



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

30 May 2023

[jbrunskill@ppta.org.nz](mailto:jbrunskill@ppta.org.nz)

Attention: Jo Brunskill

Tēnā koe Jo

### **Offer for the settlement of the *Secondary Teachers' Collective Agreement***

On behalf of the Secretary for Education, I offer the following to settle a renewed Secondary Teachers' Collective Agreement.

#### **A significant increase in remuneration**

- Increases to the salary paid to all registered secondary teachers as follows:
  - An **increase of the greater value of \$4,000 or 6% to all steps** of the Unified Base Salary Scale (UBSS) effective from 3 July 2023.
  - A second increase of **3.2%** from 3 July 2024.
  - A third increase of between **1.8 – 2.6%**, **lifting the top step of the UBSS to \$100,000 and merging step 1 and 2, increasing the first step of the UBSS to \$60,735**, effective from 2 December 2024.
- Additional one-off payments of:
  - **\$710** payable to all teachers who are a member of PPTA Te Wehengarua which has been calculated to provide a net of tax amount broadly equivalent to renewal of a teaching practicing certificate during the term of the agreement. This paid in full, for part time and day-relievers.
  - **\$3,000** for full-time teachers. This is pro-rated for part-time and short-term relievers
  - **\$1,500** for full-time teachers who are a member of PPTA Te Wehengarua. This is pro-rated for part-time and day relievers

This offer increases base salary step rates by between **\$7,191** and **\$10,863**, or **10.5 – 18.3%** over the term of the collective. The new base salary scale is set out below.

Step	Current Salary	Rates effective from 3 July 2023	Rates effective from 3 July 2024	Rates effective from 2 December 2024	New Step	\$ Change (cumulative)	% Change (cumulative)
1	\$51,358	\$55,358	\$57,019	\$60,735	1	\$9,377	18.3%
2	\$53,544	\$57,544	\$59,270			\$7,191	13.4%
3	\$55,948	\$59,948	\$61,746	\$63,187	2	\$7,239	12.9%
4	\$58,133	\$62,133	\$63,997	\$65,416	3	\$7,283	12.5%
5	\$61,794	\$65,794	\$67,768	\$69,150	4	\$7,356	11.9%
6	\$65,776	\$69,776	\$71,869	\$73,307	5	\$7,531	11.4%
7	\$70,040	\$74,242	\$76,470	\$77,786	6	\$7,746	11.1%
8	\$75,190	\$79,701	\$82,092	\$83,197	7	\$8,007	10.6%
9	\$79,413	\$84,178	\$86,703	\$88,000	8	\$8,587	10.8%
10	\$85,490	\$90,619	\$93,338	\$94,500	9	\$9,010	10.5%
11	\$90,000	\$95,400	\$98,262	\$100,000	10	\$10,000	11.1%

Similar adjustments will also provide significant increases for untrained teachers with a minimum starting rate of \$23.65 per hour.

### Teacher Journey and Support

This offer provides significant base salary increases when considered alongside a teacher's annual step progression, as is illustrated below:

Group 3 and below			Group 3+ and above		
Step progression (Jan 22 to Jan 25)	As a \$ increase	As a % increase	Step progression (Jan 22 to Jan 25)	As a \$ increase	As a % increase
Step 1 to new step 3	\$14,058	27.4 %	Step 1 to new step 3	\$14,058	27.4 %
Step 2 to new step 4	\$15,606	29.1 %	Step 2 to new step 4	\$15,606	29.1 %
Step 3 to new step 5	\$17,359	31.0 %	Step 3 to new step 5	\$17,359	31.0 %
Step 4 to new step 6	\$19,653	33.8 %	Step 4 to new step 6	\$19,653	33.8 %
Step 5 to new step 7	\$21,403	34.6 %	Step 5 to new step 7	\$21,403	34.6 %
Step 6 to new step 8	\$22,224	33.8 %	Step 6 to new step 8	\$22,224	33.8 %
Step 7 to new step 9	\$24,460	34.9 %	Step 7 to new step 9	\$24,460	34.9 %
Step 8 to new step 9	\$19,310	25.7%	Step 8 to new step 10	\$24,810	33.0%
Step 9 to new step 9	\$15,087	19.0%	Step 9 to new step 10	\$20,587	25.9%
Step 10 (new step 9)	\$9,010	10.5%	Step 10 to new step 10	\$14,510	17.0%
			Step 11 (new step 10)	\$10,000	11.1 %

As an example, a graduate teacher without relevant experience begins their teaching journey in January 2022 on Step 1 of the UBSS (\$51,358).

- After one year of teaching, in January 2023, the teacher progresses to Step 2 of the UBSS (\$53,544).
- As a result of this settlement, step 2 increases on 3 July 2023 to \$57,544.
- In January 2024, the teacher progresses again to Step 3 (\$59,948).
- On 3 July 2024, step 3 increases to \$61,746.
- In December 2024, step 1 and 2 of the UBSS merge and this teacher is placed on the new Step 2 (\$63,187).
- In January 2025, this teacher progresses again to the new Step 3 (\$65,416).

Over this three-year period, between January 2022 to January 2025, this teacher's base salary has increased \$14,058 or 27.4%.

Additionally, to further support those entering the profession, we offer the **central payment of fees and levy (currently \$512.37) for beginning teachers who progress from their provisional to full certificate** during the term of the collective agreement. (For the avoidance of doubt, this entitlement does not apply during any period that the collective continues in force under s 53 of the Employment Relations Act 2000).

### **Support for pastoral care:**

For the first time **1,340 pastoral care time allowances** (ie four allowances per school) will be made available to allow teachers to be released from their teaching programme for one class each week and to support students with pastoral needs. The allowances will each **provide 0.25 FTTE release** and will be introduced from the start of term 1, 2025.

Schools will be able to allocate these allowances against their needs, be it to fully release a Dean or Whānau Leader, or to provide those teachers with pastoral responsibilities, including the likes of e-Deans, to have timetabled time out of the classroom to carry out these important roles.

### **Recognition of teachers who have additional cultural responsibilities**

We have heard from you that these teachers often have additional responsibilities placed on them that are not always compensated through units and other allowances. I am pleased to offer to introduce **one allowance of \$5,000 per annum for each secondary school** specifically to recognise the work of these individuals. This will be the first time an allowance has been provided to recognise cultural responsibilities. These allowances will start in term 1, 2024.

This recognition is important because of the value of the leadership these teachers already exhibit in their communities and the important role they play in building peer capability and confidence so that all teachers can succeed in meeting the cultural competencies required of them under the *Standards of the Teaching Profession*. The PPTA and the Ministry will agree guidance prior to commencement.

I also continue to offer to **increase the Māori Immersion Teaching Allowance (MITA) to up to \$12,000** for immersion level 1 and **\$8,000** for immersion level 2 from Term 3, 2023. This is intended to recognise te reo Māori as a taonga to be actively protected under Te Tiriti o Waitangi and recognise the special and valuable skills kaiako must have to teach the curriculum in te reo Māori.

I also offer to **introduce a Pacific Bilingual Immersion Teaching Allowance (PBITA)** for immersion levels 1 and 2 from start of year 2024.

### **Prorated release non-contact time for part time teachers**

You have claimed for prorated release non-contact time for part time teachers. We have listened and acknowledge the importance of this claim to your members.

We are therefore pleased to be able to offer prorated release non-contact time for part time teachers as part of a renewed collective agreement. From the start of the 2025 school year, part time teachers will be entitled to prorated non-contact time in proportion to that of full-time teachers.

From the same date, the salary loading of 11% provided to part-time teachers in clause 4.5.1, would no longer apply. We propose the parties work together to develop guidance that ensures that no permanent part-time teacher who continues be employed at start of the 2025 school year is disadvantaged due to the introduction of this provision.

## ***Priority member claims***

Further, I offer:

- Changes to sick leave **to remove weekend deduction of sick leave and** ensure compliance with the Holidays Act 2003. These changes will provide significantly increased sick leave benefits that go over and above the Act. No teacher will have less sick leave entitlement than on the previous system and all teachers will be entitled to at least 10 days sick leave during the school terms, each year.
- On ratification of the attached Terms of Settlement the Secretary for Education will write to your General Secretary separately proposing the Ministry build on learnings from the PLD Fund by entering into a separate agreement of up **to \$5 million over two years to deliver targeted PLD opportunities for secondary teachers.**
- To increase the motor vehicle allowance provided in Appendix D, from 62 cents per kilometre to 83 cents per kilometre, from 3 July 2023.
- To change the definition of the period for short term relief from the current 6 weeks to 3 weeks. This would mean more engagements would be long-term relief where teachers would be paid their usual salary rather than relief teacher daily rates.
- To raise the relief teacher salary step cap from UBSS Step 6 to Step 7 from the start of 2024 (which will become the new step 6 from 2 December 2024).
- Recognition of technology teacher qualifications.
- To increase Middle Management Allowances for teachers at Te Kura to \$2,000 per annum, to align them with the MMA rate for other secondary teachers and remove the 100 allowance limit to the number of allowances that Te Kura can allocate.
- To increase the ability for teachers on refreshment leave to pick-up short-term relief work.
- Amending the clause as follows: *“Advertised” means advertised online in the Education Gazette*”.
- To update and/or improve readability to entitlements for Removals Expenses, Parental Grant, Disregarded Sick Leave, Acting in a Higher Position other than the Principal, Service Qualification Increment, Regional Health Schools Teachers, Salary Qualification Groups, updated provisions around change in cluster employed roles, and Surplus Staffing in school-initiated restructuring.
- To update the wording of the collective agreement in relation to the Holidays Act to:
  - Confirm teachers are entitled to a period of annual leave as per the Holidays Act 2003, during which teachers cannot be asked to work or attend school and that this leave is taken during a closedown during the December of January summer break
  - Affirms that teachers should continue to have discretion over how and where they work, as they do now, including during term breaks
  - Affirms that full time teachers should be expected to work an average of 40 hours a week over the year unless the teacher has agreed to take on duties beyond those of a standard classroom teacher

There will still be issues around how leave for teachers is paid and recorded on the education payroll which will take some years to address. However, separately there is a programme of work to identify and remediate Holidays Act related payments and issues. This includes identifying the changes that would be required for accurate payments for all forms of leave.

Nāku noa, nā



Grant Fraser

Advocate for the Secretary for Education

## DRAFT Terms of Settlement – Secondary Teachers Collective Agreement

This section sets out the components of the settlement of the *Secondary Teachers' Collective Agreement (STCA) 2023 – 2025*.

This agreement has been settled between the Secretary for Education and the New Zealand Post Primary Teachers' Association | Te Wehengarua (PPTA). It shall be subject to ratification by PPTA members pursuant to section 51 of the Employment Relations Act 2000.

The terms outlined in this document are valid for ratification by PPTA members provided ratification is confirmed and the new collective agreement is signed no later than 5pm on 19 June 2023.

### 1. Term of agreement

The parties agree that the term of this agreement is 24 months from 3 July 2023 to 2 July 2025, provided this agreement is signed by 5pm on 19 June 2023.

### 2. Remuneration

The parties agree that the Unified Base Salary Scale for Trained Teachers will be renewed for the term of the agreement and will provide three annual increases: (\$4,000 or 6%, whichever is greater, effective from 3 July 2023, and 3% on 3 July 2024, and between 1.8 – 2.6% from 2 December 2024, lifting the top step to \$100,000) to each step of the UBSS.

Additionally, from 2 December 2024, steps 1 and 2 of the UBSS are merged with a new minimum rate of \$60,735 as shown below:

*Unified Base Salary Scale for Trained Teachers:*

Step	Qualification Group Notations	Current Rates	Rates effective from 3 July 2023 (+\$4,000 or 6%)	Rates effective 3 July 2024 (+3%)	New Step	Qualification Group Notations	Rates effective from 2 Dec 2024 (+1.8 – 2.6%)
1	G1E, G2E, G3E	\$51,358	\$55,358	\$57,019	1	G1E, G2E, G3E	\$60,735
2		\$53,544	\$57,544	\$59,270			
3	G3+E	\$55,948	\$59,948	\$61,746	2	G3+E	\$63,187
4	G4E	\$58,133	\$62,133	\$63,997	3	G4E	\$65,416
5	G5E	\$61,794	\$65,794	\$67,768	4	G5E	\$69,150
6		\$65,776	\$69,776	\$71,869	5		\$73,307
7		\$70,040	\$74,242	\$76,470	6		\$77,786
8		\$75,190	\$79,701	\$82,092	7		\$83,197
9		\$79,413	\$84,178	\$86,703	8		\$88,000
10	G1M, G2M, G3M	\$85,490	\$90,619	\$93,338	9	G1M, G2M, G3M	\$94,500
11	G3+M, G4M, G5M	\$90,000	\$95,400	\$98,262	10	G3+M, G4M, G5M	\$100,000

Translation rules and scenarios explaining movement to the revised 2 December 2024 scale are contained in the attached Annexe 1.

The parties agree to increase the minimum and maximum pay rates for untrained teachers, as shown below:

*Untrained Teachers.*

Step	Qualification Group Notations	Rates effective 1 July 2021	Rates from 3 July 2023	Rates from 3 July 2024	Rates from 2 Dec 2024	Cumulative % change (from 1 April 2022 rates)
1	G1E, G2E, G3E	\$43,381	\$49,192	\$50,668	\$52,468	20.9%
2		\$47,534	\$51,192	\$52,728	\$54,528	14.7%
3	G4E	\$52,669	\$55,829	\$57,504	\$59,304	12.6%
4	G5E	\$54,090	\$57,335	\$59,055	\$60,855	12.5%
5		\$56,275	\$59,652	\$61,441	\$63,241	12.4%
6		\$59,554	\$63,127	\$65,021	\$66,821	12.2%
7	G1M	\$64,252	\$68,107	\$70,150	\$71,950	12.0%
8	G2M	\$68,951	\$73,088	\$75,281	\$77,081	11.8%
9		\$74,852	\$79,343	\$81,723	\$83,523	11.6%
10	G3M, G4M, G5M	\$77,584	\$82,239	\$84,706	\$86,506	11.5%

**3. Additional Payments**

*Partnership with PPTA Te Wehengarua*

- In recognition of the value in their ongoing and productive relationship, including their joint efforts to build an environment in which the teaching profession is highly regarded, sustainable, and is fit for now and the future of learning, the parties agree that employees who are members of PPTA Te Wehengarua and are bound by the STCA as at the date of ratification are entitled to receive:
  - a one-off gross payment of \$1500, pro-rated for part-time and day relief teachers.
  - The parties agree that all teachers who are members of PPTA Te Wehengarua and are bound by the STCA at the date of ratification will receive a one-off gross payment of \$710, which has been calculated to provide a net of tax amount broadly equivalent to renewal of a teaching practicing certificate during the term of the agreement.

*All Teachers*

- The parties agree that all full-time teachers as at the date of ratification will receive a one-off gross payment of \$3,000, pro-rated for part-time and day relief teachers.

Clause wording is in the attached track-changed collective agreement.

**4. Teacher registration fees and levy**

Beyond the lump sum to be provided to teachers, the parties agree to the central payment of the fee to gain a full practicing certificate for beginning teachers who hold a provisional practicing certificate, for the duration of the renewed Secondary Teachers' Collective Agreement, currently the fees and levy amount to \$512.37.

## **5. Pastoral care time allowance**

The parties agree to introduce 1,340 pastoral care time allowances of 0.25 FTTE. These allowances will be apportioned as four allowances per school from start of term 1, 2025.

## **6. Increase to motor vehicle allowance rate**

The parties agree to increase the reimbursement rates provided in Appendix D, clause 1.5 for motorcars and motorcycles from the start of Term 3, 2023 as follows:

- the motorcar rate increases from 62 cents per kilometre to 83 cents per kilometre.
- the motorcycle rate increases from 20 or 17 cents per kilometre to a single rate of 31 cents per kilometre.

## **7. Cultural Leadership Allowance**

The parties agree that teachers allocated a Cultural Leadership Allowance will receive an additional \$5,000 per annum. The allowance will come into effect at the commencement of Term 1, 2024. The purpose of these allowances is to recognise teachers who have additional responsibilities because they are cultural and/or community leaders, including teachers with advanced te reo Māori capability. It is incumbent on all teachers to practice and develop the use of te reo and tikanga Māori, and to build their capability to incorporate mātauranga Māori into their practice. The introduction of these allowances also creates an opportunity to recognise the additional work of those teachers who coach and upskill their peers. These allowances will also help retain and further cultivate specialist cultural expertise, knowledge and cultural leadership that already exists in schools and kura.

The parties will meet to finalise guidance and eligibility criteria for accessing the allowance and to work through other related administrative requirements by 1 September 2023. Guidance and criteria will be reviewed when the collective agreement expires. The parties agree final guidance and criteria will need to be flexible to recognise a range of context but will as a minimum:

- not result in allowance holders being overloaded with responsibilities beyond what is practical or reasonable.
- reflect the position that cultural skills and competencies are a responsibility of all teachers.

## **8. Technology teacher qualification recognition – 6,000 hours post qualification**

The parties agree to recognise National Qualifications Framework (NQF) Level 5 and 6 trade or vocational qualifications for salary purposes, where the highest trade or vocational qualification is below Level 7 on the NQF, and the teacher has at least 6000 hours of applicable trade or vocational work experience.



**9. MITA increases**

The parties agree to increase the Māori Immersion Teaching Allowance (MITA) for immersion level 1 and 2 from the start of term 3, 2023 at the following rates:

	Teaching time curriculum taught in Te Reo Māori					
	Level 1 (81% to 100%)		Level 2 (51% to 80%)		Level 3 (31% to 50%)	
Years of service	To 16 July 2023	From 17 July 2023	To 16 July 2023	From 17 July 2023	To 16 July 2023	From 17 July 2023
Up to 3 years' service	\$4,000	\$6,000	\$4,000	\$5,000	\$4,000	\$4,000
After 3 years' service	\$6,000	\$10,000	\$4,000-	\$7,000	\$4,000	\$4,000-
After 6 years' service	\$8,000	\$12,000	\$4,000	\$8,000	\$4,000	\$4,000

**10. Introduction of a PBITA**

The parties agree to introduce a Pacific Bilingual Immersion Teaching Allowance (PBITA) for immersion levels 1 and 2 from the start of term 1, 2024, at the following:

	Teaching time that curriculum is taught in a Pacific language	
Years of service	Level 1 (81% to 100%)	Level 2 (51% to 80%)
Up to 3 years' service	\$4,000	\$4,000
After 3 years' service	\$6,000	\$5,000
After 6 years' service	\$8,000	\$6,000

**11. Prorated release non-contact time for part time teachers**

The parties agree to introduce non-contact time for part time teachers proportionate to that of a full-time teacher from the start of the 2025 school year. From the same date the 11% salary loading will cease to apply to part time teachers. The parties will work together to develop guidance that ensures that no permanent part-time teacher who continues be employed at start of the 2025 school year is disadvantaged due to the introduction of this provision.

**12. Provisions consistent with the Holidays Act**

The parties agree to update the wording of the collective agreement in relation to the Holidays Act to provide for a closedown from the day after the school closes for a school year during which teachers take their annual leave.

The provisions retain the current discretion and flexibility that teachers have over when and how they work during the remainder of their term breaks and other times when students are not required to be at school.

The agreed collective agreement wording:

- Confirms teachers are entitled to a period of annual leave as per the Holidays Act 2003, taken during a closedown, during which teachers cannot be asked to work or attend school
- Affirms that, teachers should have discretion over how and where they work, as they do now, including during term breaks
- Affirms that full time teachers should be expected to work an average of 40 hours a week over the year, unless the teacher has agreed to take on duties beyond those of a standard classroom teacher.

The parties also agree to remove the deduction of sick leave on weekend days thereby increasing the amount of sick leave available for teachers and confirms that teachers are entitled to at least 10 days sick leave each year, to take during the school terms. Importantly, the agreed translation rules will ensure that all teachers' current sick leave balances are maintained or improved with the move to fully compliant sick leave.

The parties note that there will still be issues around how leave for teachers is paid and recorded on the education payroll which will take some time to address. However, separately there is a programme of work to identify and remediate Holidays Act related payments and issues. This includes identifying the changes that would be required for accurate payments for all forms of leave.

### **13. MMA rate in Te Aho o Te Kura Pounamu**

The parties agree to increase this rate to \$2,000 per annum for consistency and the parties agree to remove the 100 allowance limit to the number that can be allocated.

### **14. Deletion of 'occasional' in 6.7.5 (refreshment leave)**

The parties agree to amend the clause as follows:

A teacher may not take up a teaching position in another state or integrated school while on refreshment leave. *This restriction does not preclude a teacher on refreshment leave agreeing to undertake short-term relief provided the total number does not exceed 10 days (or 50 hours) per term.*

### **15. Short-Term Reliever Provisions**

The parties agree to raise the maximum salary cap for short-term relief teachers from the current UBSS Step 6 to Step 7 from 28 January 2024, which will become the new step 6 from 2 December 2024.

The parties agree to change the definition of the continuous period of employment for short term relief from the current six weeks to three weeks.

### **16. Definition of Education Gazette**

The parties agree to amend clause 1.8(a) as follows: *"Advertised" means advertised online in the Education Gazette*".

### **17. Entitlement clarification and readability**

The parties agree to other clause wording which updates and/or improves readability to entitlements for Removals Expenses, Parental Grant, Disregarded Sick Leave, Acting in a Higher Position other than the Principal, Service Qualification Increment, Regional Health Schools

**Annexe 1: Automatic translation to pay scale from 2 December 2024 ('new scale') from pay scale in force on 1 December 2024 ('old scale') and incremental progression from one salary step to the next**

**Translation**

The parties have agreed on the following automatic translation arrangements for the new scale

**Examples:**

- An employee who is on Step 1 (\$57,019) of the old scale on 1/12/2024 will on 2/12/24 automatically translate to step 1 (\$60,735) of the new scale - an increase in salary of \$3,716.
- An employee who is on Steps 2 (\$59,270) of the old scale on 1/12/2024 will on 2/12/24 move to Step 1 (\$60,735) of the new scale, with a salary increase in salary of \$1,465.
- An employee who is on step 5 (\$67,768) of the old scale on 1/12/2024 will on 2/12/24 automatically translate to step 4 (\$69,150) of the new scale. With a salary increase of \$1,382.

Table 1 indicates automatic translation for employees on all the steps of the old scale to the new scale, with effect from 2 December 2024.

**Table 1**

UBSS Pay Scale in force on 1 December 2024 'Old scale'	UBSS Pay Scale in force from 2 December 2024 'New scale'
Step 1	Step 1
Step 2	Step 1
Step 3	Step 2
Step 4	Step 3
Step 5	Step 4
Step 6	Step 5
Step 7	Step 6
Step 8	Step 7
Step 9	Step 8
Step 10	Step 9
Step 11	Step 10

**Incremental Progression**

The parties confirm that rules for incremental progression as detailed in clause 3.18 remain unchanged, except that the new scale will replace the old scale on 2 December 2024. For the avoidance of doubt,

- in 3.18 the term 'service increment' shall mean progression to the next step on the old scale until 1 December 2024, and progression to the next step on the new scale from 2 December 2024
- the introduction of a new scale does not change the expectation that a teacher will increment one step only, once every 12 months, on the anniversary of their appointment.

Teachers, Salary Qualification Groups, job share apportioning and Surplus Staffing in school-initiated restructuring. Clause wording is in the attached track-changed collective agreement.

## 18. Cluster Employment

The parties agree to update provisions where teachers are employed to work with students across more than the one school (e.g. RTLB Clusters or Technology Centres) to simplify the administration where there is a change of host employer for these teachers.

## 19. LSC role recognition and clarification

The parties recognise the valuable role of the Learning Support Coordinator in the Secondary Teachers' Collective Agreement at clause 4.25. Clause wording is in the attached track-changed collective agreement.

## 20. Kāhui Ako Within School Teacher allowances

The parties agree to changes in how schools in the Kāhui Ako can more flexibly allocate the current Within School Teacher allowances by dividing up to 50% of these into responsibility allowances worth \$2,000 per annum (and no less than 50% as Within School Teacher allowances worth \$8,000 per annum). Clause wording is in the attached track-changed collective agreement.

Kāhui Ako inquiry time will be removed.

## 21. Related matters

We note that the Education Payroll will implement the lump sum payments by 26 July 2023 and the rest of the settlement by 6 September 2023, providing the collective agreement is signed by 19 June 2023.

The PPTA agrees that the terms and conditions in the collective agreement will be offered to non-union employees. To recognise the role of the union in reaching the terms and conditions in the collective agreement, and so as not to undermine collective bargaining, the Secretary will not offer the terms and conditions in the collective agreement to non-union members for 6 weeks from 3 July 2023.

## 22. Technicals

We propose a series of technical changes to the agreement as reflected in the attached track-changed collective agreement.

Signed in Wellington on 2 June 2023 by:



Jo Brunskill  
Advocate PPTA Te Wehengarua



Grant Fraser  
Advocate for the Secretary for Education

Witnessed:  
Kate Lethbridge/ Pam Cooper  
for NZ School Trustees Association



2024 salary scenarios – translation and progression

G3 step 1: employee translates across

Jan 2024 (starts role)	June 2024 CA increase	Dec 2024 CA increase + merged new scale	Jan 2025 Annual increment
(old) Step 1 \$55,358	\$57,019	(moves to NEW step 1) \$60,735	NEW step 2 \$63,187

G3 step 2: translates 1 down

Jan 2024	June 2024 CA increase	Dec 2024 CA increase + merged new scale	Jan 2025 Annual increment
(old) Step 2 \$57,544	\$59,270	(moves to NEW step 1) \$60,735	NEW step 2 \$63,187

G3+ Entry /Step 3: translates 1 down

Jan 2024	June 2024 CA increase	Dec 2024 CA increase + merged new scale	Jan 2025 Annual increment
(old) Step 3 \$59,948	\$61,746	(moves to NEW step 2) \$63,187	NEW step 3 \$65,416

Step 9: translates 1 down

Jan 2024	June 2024 CA increase	Dec 2024 CA increase + merged new scale	Jan 2025 Annual increment
(old) Step 9 \$84,178	\$86,703	(moves to NEW step 8) \$88,000	NEW step 9 \$94,500



**PART ELEVEN: Te Aho o Te Kura Pounamu (Correspondence School)**

**11.1 General**

11.1.1 Except as is expressly provided otherwise in this Part the terms and conditions of employment of secondary teachers in Te Aho o Te Kura Pounamu (Te Kura) are those set out in this agreement.

**11.2 Hours of Work**

11.2.1 In order to carry out their duties in terms of this agreement it may be necessary for teachers to work for more than 40 hours per week. The normal hours of work for teachers however should, as far as practicable, not exceed 40 hours per week Monday to Friday.

11.2.2 Teachers are normally required to be present on the site for at least 35 of their working hours per week. These hours may be worked between 7.00am and 6.00pm daily from Monday to Friday inclusive, with a required core attendance time of 9.00am to 3.00pm. A lunch break of one hour is to be taken generally between the hours of 12.00noon and 2.00pm (unless agreed otherwise) provided that the timing of the lunch break does not interfere with operational activities.

11.2.3 ~~Part-time teachers' hours of work are expected to be proportionate to that of a full-time teacher as set out in 11.2.1 and they are normally required to be present on the site proportionate to a full-time teacher. A part-time teacher's FTTE reflects their total hours of work (e.g. a teacher who is 0.5 FTTE is expected to work an average of approximately 20 hours per week across the year, outside of annual holidays, leave and public holidays).~~

11.2.4 Where, with the agreement of the employer, a teacher works flexible hours the teacher may be required to keep a record of attendance.

- (a) Without limiting any of the other provisions of this agreement, the school may request the services of a teacher during a vacation period for a total of up to five days in any 12 month period.
- (b) The employer will provide the teacher with reasonable notice of a request under clause 11.2.4(a) and wherever possible will take the needs of the individual teacher into account.

**11.3 Procedures for Determining Surplus Staffing**

11.3.1 The provisions below replace Clauses 3.9-3.9.9 of this agreement. -These provisions apply only to an employee appointed as a permanent secondary teacher at Te Kura.-

**Note:** Trained beginning teachers in their first year have absolute protection and their positions cannot be considered for disestablishment.

**11.3.2 Analysis of Staffing Requirements**

- (a) Analysis of staffing requirements must be initiated when one or more of the following events indicates to the employer that it may need to reduce or restructure its teaching staff
  - (i) Reorganisation, sale, transfer, change of class, merger or closure of the School, and/or
  - (ii) Change in funding allocated to the Board of Trustees school board, and/or
  - (iii) Change in student roll numbers as identified through trends and estimates, and/or
  - (iv) Change in secondary staffing functions, including:
    - (a) Staffing required to provide teaching and student support services
    - (b) Staffing required for cross school distance education functions
- (b) In the event an analysis is initiated, the employer shall prepare a consultation document outlining the analysis and potential staffing impacts and provide it to employees, including middle management, and the union for their feedback allowing a period of at least three school weeks.
- (c) The employer shall attempt to meet any staffing reduction required through the non-replacement of employees who die, retire, resign, transfer or are promoted. The employer

Terms of settlement will be signed on the agreement that this clause is deleted.

Jef 02/06/23  
GRANT FRASER  
2/6/23

