

NB This letter is an example for a permanent primary teacher position

(Today's date)

(appointee and address)

Dear (appointee)

**PERMANENT POSITION OF.....**

The (School name) Board of Trustees is pleased to offer you the permanent position of ..... starting on (Start date of appointment).

The purpose of this position is to .....

The work you will do is covered by the Primary Teachers, Deputy Principals, Assistant Principals and Other Unit Holders Collective Agreement that has been negotiated by NZEI Te Riu Roa and the Ministry of Education. A copy of this agreement is enclosed. For the first 30 days you will be covered by the terms in this agreement.

You have a right to join NZEI Te Riu Roa if you wish, at which time you will be covered by the collective. If you wish to join NZEI you should contact ..... who is the NZEI worksite rep at our school. She/he can be contacted at .....

Should you not wish to join NZEI then you will remain on an individual employment agreement and at the end of 30 days we may make variations by agreement to your terms and conditions of employment.

If you wish to accept this offer, then when you sign and return the duplicate copy of this letter to me could you please advise me whether or not you consent to NZEI being informed that you have been employed here (see below).

If there is anything you are unclear about, disagree with or wish to discuss, please contact me. NZEI is also available to answer queries. I enclose a card with information about NZEI.

I look forward to working with you.

Yours sincerely

(Name of Principal)

Principal

I, ....., confirm that I have read the terms of employment set out in this letter and in the attached copy of the *Primary Teachers, Deputy Principals, Assistant Principals and Other Unit Holders Collective Agreement*, and accept the offer of employment. I also confirm that I have been informed of how to contact the union (NZEI Te Riu Roa).

I consent/do not consent (delete one) to the NZEI being informed that I have entered into this agreement to start work at ..... School

.....

date:

NB This letter is an example for a fixed term primary teacher position

(Today's date)

(appointee and address)

Dear (appointee)

**FIXED TERM POSITION OF.....**

The (School name) Board of Trustees is pleased to offer you the position of ..... starting on (Start date of appointment).

The purpose of this position is to ...*relieve while (name) is on (type of leave)*... or ...*complete the (project task)*. or ..*(work with name of child)*... *as they are at the school for a short while.* (choose appropriate description of the job)

This is a fixed term position which will end ...*(on - give exact date)*...or ... *(when a named project is completed)*....or ... *(when such an event occurs)*....*describe.* It is a fixed term position because *at that time or when that event occurs or when the project is finished (describe)* there will be no further work at the school for you.

The work you will do is covered by the Primary Teachers, Deputy Principals, Assistant Principals and Other Unit Holders Collective Agreement that has been negotiated by NZEI Te Riu Roa and the Ministry of Education. A copy of this agreement is enclosed. For the first 30 days you will be covered by the terms in this agreement.

You have a right to join NZEI Te Riu Roa if you wish, at which time you will be covered by the collective. If you wish to join NZEI you should contact ..... who is the NZEI worksite rep at our school. She/he can be contacted at .....

Should you not wish to join NZEI then you will remain on an individual employment agreement and at the end of 30 days we may make variations by agreement to your terms and conditions of employment.

If you wish to accept this offer, then when you sign and return the duplicate copy of this letter to me could you please advise me whether or not you consent to NZEI being informed that you have been employed here (see below).

If there is anything you are unclear about, disagree with or wish to discuss, please contact me. NZEI is also available to answer queries. I enclose a card with information about NZEI.

I look forward to working with you.

Yours sincerely

(Name of Principal)

Principal

I, ....., confirm that I have read the terms of employment set out in this letter and in the attached copy of the *Primary Teachers, Deputy Principals, Assistant Principals and Other Unit Holders Collective Agreement*, and accept the offer of employment. I also confirm that I have been informed of how to contact the union (NZEI Te Riu Roa).

I consent/do not consent (delete one) to the NZEI being informed that I have entered into this agreement to start work at ..... School

.....

date: