

NORTH CANTERBURY HOSPITAL BOARD **CLERICAL
EMPLOYEES.**—INDUSTRIAL AGREEMENT

In the Court of Arbitration of New Zealand, Canterbury Industrial District.—In the matter of the Economic Stabilization Emergency Regulations 1942; and in the matter of the industrial agreement made on the 1st day of June, 1947, between the North Canterbury Hospital Board and the Canterbury Clerks', Cashiers', and Office Employees' Industrial Union of Workers.

WHEREAS by the Economic Stabilization Emergency Regulations 1942 it is provided that no industrial agreement made in pursuance of the Industrial Conciliation and Arbitration Act, 1925, shall come into force until it is filed under section 28 of the said Act: And whereas it is provided further that no such industrial agreement shall be accepted by a Clerk of Awards for filing as aforesaid unless it has been approved by the Court for the purposes of the said regulations: And whereas application has been made for approval of the industrial agreement made on the 1st day of June, 1947, between the North Canterbury Hospital Board, of the one part, and the Canterbury Clerks', Cashiers', and Office Employees' Industrial Union of Workers, of the other part: Now, therefore, the Court, having had regard to and having taken into consideration the matters and things as required by the said regulations, doth hereby approve the said industrial agreement for the purposes of the said regulations.

Dated this 28th day of July, 1947.

[L.S.]

A. TYNDALL, Judge.

NORTH CANTERBURY HOSPITAL BOARD CLERICAL EMPLOYEES.—
INDUSTRIAL AGREEMENT

This industrial agreement is made in pursuance of the Industrial Conciliation and Arbitration Act, 1925, and its amendments, this 1st day of June, 1947, between the North Canterbury Hospital 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 clerical workers employed in all the establishments of the North Canterbury Hospital Board engaged wholly or substantially in writing, typing, or any other form of clerical work, and shall include cashiers, telephonists, collectors, inspectors, hospital admitting clerks, machine operators, and any other worker or workers deemed by the Board and the union to come within the scope of this agreement.

Hours of Work

2. (a) The normal hours of work shall be $37\frac{1}{2}$ per week, to be worked between Monday and Friday in each week; however, up to 40 hours per week may be worked without extra payment.

(b) Notwithstanding the foregoing, to provide a measure of elasticity in the case of essential work or where subclause (a) is not practicable, time may be worked between 8 a.m. and noon on Saturday, provided always that not more than the hours specified in clause (a) are worked at ordinary rates in any one week.

(c) Notwithstanding the foregoing, telephonists employed in the hospital inquiry exchange, and any other workers whom it is agreed between the Board and the union shall come within the scope of this clause, shall be required to work the shift hours in force prior to the coming into force of this agreement, provided that such hours do not exceed 38 per week and that shifts are not broken.

(d) An interval not exceeding ten minutes shall be allowed for morning tea, and a similar period for afternoon tea.

(e) A working-week shall be deemed to commence at 8 a.m. on Monday.

Wages

3. (a) The minimum rates of wages per week for male employees shall be in accordance with the following scale:—

					£
First year	115
Second year	135
Third year	160
Fourth year	195
Fifth year	235
Sixth year	255
Seventh year	285

	£
Eighth year	310
Ninth year	330
Tenth year	350
Eleventh year	370

(b) The minimum weekly rates of wages for female employees, with the exception of those specially classified, shall be in accordance with the following scale:—

	£
First year	115
Second year	135
Third year	155
Fourth year	175
Fifth year	195
Sixth year	215
Seventh year	237

(c) Class I (£250 first year, £260 second year, £270 third year) shall include workers holding the following positions:—

First Assistant Fees Clerk.
 Splint Department Clerk.
 Ration and Dietitian's Clerk.
 Dental Department Clerk.
 Senior Telephone Operator.
 Confidential Clerk, Plastic Surgical Unit.

(d) Class II (£280 first year, £290 second year, £300 third year) shall include workers holding the following positions:—

Senior Stenographers.
 Medical Superintendent's Stenographer.
 Senior Records Officer.
 Senior Clerk, Pathological Department.
 Senior Clerk, X-ray Department.
 Senior Stores Clerk.
 Clerk, Works and Engineering Departments.
 Clerk, Cashmere Sanatorium.

All the above rates of remuneration shall be subject to the provisions of the general orders dated 9th August, 1940, and the 31st March, 1942, under the Rates of Wages Emergency Regulations 1940.

(e) For the purpose of qualification under the foregoing classes, experience in any employment of a similar character to that covered by this agreement shall be counted as if it were experience in employment covered by this agreement.

(f) A worker who substantially acts as a Cashier or Pay Clerk, and not holding a graded position, shall be paid 5s. per week in addition to the rate to which such worker is entitled under clause 3 (a) and (b) hereof.

(g) The Board may make a rateable deduction from the wages of any worker for time lost through sickness, accident, or default, but this shall not be taken to nullify the existing custom of the Board regarding sick-leave unless the circumstances of any particular case justify some departure from this custom.

(h) Wages shall be paid weekly or monthly, at the wish of the employee.

NOTE.—Attention is drawn to the fact that this agreement is to be read subject to the provisions of the Minimum Wage Act, 1945.

Bonus for Qualification

4. An allowance of £26 per annum shall be paid to an employee holding the Accountants' Professional (A.R.A.N.Z.) or Bachelor of Commerce qualifications. An allowance of £13 per annum shall be paid to an employee holding the Australasian Institute of Secretaries (A.A.I.S.), the Australasian Institute of Incorporated Secretaries (A.I.I.S.), New Zealand Institute of Secretaries, or female senior Government qualifications.

These provisions shall apply to any employee who, during the currency of this agreement, passes any of the foregoing examinations, but no employee shall be entitled to concession for more than one examination: Provided always that while qualifying for the concession the employee shall be substantially engaged on work covered by the section in which the examination is included on the foregoing list.

Overtime

5. (a) When overtime is required to be worked at the request of the head of the Department concerned, five hours' notice shall, when possible, be given to the employee.

(b) All overtime worked in excess of 40 hours per week shall be paid for at the rate of time and a half for the first four hours, and at double time thereafter: Provided that no overtime rate shall be less than 2s. per hour, the hourly rate for overtime to be determined by dividing the weekly wage by 40.

(c) Any worker called upon to work overtime after 6 p.m. on any day of the week shall be paid 2s. 6d. meal-money.

(d) A worker shall not be required to work for more than five hours continuously without an interval for a meal.

(e) Except as provided elsewhere in this agreement all time worked on Sundays or on Saturday afternoons shall be paid for at double rates.

Exemptions

6. Nothing in this agreement shall apply to workers in receipt of more than the maximum wages provided in clause 3, plus the provisions of clause 4.

Holidays and Annual Leave

7. (a) The following days shall be observed as holidays and shall not count as part of the annual leave: New Year's Day and the day following, Good Friday, Easter Monday, Anzac Day, Sovereign's Birthday, Labour Day, Show Day, Christmas Day, Boxing Day.

(b) Except as provided in clause (2) (c), all time worked on holidays shall be paid for at double rates in addition to the weekly wage with a minimum payment of four hours.

(c) This clause shall not apply to the Board's employees retained for essential work on the days specified. Equivalent time off, by mutual arrangement, to be allowed during the year for such extra hours worked.

(d) When any holiday other than Anzac Day falls on a Sunday, the following day shall be observed.

(e) Annual holiday leave shall be granted in accordance with the provisions of the Annual Holidays Act, 1944, provided, however, that after seven years' continuous service with the Board the period of annual leave shall be three weeks.

(f) Telephonists employed in the telephone inquiry office shall be entitled to three consecutive weeks' annual leave on full pay after twelve months' continuous service.

(g) Except as otherwise agreed, at least one month's notice of commencement of annual leave shall be given to the workers, and they shall be paid for the annual holiday on or before its commencement.

Sick-leave

8. Sick-leave shall be in accordance with the provisions of the Board's Sick Leave By-laws.

Temporary Workers and Part-time Workers

9. (a) Any worker employed for less than two full weeks shall be termed a temporary worker and shall be paid 20 per cent., in addition to the rate equivalent thereto, with a minimum payment of 1s. 6d. per hour.

(b) Employees regularly employed but whose services do not necessitate their employment for the full number of hours per week shall be deemed to be part-time employees and they shall be paid at a rate not less than 20 per cent. in addition

to the appropriate *pro rata* hourly rate in accordance with the scale set out in clause 3. The *pro rata* rate to be based upon the hours normally worked in the particular office.

(c) In the event of the appointment of a part-time employee the union shall be notified.

No Reduction in Wages

10. No worker coming within the scope of this agreement shall have his wages or salary reduced by reason of the operation of this agreement.

Terms of Employment

11. For workers other than casuals the employment shall be deemed to be a monthly one, and one month's notice shall be given by either side; but this shall not prevent the Board from summarily dismissing any worker for serious misconduct.

Wages and Time Book

12. The Board shall keep in prescribed form a wages and time book to show the hours of work per day of each worker and to show morning hours, afternoon hours, and overtime hours.

Right of Entry

13. The secretary or other authorized representative of the union shall, with the consent of the employer (such consent not to be unreasonably withheld), be entitled to enter at the office or works at all reasonable times to interview any worker, but not so as to interfere unreasonably with the employer's business.

Employers shall, upon written request by the secretary of the union, supply him with a list of workers in their employ covered by this agreement.

Conditions as to Offices

14. (a) The Board shall permit workers to have lunch during the lunch interval on the premises.

(b) Reasonable dining accommodation shall be provided; also a cloak-room or enclosure in which reasonable privacy is secured for dressing. There shall also be provided, where practicable, a room with suitable couch accommodation for rest in cases of temporary indisposition, but where it is impracticable to set a room apart for that purpose it shall be

sufficient if a couch or couches are provided in a portion of the cloak-room screened off from the place where clothing is hung.

(c) Adequate lighting, heating, and ventilation shall be provided in all offices.

Matters not provided for

15. Any dispute in connection with any matter not provided for in this agreement shall be settled between the Board and the secretary or president of the union, and in default of any agreement being arrived at, then such dispute shall be referred to the local Conciliation Commissioner, who may either decide the same or refer the matter to the Court. Either party, if dissatisfied with the decision of the Commissioner, may appeal to the Court upon giving written notice of such appeal to the other party within fourteen days after such decision shall have been communicated to the party desiring to appeal.

References

16. Original references shall be the property of the worker or applicant, and shall, on request, be returned within forty-eight hours after engagement or rejection of application.

Each worker, on leaving or being discharged from his or her employment shall, on request, be furnished within twenty-four hours thereafter with a statement in writing setting out the position held and the length of service.

Workers to be Members of the Union

17. Court's clause.

Under-rate Workers

18. Court's clause.

Scope of Agreement

19. This agreement shall apply to the parties named herein.

Term of Agreement

20. This agreement, in so far as it relates to wages, shall be deemed to have come into force on the 1st day of April, 1947, and in so far as all other conditions of this agreement are concerned it shall come into force on the day of the date hereof; and this agreement shall continue in force for two years.

In witness whereof the parties have executed these presents.

The common seal of the North Canterbury Hospital Board was hereto affixed in the presence of—

[L.S.]

C. FLAVELL, Member.
LLEW. B. EVANS, Chairman.
A. W. PRENTICE, Secretary.

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

[L.S.]

I. A. MAINDONALD, President.
D. F. AYERS, Secretary.
