

**CHRISTCHURCH TRAMWAY BOARD CLERICAL EMPLOYEES.—
INDUSTRIAL AGREEMENT.**

THIS industrial agreement, made in pursuance of the Industrial Conciliation and Arbitration Act, 1925, this 1st day of May, 1941, between the Christchurch Tramway Board (hereinafter called "the Board" or "the employer"), of the one part, and the Canterbury Clerks, Cashiers, and Office Employees' Industrial Union of Workers (hereinafter called "the union"), of the other part, whereby it is mutually agreed by and between the said parties as set out in the following schedule.

SCHEDULE.

Application of Agreement.

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

Hours of Work.

2. 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.

Overtime.

3. (a) No overtime to be worked except with the approval of the Accountant of the Board.

(b) To provide a measure of elasticity in the case of essential work, the hours of work may be extended to eighty-four hours in two weeks; all time exceeding this period shall be paid at time and half rates.

(c) An allowance of 1s. 6d. tea-money shall be paid when over two hours' overtime is worked.

(d) Any circumstances requiring continuous overtime to be the subject of special considerations.

Salaries.

MALES.

4. (a) *Unclassified Positions: Grade "C".*—The minimum rates of pay per week shall be:—

	£	s.	d.
First six months of tramway service ..	1	5	0
Second six months of tramway service	1	10	0
Third six months of tramway service	1	15	0
Fourth six months of tramway service	2	0	0
Fifth six months of tramway service ..	2	5	0
Sixth six months of tramway service ..	2	10	0
Fourth year of tramway service ..	3	0	0
Fifth year of tramway service ..	3	10	0
Sixth year of tramway service ..	4	0	0
Seventh year of tramway service ..	4	10	0
Eighth year of tramway service ..	5	0	0
Ninth year of tramway service ..	5	5	0
Tenth year of tramway service ..	5	10	0
Eleventh year of tramway service and thereafter	5	17	6

Provided that a worker of twenty-one years of age or upwards shall receive not less than the basic wage for the time being prevailing.

(b) *Males: Grade "B"*—Chief Receiver, Costs Clerk, Chief Pay Clerk and Receiver, Assistant Traffic Clerk, Assistant Timekeeper, Accounts Clerk, Second Pay Clerk and Receiver, Ledger-keeper, and any other position classified by the Board shall receive a minimum salary of £6 per week.

(c) *Males: Grade "A"*—Stores Clerk, Chief Traffic Clerk, Chief Timekeeper, Revenue Clerk, and any other position classified by the Board shall receive a minimum salary of £7 per week.

FEMALES.

(d) *Unclassified Positions*.—The minimum rates of pay per week shall be:—

	£	s.	d.
First six months of tramway service ..	1	0	0
Second six months of tramway service ..	1	4	0
Third six months of tramway service ..	1	8	0
Fourth six months of tramway service ..	1	12	0
Fifth six months of tramway service ..	1	16	0
Sixth six months of tramway service ..	2	0	0
Fourth year of tramway service ..	2	10	0
Fifth year of tramway service ..	3	0	0
Sixth year of tramway service and thereafter	3	10	0

(e) The minimum salary of women workers occupying specified positions—viz., Records and Minutes Clerk and Superannuation Clerk—shall be £4 per week. Salary increases to be subject to the Board's consideration in accordance with qualifications and position occupied.

(f) Workers over twenty years of age entering the employment of the Board without previous clerical experience shall be classified a third-year worker and paid accordingly.

Increase in Rates of Remuneration.

(g) All rates of remuneration, including time and piece wages and overtime and other special payments provided for in this agreement, shall be subject to the provisions of the general order dated 9th August, 1940, under the Rates of Wages Emergency Regulations 1940, increasing rates of remuneration by an amount equal to 5 per cent. thereof.

Conditions of Service.

5. Appointments may be made with a probationary period not exceeding six months. At the expiration of the probationary period the worker shall either be appointed or discharged, and the union shall be notified.

Temporary Clerical Assistants.

6. Assistants engaged for preparation of election rolls or work of a temporary nature shall be paid not less than:—

				Per Week.		
				£	s.	d.
Males	4	10	0
Females	2	10	0

Employees temporarily occupying Higher Positions.

7. Any employee instructed to perform the duties of an employee in a higher grade shall be paid the salary of that higher grade if the position is occupied for more than eight weeks continuously.

No Deduction of Salaries.

8. No deductions are to be made from the salary of any worker at present in receipt of a higher salary than the rates of pay set out in clause 4.

Exemptions.

9. Male workers in receipt of not less than £350 per annum, and female workers in receipt of not less than £250 per annum, shall not be subject to the operations of clause 2 and 3 of this agreement.

Sick-pay.

10. The present conditions in force regarding sick-pay to remain in operation.

Holidays.

11. (a) One holiday of two consecutive weeks on full pay shall be granted to each worker on completion of each year of service, such holiday to be taken at a time to be mutually agreed upon between the Board and the employee, but every effort shall be made to rotate the leave period to enable employees to have equal opportunity of obtaining leave during the summer months.

(b) Employees shall be entitled to the following public holidays—viz., New Year's Day and the day following, Good Friday to Easter Monday inclusive, Anzac Day, Sovereign's Birthday, Labour Day, Show Day, Christmas Day, and Boxing Day, and any other days usually granted by the Board. Where a holiday falls on a Sunday, the day following shall be observed.

(c) Employees shall receive time off at ordinary rates for work performed on any of the holidays specified in sub-clause (b) hereof.

(d) Time off which has accumulated up to 31st March shall be taken before 31st July in the same year, and if not possible for such time off to be taken, payment for such time to be made at ordinary rates.

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

Termination of Engagement.

12. 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.

13. (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.

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

Promotions.

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

Interpretation.

16. When any disagreement arises as to the interpretation or working of any clause, no proceeding 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, the Conciliation Commissioner to be the Chairman.

Preference.

17. From and after the date when this agreement comes into operation, all employees covered by this agreement, and employees subsequently appointed, shall become members of the Canterbury Clerks, Cashiers, and Office Employees' Industrial Union of Workers.

Right of Entry.

18. (a) The secretary or other authorized representative of the union shall be entitled to enter the office or works of the Board at all reasonable times to interview any worker in connection with the operation of this agreement, but not so as to interfere unreasonably with the Board's business.

(b) The Board shall supply a list of workers covered by this agreement upon request by the union secretary not more than once each six months.

Under-rate Permit.

19. Usual Court's clause.

Term of Agreement.

20. This agreement, in so far as it relates to salaries, shall be deemed to have come into force on the 1st day of May, 1941, and so far as all other conditions of this agreement are concerned it shall come into force on the day of the date hereof.

This agreement shall continue in force until the 30th day of April, 1943.

In witness whereof the parties have executed these presents:—

The common seal of the Christchurch Tramway Board was hereto affixed in the presence of—

[L.S.] H. E. DENTON, Chairman.
H. E. JARMAN, General Manager.

The common seal of the Canterbury Clerks, Cashiers, and Office Employees' Industrial Union of Workers was hereto affixed in the presence of—

[L.S.] S. E. PAPPRIILL, President.
F. NUTTALL, Secretary.