

Non-teaching staff – Settlement of Collective Agreements and Individual Employment Agreements (IEAs) for non-union members

Pay increases for non-teaching staff

Late last year non-teaching staff collective agreements were settled and ratified and new individual employment agreements (IEAs) were promulgated by the Secretary for Education.

As a result, eligible union members covered by the following agreements¹ have already received new pay rates:

- Support Staff in Schools' Collective Agreement (SSSCA)
- Kaiārahi i te Reo, Therapists', ATSSD, Special Education Assistants' Collective Agreement (KRCA)
- School Caretakers', Cleaners' and Canteen Staff Collective Agreement (SCCCCA), and
- Adult and Community Education Staff in Schools' Collective Agreement (ACECA)

Individual Employment Agreements

All staff who are not union members need to be offered and accept a new relevant IEA before the new rates are applied. Non-teaching staff have until **29 May 2020** to sign a new IEA in order to be eligible for arrears as provided for the relevant terms of settlement.

Non-union employees who were employed on the day the IEA was promulgated, and who sign the new IEA by 29 May 2020, will be eligible for arrears from:

- 13 December 2019 for employees whose work falls into the coverage clause of the SSSCA and KRCA
- 17 January 2020 for employees whose work falls into the coverage clause of the SCCCCA
- 28 January 2020 for employees whose work falls into the coverage clause of the ACECA.

IEAs signed after 29 May will be effective from the date of signing, ie no backdating.

Schools need to advise EPL when a new IEA has been signed.

Funding for Pay Increases

Schools have been provided with additional funding specifically to enable them to pay all eligible non-teaching staff at least \$21.15 per hour (2019 Living Wage) or a 3% increase whichever is the greater. Schools have also been advised that if they do not intend to offer staff the new pay rates, or if staff do not accept the new IEA, then their entitlement to this additional funding will reduce or cease.

Where Can Schools Find More Information?

All Collective Agreements and IEA documents for school staff are available on the Ministry's website here: <https://education.govt.nz/school/people-and-employment/employment-agreements/individual-employment-agreements/>

Schools can find information about the non-teaching staff settlements and how we approached the additional funding calculation here: <http://education.govt.nz/school/funding-and-financials/resourcing/non-teaching-staff-settlements-and-funding/>

Schools were advised of the detail of their additional funding via the school data portal on 6 March.

¹ Secondary and Area School Groundstaff Collective Agreement is currently with the Amalgamated Workers Union NZ (AWUNZ) for ratification.

The latest circulars – Circular 2019/12 and Circular 2020/01 - issued by our Employment Relations team about the non-teaching staff settlements, IEA and the relevant dates from the increases will be applied can be found here: <http://education.govt.nz/our-work/publications/education-circulars/latest-circulars/>

If needed, schools should seek employment advice and support from the New Zealand School Trustees Association (NZSTA) <https://www.nzsta.org.nz/>

In order to identify which staff are not yet on current IEAs, schools should refer to their SUE report, or talk to their payroll adviser.