

Special Purpose Allowances

Depending on the nature of an allowance it may be included in or additional to the employee's substantive TFR.

(a) Allowances payable in addition to TFR

Where applicable, the following allowances are payable **in addition** (Word: 26KB) to the employee's substantive TFR:

- **Higher Duties** (also sometimes known as Secondment) Allowance is payable where the employee is acting in a higher level position for 20 days or more (refer Secondment Policy).
- **Additional Duties Allowance** is payable where the employee continues to carry out the duties of their substantive position in addition acting in a higher level position for 20 days or more.
Where a remuneration review occurs while an employee is in receipt of H.D.A. or A.D.A the employee will be individually advised as to how the allowance will be treated.

(b) Allowances included in TFR

Where applicable, the following allowances are included in TFR:

- **Equalisation Allowance** is payable in line with the terms of an employee's individual employment agreement, for a maximum period of two years, in restructuring situations where the employee has accepted reassignment to a different position.
- **Special Allowance** is paid in extraordinary circumstances where the ongoing requirements of an individual are additional to the normal expectations of an employee at that level and not covered by the remuneration range for their position.

Calculation of Allowances

Higher Duties or Additional Duties Allowances

Where approved in accordance with Department policy, Higher or Additional Duties Allowances should be calculated using the considerations outline in the **Remuneration Management Policy** for determining individual TFR on appointment to a position.

Special Duties Allowance

Special Duties Allowance recognises exceptional circumstances and is therefore calculated and approved on a case by case basis only.

Additional Duties Allowance or H.D.A should be considered for situations that are extraordinary but will apply for a limited time only.

Special Duties Allowance is included in TFR and is therefore only suitable for circumstances and conditions that will be an on-going feature of employment in the position and the employee's performance assessment. Special Duties allowance requires approval by the relevant GM in consultation with the GMHR.

Other rewards and benefits

The remuneration review is only one of the methods that the Department uses to recognise employees for their contribution during the year. Examples of non-remunerative rewards may include:

- Approval of specialist training or secondment to support an employee's development and /or career aspirations;
- The "Make a Difference" Awards;
- The CE Special Commendation Award;
- Service Recognition Awards.

The Department also provides access to a range of benefits that are additional to total fixed remuneration and are available to all employees. These include:

- payment of employer subsidies for contributing members of Kiwisaver,SSRSS, GST or NPF;
- generous leave provisions (including extended annual and parental leave where the relevant criteria are met) and
- access to:
 - life insurance cover for death or permanent disablement resulting from accident
 - discounted medical insurance;
 - discounted software for home computers;
 - Income Protection insurance; and
 - Government banking rates.