

REMUNERATION AND ALLOWANCES AND OTHER TERMS AND CONDITIONS OF APPOINTMENT OF JUDGES OF THE EMPLOYMENT COURT

SALARY

Your salary is _____ per annum payable from _____ your commission date.

Enclosed is a copy of the latest *Judicial Salaries and Allowances Determination* with effect from _____ for your information.

THE JUDICIAL SUPERANNUATION DETERMINATION

You have superannuation entitlements currently provided for in the *Judicial Superannuation Determination* [year].

TRAVELLING ALLOWANCES

(a) Reimbursement/allowance for expenses

You may claim reimbursement for actual and reasonable expenses you incur when away at a court other than your home court or when away on official business.

When sitting at a court other than your home court, you may, alternatively, claim \$240 for any day when it is necessary for you to be away overnight from your home court.

If you elect to claim the allowance but it is inadequate to meet the expenses you incur, the Ministry will reimburse you for all actual and reasonable expenses over and above the daily allowance.

(b) Daily Rate: Judges Partner

You are entitled to claim an additional allowance of \$96 per day where you are accompanied by your partner when sitting at a court other than your home court and required to be absent overnight from your home court.

(c) Air Travel

You are entitled to free air travel when travelling within New Zealand on official business and for your partner when this is (a) because you are required to sit in a court other than your home court or (b) attending the courts annual conference.

If you are a Judge of the Employment Court free air travel while not on official business is available but limited to a total of **5,360** kms per financial year for each of you and your partner.

(d) Taxis or Government Cars

As an Employment Court Judge you are entitled to use a government car and driver:

- for transport between home location and airport or other transport and between airport or other transport and a location at your destination (e.g. hotel, court, other venue) when travelling on official business
- for transport between home location and airport or other transport and between airport or other transport and a location at your destination (e.g. hotel, court, other venue) when travelling to sit at a court other than your home court
- for transport to and from official functions
- for transport between home and the court outside normal working hours when transport by taxi or other means is difficult or inconvenient.

If taxis are used when travelling on official business, taxi fares will be reimbursed.

(e) Motor Vehicle Allowance

If you are making a journey for official purposes and public transport is not available or is unsuitable, you may use your own car and claim the standard mileage rate of _____cents per kilometre.

This rate can be used for up to a maximum of 14,000 km of travel for official purposes per year.

(f) Laundry and Dry-Cleaning Expenses

Laundry and dry-cleaning expenses may be refunded where a Judge is absent from home in excess of seven (7) consecutive nights on any one occasion.

TRANSFER EXPENSES

If you are required to relocate (a) to take up your appointment or (b) as a result of a transfer to another district to meet the operational requirements of the Court, the Ministry of Justice will meet the actual and reasonable costs of doing so but subject to limits to be agreed from time to time between the Office of the Chief Judge of the Employment Court and the Ministry of Justice:

- Moving to a new house and the legal cost of selling and buying a house
- Personal expenses on removal of household effects
- Removal of furniture and effects.

Costs associated with transitional arrangements (such as renting accommodation in the new location pending purchase of a house there and travelling between the Judge's old and new locations) will be met subject to limits to be agreed either (a) from time to time between the Ministry of Justice and the Office of the Chief Judge of the Employment Court or (b) agreed between the Ministry of Justice and the Office of the Chief Judge of the Employment Court Justice in relation to your particular circumstances.

EQUIPMENT

(a) Contribution to work-related expenditure when first appointed

On first appointment legal texts and/or other work materials may be chosen for your personal use at a total cost not to exceed \$500. Reimbursement of this expenditure should be arranged with the local Court Manager.

(b) Ceremonial robes

The Ministry will on request supply you with ceremonial robes. Other robes are provided by Judges themselves.

PRIVATE TELEPHONE, HOME COMPUTER AND INTERNET

You are entitled to be paid \$50 per month as a contribution towards expenses associated with telephone / or internet connections to your home. This rate will be reviewed from time to time by the Ministry of Justice and the Office of the Chief Employment Court Judge. You will be supplied with work related IT equipment in accordance with arrangements to be agreed by the Ministry of Justice and the Office of the Chief Employment Court Judge.

SABBATICAL AND RETIREMENT LEAVE

A judge is entitled to take 12 months sabbatical leave after each 10 years of service, but it has become an established practice to allow up to 6 months sabbatical leave to be taken after 5 years of service or for up to 3 months sabbatical leave to be taken after 2 ½ years' service.

Sabbatical leave arrangements must be approved by your head of bench.

Untaken but accrued (at the rate of 1.2 months of leave for each completed year of service) sabbatical leave may be taken ahead of retirement.

LUMP SUM OPTION AT RETIREMENT IN LIEU OF LEAVE

In lieu of taking the leave ahead of retirement, a retiring judge may elect to accept a lump sum for unused/accrued sabbatical leave (if any), but with the following limits.

Complete years of Total Service	Limit of lump sum
Less than 5 years	1/10 th of 12 months' salary for each complete year
5 years and less than 15 years	5/10 th of 12 months' salary
15 years and less than 20 years	1/10 th of 12 months' salary for each complete year in excess of 10
20 years and over	12 months' salary

ANNUAL LEAVE AND SICK LEAVE

There is in no statutory entitlement to leave but in practice, and subject to the discretion of the head of bench, judges are not generally required to sit during court vacations (albeit they are expected to attend to any outstanding judgments) and may take a week's leave between June and Christmas.

HEALTH

A Judge may be reimbursed the costs of the following health related expenses:

- an eye test every two years (plus a one-off contribution of \$300 or such sum as may be agreed between the Ministry of Justice and the Office of the Chief Employment Court Judge) towards the cost of glasses or contact lens
- an annual medical examination
- professional counselling for personal or work-related issues.