

CHRISTCHURCH TRANSPORT BOARD **CLERICAL EMPLOYEES**—INDUSTRIAL
AGREEMENT

[Filed in the Office of the Clerk of Awards, Christchurch]

THIS industrial agreement made in pursuance of the Industrial Conciliation and Arbitration Act 1954, this 22nd day of June 1955, between the Christchurch Transport 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 Transport Board.

Hours of Work

2. The normal hours of work shall be 37½ 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. Late night work from 7.30 p.m. to 9 p.m. shall be paid for at overtime rates.

Middle Shift: The hours shall be, Monday 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 3 hours then double time thereafter, overtime to be computed on a daily basis.

(c) Allowance of 3s. 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 minimum rate of 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 with a minimum payment of 3½ hours.

Salaries

MALES

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

	£	s.	d.
First year of transport service	4	6	7
Second year of transport service	5	0	5
Third year of transport service	5	15	10
Fourth year of transport service	6	12	9
Fifth year of transport service	7	10	0
Sixth year of transport service	8	8	6
Seventh year of transport service	9	2	0
Eighth year of transport service	9	15	10
Ninth year of transport service	10	9	3
Tenth year of transport service	11	6	2
Eleventh year of transport service	12	0	0

(b) Males: Grade "B".—Chief Receiver, Costs Clerk, Chief Pay Clerk and Receiver, Assistant Timekeeper, Assistant Accounts Clerk, Second Pay Clerk and Receiver and any other position classified in this grade by the Board shall receive a minimum salary of £12 10s. per week.

(c) Males: Grade "A".—Stores Clerk, Chief Traffic Clerk, Chief Timekeeper, Revenue Clerk, Accounts Clerk, and any other position classified in this grade by the Board shall receive a minimum salary of £14 per week.

FEMALES

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

	£	s.	d.
First year of Transport Service	4	6	7
Second year of Transport Service	5	0	5
Third year of Transport Service	5	15	10
Fourth year of Transport Service	6	12	9
Fifth year of Transport Service	7	10	0
Sixth year of Transport Service	8	8	6

(e) The minimum salary for female workers occupying specified positions: Machine Supervisor, Filing Clerk, Records and Minutes Clerk shall be £10 9s. 6d. per week. Salary increases to be subject to the Board's 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.

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

Part Time, Casual and Temporary Workers

5. (a) Part time and Casual Workers shall be paid not less than—

Over 21 years of age Males £12 per week.

Over 21 years of age Females £8 8s. 6d. per week.

(b) Temporary Workers engaged for the preparation of electoral rolls or work of a similar nature shall be paid not less than—

Over 21 years of age Males £10 9s. 3d. per week.

Over 21 years of age Females £7 10s. per week.

(c) If any part time, casual or temporary clerical worker does not work a whole week in accordance with the conditions set down in clause 2 then such worker shall be paid for hours worked on a *pro rata* basis calculated on the appropriate rate provided in subclause (a) and (b) hereof.

Increase in Rates of Remuneration

6. The rates of remuneration determined by this award shall be increased to the extent and in the manner prescribed by the general order of the Court made under the Economic Stabilization Regulations, 1953, and dated the 28th day of October, 1954.

(EXPLANATORY NOTE.—The general order of October 28, 1954, increased rates of remuneration determined by awards and industrial agreements by an amount of 13 per cent thereof, but excluded from the scope of the increase—

(1) Such portion of the remuneration of each worker in each week as exceeded the amount of £12 in the case of adult male workers, the amount of £9 in the case of adult female workers, and the amount of £7 in the case of male and female workers under the age of 21 years; and

(2) All allowances in respect of tools, bicycles, motor vehicles, protective or special clothing, or special footwear.

The term "remuneration" means salary or wages; and includes time and piece wages and overtime and bonus and other special payments; and also includes allowances, fees, commission, and any other emolument, whether in one sum or several sums; and also includes travelling expenses.)

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 three weeks continuously.

No Deduction in 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.

Sick Pay

9. 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

10. (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 portion 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

11. Male Workers in receipt of not less than £688 per annum and Female Workers in receipt of not less than £593 per annum, shall not be subject to the operations of clauses 2 and 3 of this Agreement. Provided that clause 3 (f) shall not be subject to the effect of this clause.

Termination of Engagement

12. Two week's 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

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 Typiste, 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 Transport Board's services—contract services excluded. Upon retirement or superannuation employees shall be entitled to purchase an annual pass at a cost of 7s. 6d.

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 confined by the Tramways Amendment Act 1910.

Matters Not Provided For

16. The essence of this Agreement being that the work of the employers shall not on any account whatsoever be impeded, but shall always proceed as if no dispute has arisen, it is hereby provided that if any dispute or difference shall arise between the parties bound by this Agreement or any of them as to any matter whatsoever arising out of or connected therewith and not dealt with in this Agreement, every such dispute or difference shall be referred to a committee to be comprised of two persons representing the employing Board, two persons representing the employees of the Board, and the Conciliation Commissioner for the district as Chairman. Provided that all disputes shall be considered by the Committee within one month of the date of notification and that either side shall have the right to appeal to the Court against a decision of any such Committee upon giving to the other side written notice of such appeal within fourteen days after the decision has been made known to the party desirous of appealing.

Workers to be Members of the Union

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. Courts' clause.

Special Clothing

20. Smocks shall be supplied to the female workers covered by this Agreement.

Term of Agreement

21. This Agreement in so far as it relates to wages, shall be deemed to have come into operation on the 1st day of April 1955, and 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 until the 31st day of March 1957.

In witness whereof the parties have executed these presents.

The Common Seal of the Christchurch Transport Board was hereto affixed in the presence of—

[L.S.]

C. C. HOLLAND, 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.]

A. C. KING, President.
E. C. BLACKER, Secretary.