions of the
Support Staff in Schools’ Collective Agreement 2017-2019, with all the necessary modifications
applicable to an individual employment agreement for support staff. A copy of the Support Staff in
Schools’ Collective Agreement 2017-2019 is attached (see see www.education.govt.nz/school/running-a-school/employing-and-managing-staff/)).

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

The Employee acknowledges he/she has had a reasonable opportunity to seek independent advice.

SIGNED by (Employee) on *[date]*

SIGNED for and on behalf of the above named Board of Trustees by

..... *[signature]*
..... *[print name and position]*
..... *[date]*
..... *[school number]*