

A vertical strip on the left side of the image shows a close-up of green woven reeds or bamboo, creating a textured, diagonal pattern.

Opportunities and Risks

GovHub
SCHOOL BOARD SERVICES

These changes are mainly
procedural and represent best
practice.

Decreasing Hours of Work

- Can no longer use clause 2.5 to reduce the hours of employees employed after 20 July 2026 unless it explicitly applies to them. Doing so may unjustifiably disadvantage an employee.

Mitigation/Opportunity:

- Always use the up-to-date letters from the GovHub Resource Centre.
- Consider which of the options best applies in your circumstances *ahead of appointment (or any updating of employment documentation about hours)*.



Decreasing Hours of Work

Changing Hours of Work

[USE ONE AND REMOVE THE OTHERS]

[Use only if fixed term is more than 12 months:] Your hours are fixed for a minimum of 12 months from the commencement of your employment, following which they may be decreased in accordance with clause 2.5.3 of the CA. **or**

As your position is funded by an external agency other than the Ministry of Education, where the funding is varied by the external agency, your hours or weeks of work may be varied (at the completion of each three-month period from the date of appointment) in accordance with clause 2.7 of the CA. **or**

Your hours will not be varied without the agreement of both you and the board.



Decreasing Hours of Work

- Can no longer use clause 2.5 to reduce the hours of employees employed after 20 July 2026 unless it explicitly applies to them. Doing so may unjustifiably disadvantage an employee.

Mitigation/Opportunity:

- Always use the up-to-date letters from the GovHub Resource Centre.
- Consider which of the options best applies in your circumstances *ahead of appointment*.
- Make reference to each employee's letter of offer before beginning any process, especially while you have employees employed prior to 20 July 2026.
- Make fair and reasonable decisions.



Increasing Hours of Work

- Can no longer use clause 2.5 to increase the hours of employees. Doing so without agreement may unjustifiably disadvantage an employee.

Mitigation/Opportunity:

- Size the role appropriately before appointment.



12-month hours fix

- The 12-month cap now applies to all staff. Varying within 12 months (without agreement) may unjustifiably disadvantage an employee.
- *Mitigation/Opportunity:*
 - Ensure clear records are kept by documenting all changes.
 - Refer to Part 10 where there is no mutual agreement within 12 months.
 - Have a robust system to review hours at the end of each school year for the following year (note the difference with the wording in clause 6.3 of the Caretakers', Cleaners' and Canteen Staff Collective Agreement).



Fixed Term Employment Agreements

- Targeted comms to school is coming this year and next year.
- Further scrutiny is being placed on the use of FTEAs unnecessarily. Failure to have a genuine reason for a fixed term generally results in an employee being deemed permanent.
- *Mitigation/Opportunity:*
 - Review staffing requirements and trends to determine where permanency can be offered.



Fixed Term Employment Agreements

- *Mitigation/Opportunity:*
 - Utilise fixed terms for discrete work that is:
 - genuinely funding reliant (clear lack of guarantee regarding future funding)
 - Subject to variations in requirement year on year.
 - for specialty work not easily redeployable.
 - Non-MOE funded (clause 2.7)

GET ADVICE – YOUR INSURANCE REQUIRES IT

