

INDIVIDUAL EMPLOYMENT AGREEMENT
ADULT AND COMMUNITY EDUCATION (ACE)
(Teaching Coordinators only)

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

AND (“the Employee”)

The Board appoints/continues the employment of *[delete one]* the Employee as a Teaching Coordinator working at *[place of work]*
with effect from *[date]* upon and subject to the terms and conditions contained in this agreement.

The Employee’s hours of work would normally be

While employed under this agreement, the Employee will continue to receive the terms and conditions of employment as set out in their Employment Agreement for their current teaching position dated *[effective date of their employment agreement]*.

The Employee shall be paid the responsibility allowance of \$ per annum.

The work to be performed by the Employee is set out in the attached position description.

The terms and conditions of employment under this individual employment agreement are the terms and conditions of the *Adult and Community Education (ACE) Staff in Schools’ Collective Agreement 2016-2019* (the ACECA) which shall apply as an individual employment agreement, with all modifications necessary for this purpose. A copy of the ACECA is available at www.education.govt.nz. Attention is drawn to Part Eight of the ACECA which includes a plain language explanation of the employment problem resolution services.

Any relevant term or condition in the collective agreement, including increases in remuneration, that has an implementation date prior to the date of this Individual Employment Agreement being signed shall apply from the date of signing.

The terms and conditions of employment set out in this agreement replace any previous arrangements and understandings from the date of signing by both parties.

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]*