

CANTERBURY INDUSTRIAL DISTRICT.

(11195.) CHRISTCHURCH TRAMWAY BOARD **CLERICAL EMPLOYEES.**—
INDUSTRIAL AGREEMENT.

This industrial agreement, made in pursuance of the Industrial Conciliation and Arbitration Act, 1925, and its amendments, this 15th day of September, 1936, between the Christchurch Clerks, Cashiers, and Office Employees' Union of Workers (hereinafter called "the union"), of the one part, and the Christchurch Tramway Board (hereinafter called "the employer"), of the other part, whereby it is mutually agreed by and between the parties as follows:—

1. That the terms, conditions, stipulations, and provisions contained and set out in the schedule hereto shall be binding upon the said parties, and they shall be deemed to be and are hereby incorporated in and declared to form part of this agreement.

2. The said parties hereto shall respectively do, observe, and perform every matter and thing by this agreement and by the said terms, conditions, stipulations, and provisions respectively required to be done, observed, and performed, and shall not do anything in contravention of this agreement or of the said terms, conditions, stipulations, and provisions, but shall in all respects abide by and perform the same.

3. This agreement shall continue in force from the day of the date hereof, and thereafter continue in force until superseded by another agreement or by an award made under the provisions of the said Act.

In witness whereof the parties hereto have executed these presents the day and year as hereafter written.

SCHEDULE.

Class of Workers.

1. This agreement shall apply to all permanent workers employed in clerical work in the offices of the Christchurch Tramway Board.

Hours of Work.

2. (a) The hours of work shall be thirty-eight hours and a half per week unless the exigencies of the service require an extension of these hours.

No overtime to be worked except with the approval of the Accountant of the Board. Any circumstances requiring continuous overtime to be the subject of special consideration.

(b) Tea-money of 1s. 6d. shall be paid when overtime is worked, provided that two or more hours are worked.

Males:— *Salaries.*

3. (a) The minimum rates of pay per week shall be—

	£	s.	d.
First year of tramway service ..	1	0	0
Second year of tramway service ..	1	7	6
Third year of tramway service ..	1	15	0
Fourth year of tramway service ..	2	5	0
Fifth year of tramway service ..	2	15	0
Sixth year of tramway service ..	3	10	0

(b) After six years' tramway service the worker shall be paid a minimum wage of £4 per week, rising by four equal yearly increases to £5 per week on the completion of ten years' continuous service with the Board.

(c) Minimum salaries as under shall be fixed for present holders of the following positions:—

First Grade: Stores Clerk, Chief Traffic Clerk, Chief Time-keeper, Revenue Clerk, minimum salary, £6 to £7, in accordance with qualifications and position occupied.

Second Grade: Chief Receiver, Costs Clerk, Chief Pay Clerk and Receiver, Assistant Traffic Clerk, Assistant Timekeeper, Accounts Clerk, Second Pay Clerk and Receiver, minimum salary of £5 2s. 6d. to £5 15s., in accordance with qualifications and position occupied.

Other grades as per scale, subject to basic rate.

Women Workers:—

(d) The minimum rates of pay per week shall be—

	£	s.	d.
First year of tramway service ..	1	0	0
Second year of tramway service ..	1	7	6
Third year of tramway service ..	1	15	0
Fourth year of tramway service ..	2	5	0
Fifth year of tramway service ..	2	15	0

(e) After five years of tramway service the workers shall be paid a minimum wage of £3 10s. per week.

The minimum salary of women workers occupying senior positions—viz., Records and Minutes Clerk, Superannuation

Clerk and Typist—shall be £3 10s. Salary increases to be subject to the Board's consideration in accordance with qualifications and position occupied.

General:—

(f) Workers over twenty years of age entering the employment of the Board without previous office experience shall be treated as if commencing the third year, and shall be paid according to the above scale.

(g) No deductions are to be made from the salary of any worker at present in receipt of a higher wage than the scale shown above.

Sick Pay.

4. Sick pay shall be granted to all workers as follows:—

Employees under two years' service—Full pay for period not exceeding two weeks in any one year of service.

Over two and under five years' service—Full pay for period not exceeding one month in any one year of service.

Over five years of service—Full pay for period not exceeding three months in any one year of service.

Holidays.

5. (a) Time off shall be granted for any work done on present recognized public holidays and Sundays.

(b) One holiday of two consecutive weeks on full pay shall be granted to each worker on completion of each year of service, at a time to be mutually agreed upon between the employer and worker.

(c) Employees leaving the service shall be entitled to a proportion of their annual holiday for the current year of service: Provided that no proportion shall be allowed to any worker with less than six months' service.

Termination of Engagement.

6. Two weeks' notice of the intended termination of the engagement shall be given by the employer or the employee, but nothing shall prevent the Board from instantly dismissing or suspending any employee guilty of serious misconduct.

Proportion.

7. (a) There shall not be more than one junior male worker—*i.e.*, worker under twenty-one years of age—to every four senior workers.

(b) The number of women workers, excluding Record Clerk, Superannuation Clerk and Typist, shall not exceed 20 per cent. of the total office staff.

Passes.

8. All workers shall be supplied with free passes available anywhere on the tramway service—contract services excluded.

Promotions.

9. When appointments are made, preference shall be given to employees already in the office, full consideration to be given to efficiency, seniority, and suitability, subject to the right of appeal conferred by the Tramways Amendment Act, 1910.

Interpretation.

10. When any disagreement arises as to the interpretation or working of any clause, no proceedings shall be taken by either party in the dispute until the matter has been submitted to a special committee consisting of two representatives from each party.

Preference Clause.

11. As provided in the Industrial Conciliation and Arbitration Amendment Act, 1936.

Term of Award.

12. This award, so far as it relates to wages, shall come into force as from the 1st day of July, 1936, and so far as all the other provisions of this award are concerned it shall come into force on the date hereof; and this award shall continue in force until the 31st day of March, 1939.

Signed on behalf of the Christchurch Tramway Board this 15th day of September, 1936.

[L.S.] J. K. ARCHER, Chairman.
H. E. JARMAN, General Manager and Secretary.

Signed on behalf of the Christchurch Clerks, Cashiers, and Office Employees' Union this 8th day of September, 1936.

[L.S.] HENRY W. FRIEDMAN, President.
J. S. BARNETT, Secretary.