

Guide to Potential Staff Costs Under Collective Agreements (Primary Schools)

For Primary School Principals

Date: 2 July 2025

PLEASE NOTE: This document is intended **as a guide only** to highlight common potential costs arising from the current Support Staff-in-School, and Primary Teachers' Collective Agreements. **It is not exhaustive and does not replace the official Collective Agreements.** Always refer to the most recent, full versions of the agreements for definitive terms, conditions, entitlements, and exact processes. Costs are based on rates effective at the date of this guide and are subject to change through bargaining. Consult your Ministry of Education advisor or NZSBA for specific budgeting and implementation advice.

Support Staff Collective Agreement (SSEA) Costs

1. Motor Vehicle Allowance:

- **Rate:** \$0.62 per kilometre.
- **Trigger:** Required for staff using their *own vehicle* for school business.
- **Budget Consideration:** Track kms driven for school purposes (e.g., trips between sites, errands, attending meetings off-site).

2. Increased Annual Leave Accrual:

- **After 5 Years Service:** Entitlement increases to 4.6 weeks per year (plus public holidays).
- **After 10 Years Service:** Entitlement increases to 5 weeks per year (plus public holidays). Note: This replaces entitlement to the Day after Boxing Day and Easter Tuesday as additional paid holidays; these days become paid annual leave days.
- **Budget Consideration:** Higher leave accrual means higher leave liabilities and potentially higher costs for covering absences. Plan for staffing continuity during leave periods.

3. Long Service Leave:

- **General Staff:** 4 weeks paid leave upon completion of 25 years continuous service.
- **Special Education Assistants:** 4 weeks paid leave upon completion of 20 years continuous service (must be taken within 5 years).
- **Budget Consideration:** Significant cost for the leave period itself (4 weeks' salary) plus the cost of covering the role during this extended absence.

4. Eye Tests & Visual Display Units (VDUs):

- **Eye Test:** Biennial (or if required) test paid by school for eligible permanent staff (greater than 20 hrs/wk, using VDU greater than 50% of time).
- **Spectacles/Lenses:** School pays actual & reasonable cost for single vision lenses if required specifically for VDU distance or if a VDU-caused problem is identified. School also pays for frames only if it's the employee's first time needing lenses for VDU work.
- **Contact Lenses:** School contribution limited to the cost it would have paid for spectacles under the clause.
- **Budget Consideration:** Recurring cost for tests and potential eyewear reimbursement for eligible staff.

Primary Teachers' Collective Agreement (PTCA) Costs

1. Travelling Allowance (Overnight/Multi-Day Trips):

- **Accommodation/Meals:** Reimbursement of **actual & reasonable costs**.
- **Incidentals Allowance:** **\$7.36 per day**.
- **Budget Consideration:** Requires budgeting for reimbursements and daily allowance for approved trips (e.g., sports tours, camps, PD courses requiring overnight stay).

2. School Camp Allowance:

- **Rate:** **\$25.00 per day**.
- **Trigger:** Payable to teachers **in charge of a class/classes** attending a school camp.
- **Budget Consideration:** Factor this daily rate into camp budgets for eligible teachers.

3. Evening Meal Allowance:

- **Rate:** **\$11.56 per meal**.
- **Trigger:** Payable when attendance at a meeting **prevents** the teacher from returning home for their normal evening meal.
- **Budget Consideration:** Budget for potential costs associated with over night events.

4. Transport Allowance for Relieving Teachers (Short-Term up to 1 Term):

- **Option A (No Suitable Public Transport):** **\$0.37/km** (car) or **\$0.16/km** (motorcycle) for distance **over first 10km each day**.

- **Option B (Suitable Public Transport Available):** Reimbursement of **full fare cost** (unless Principal deems unsuitable or requires private vehicle, then Option A rate applies).
- **Budget Consideration:** Factor in potential daily transport costs as part of your short-term relievers budget, especially if you know your relievers live 10km from the school.

5. Motor Vehicle Allowance (General Official Business):

- **Rate: \$0.83 per kilometre** (or equivalent public transport fare).
- **Trigger:** Required for teachers using their *own vehicle* for official school business (e.g., attending off-site PD, visiting another school, transporting students/supplies).
- **Budget Consideration:** Track kms driven for school purposes. This is a higher rate than the Support Staff allowance.

6. Miscellaneous Expenses:

- **Reimbursement: Actual & reasonable expenses** incurred in performing duties under the agreement.
- **Conditions:** Requires **production of receipts** and **prior approval** from the employer for both the duty causing the expense and the estimated level of expense.
- **Budget Consideration:** Requires a process for approval and reimbursement. Budget for approved, necessary expenses outside standard allowances (e.g., specific resources).

Key Budgeting Reminders:

- **Employee Tenure:** Costs like increased annual leave and long service leave are directly tied to staff length of service. Track staff service records.
- **Activity Levels:** Costs like vehicle allowances, meal allowances, and camp/travel allowances depend on the level of school activity requiring them. Plan for these costs in the activities budget.
- **Approval Processes:** Ensure clear processes for prior approval (especially for Miscellaneous Expenses, travel, use of private vehicles) and claim verification (receipts, kms logs).
- **Rate Changes:** Collective Agreement rates are periodically updated through negotiations. Always use the current rates specified in the latest Agreement version.
- **Eligibility:** Check clauses to confirm which staff members are eligible for each entitlement or allowance.

ALWAYS REFER TO THE OFFICIAL, FULL COLLECTIVE AGREEMENTS FOR THE COMPLETE DETAILS, DEFINITIONS, AND LEGAL OBLIGATIONS:

- Support Staff in Schools Collective Agreement (SSEA)



- Primary Teachers' Collective Agreement (PTCA)

Contact NZEI, the Ministry of Education, or NZSBA for specific payroll, entitlements, or implementation queries.