

**CHRISTCHURCH TRAMWAY 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 26th day of November, 1947, between the Christchurch Tramway 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 26th day of November, 1947, between the Christchurch Tramway 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 16th day of December, 1947.

[L.S.]

A. TYNDALL, Judge.

CHRISTCHURCH TRAMWAY BOARD CLERICAL EMPLOYEES.—
INDUSTRIAL AGREEMENT

THIS industrial agreement made in pursuance of the Industrial Conciliation and Arbitration Act, 1925, this 26th day of November, 1947, 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 normal hours of work shall be $37\frac{1}{2}$ per week worked from Monday to Friday inclusive and according to the schedule of hours set out below—

Day Work.—From 8.30 a.m. to 5 p.m. with one hour off for lunch, Monday to Friday.

Traffic Office.—From 8.30 a.m. to 5 p.m. with one hour off for lunch, Monday to Friday.

Workshop Office.—From 8 a.m. to 4.30 p.m. with one hour off for lunch, Monday to Friday.

Ticket Offices.—The maximum hours shall be a straight shift of seven and a half hours, to be worked between 8 a.m. and 5.45 p.m. with one hour off for lunch, Mondays to Fridays. Friday night work from 7.30 p.m. to 9 p.m. shall be paid for at overtime rates.

Middle Shift.—The hours shall be Mondays to Fridays, 1 p.m. to 8.30 p.m., with one hour off for tea.

Overtime

3. (a) Overtime to be worked only with the approval of the management.

(b) All time in excess of 39 hours per week shall be regarded as overtime and paid for at time and a half rates for the first three hours then double time thereafter, overtime to be computed on a daily basis.

(c) An allowance of 2s. 6d. tea-money shall be paid when two hours or more overtime are worked in any one day.

(d) Night work after 9 p.m. on Christmas Eve, show night, and nights of a like nature, where clerks are rostered to work, shall be paid at double hourly rates.

(e) Sunday work in ticket offices shall be paid at the rate of £1 for six hours, or at time and a half rates if ordinary work done in ticket office. Where clerks are wholly employed on normal duties, double hourly rates shall be paid.

(f) Saturday work shall be paid for at time and a half rates.

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 ..	2	0	0
Second six months of tramway service ..	2	5	0
Third six months of tramway service ..	2	10	0
Fourth six months of tramway service ..	2	15	0
Fifth six months of tramway service ..	3	0	0
Sixth six months of tramway service ..	3	7	6
Fourth year of tramway service ..	4	5	0
Fifth year of tramway service ..	4	15	0
Sixth year of tramway service ..	5	15	0
Seventh year of tramway service ..	6	7	6
Eighth year of tramway service ..	6	17	6
Ninth year of tramway service ..	7	2	6
Tenth year of tramway service ..	7	7	6
Eleventh year of tramway service ..	7	15	0

These above rates are to be read subject to the provisions of the Minimum Wage Act, 1946.

(b) *Males: Grade "B."*—Costs Clerk, Chief Pay Clerk and Receiver, Assistant Traffic Clerk, Assistant Timekeeper, Accounts Clerk, Second Pay Clerk and Receiver, and any other positions classified in this grade by the Board shall receive a minimum salary of £8 per week.

(c) *Males: Grade "A."*—Chief Receiver, Stores Clerk, Chief Traffic Clerk, Chief Timekeeper, Revenue Clerk, Assistant Accountant and any other position classified in this grade by the Board shall receive a minimum salary of £9 10s. per week.

FEMALES

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

	£	s.	d.
First six months' tramway service ..	2	0	0
Second six months' tramway service ..	2	5	0
Third six months' tramway service ..	2	10	0
Fourth six months' tramway service ..	2	15	0
Fifth six months' tramway service ..	3	0	0
Sixth six months' tramway service ..	3	5	0
Fourth year tramway service ..	3	15	0
Fifth year tramway service ..	4	10	0
Sixth year tramway service ..	5	0	0

(e) The minimum salary for women workers occupying specified positions—Machine Supervisor, Filing Clerk, Records and Minutes Clerk—shall be £6 10s. per week. Salary increases to be subject to the Boards' consideration in accordance with qualifications and positions occupied.

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

Temporary Clerical Assistants

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

Under 21 years of age: According to scale set out in clause 4 plus 25 per cent.

Over 21 years of age: Males £7 15s.

Over 21 years of age: Females £5.

Employees temporarily occupying Higher Positions

6. 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 three weeks continuously.

No Deduction in Salaries

7. 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.

Sick Pay

8. Sick pay shall be paid as follows:—

- Under two years' service: Minimum of 2 weeks' pay.
- Under five years' service: Minimum of 1 month's pay.
- Over five years' service: Minimum of 3 months' pay.

Holidays

9. (a) One holiday of three (3) 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 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, such worker coming within the provisions of the Annual Holidays Act, 1944.

(c) 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 holidays fall on a Sunday, the following working day shall be observed.

(d) Work done on Good Friday, Anzac Day, and Christmas Day, shall be paid for at double time rates.

(e) Employees shall receive time off at ordinary rates for work performed on holidays set out in subclause (c) except those mentioned in subclause (d).

Exemptions

10. Male workers in receipt of not less than £440 per annum, and female workers in receipt of not less than £430 per annum, shall not be subject to the operations of clause 2 and 3 of this agreement: Provided that clause 3 (f) shall not be subject to the effect of this clause.

Termination of Engagement

11. Two weeks' notice of the intending 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

12. (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 Typiste, shall not exceed 20 per cent. of the total office staff.

Passes

13. All workers shall be supplied with free annual passes available anywhere on the tramway service—contract services excluded. Upon retirement or superannuation employees shall be entitled to purchase an annual pass at a cost of 7s. 6d.

Promotions

14. 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 confined by the Tramways Amendment Act, 1910.

Interpretation

15. 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 matter has been submitted to a special committee consisting of two representatives from each party, the Conciliation Commissioner to the Chairman. Either side shall have the right to appeal to the Arbitration Court against the decision of any such Committee upon giving to the other side written notice of such appeal within fourteen days after such decision has been made known to the party desirous of making appeal.

Workers to be Members of the Union

16. 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

17. (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

18. Court's clause.

Term of Agreement

19. This agreement shall come into force, in so far as it relates to salaries, on the 1st August, 1947, and so far as all other conditions on the date of signing and shall remain in force for two years.

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. A. C. NORTH, Chairman.
	J. F. FARDELL, 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.]	I. A. MAINDONALD, President.
	D. F. AYERS, Secretary.