
DUNEDIN CITY CORPORATION LIBRARIANS AND THEIR ASSISTANTS—
INDUSTRIAL AGREEMENT

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

THIS industrial agreement made pursuant to the Industrial Conciliation and Arbitration Act 1954 this 12th day of July 1960, between the Dunedin City Corporation (hereinafter called the "employer") of the one part, and the Dunedin Municipal Clerical and Other Employees (Other than Inspectors) Industrial Union of Workers (hereinafter called the "union") of the other part, witnesseth that it is hereby mutually agreed between the employer and the union as follows:

SCHEDULE

Workers to Whom the Agreement Applies

1. This agreement shall apply to workers employed in the Dunedin Public Library.

Hours of Work

2. The hours of work shall not exceed 40 per week and shall be worked according to a roster to be drawn up by the City Librarian in a fair and equitable manner having due regard to the exigencies of the service.

Salaries

3. (a) The grading scale for library assistants shall be:

Division	Grade VI	Grade V	Grade IV	Grade III	Grade II	Grade I
	£	£	£	£	£	£
1	305	720	955	1,030	1,100	1,210
2	350	780	995	1,060	1,140	1,285
3	405	825
4	460	870
5	520	910
6	585
7	630
8	680

(b) Subject to all persons appointed to the positions designated hereunder commencing two steps on the scale below the grading specified hereunder and thereafter advancing to the grading by two annual increments in accordance with the normal practice, the gradings for the following positions shall be:

	Grade	Div.
Deputy City Librarian	III	2
Head of Adult Services	IV	2
Head of Children's Services	IV	2
*Chief Reference Librarian	IV	1
Cataloguer	IV	1
Mobile Librarian-driver	V	4

*No new appointment to be made to this classification, which shall be deleted from the agreement at the end of the term of office of the present holder.

(c) Subject to all persons appointed to the position of subject room assistant commencing not more than two steps and to all persons appointed as intermediate and junior assistants commencing not more than three steps on the scale below the grading specified hereunder to which they are entitled by virtue of their qualification and thereafter advancing to such grading by annual increments in accordance with the normal practice, the gradings for the following positions shall be:

	Grade	Div.
Subject room assistants	V	3
Intermediate assistants	VI	8
Junior assistants	VI	7

Provided that:

(1) For subject room assistants not holders of:

- (i) A university degree or N.Z.L.A. Certificate
the grading shall be VI 7
- (ii) A.N.Z.L.A. the grading shall be V 1
- (iii) Certificate or Diploma of the Library School
the grading shall be V 2

(2) The number of appointments at any one time to the classification of subject room assistant shall be at the sole discretion of the council.

(3) The minimum qualification for intermediate assistants shall be N.Z.L.A. Certificate.

(4) The grading shall be for junior assistants not holders of:

- (i) Part I of N.Z.L.A. training course or six units
of an approved degree VI 6
- (ii) Preliminary examination of N.Z.L.A. or two
units of an approved degree VI 5

(d) Subject to persons appointed to the position hereunder designated commencing, if:

	Grade	Div.
Without qualification, at	VI	1
With School Certificate, at	VI	3
With University Entrance, at	VI	4

and thereafter proceeding to the grading for the position by annual increments in accordance with the normal practice, the grading shall be for:

	Grade	Div.
Clerical assistants	VI	5
Provided that clerical assistants may advance on special recommendation by the City Librarian to	VI	6
General assistants:		
If employed full time	VI	4
If employed half time or more £15 in excess of	VI	3
If employed less than half time	VI	3

(e) The hourly rate of pay for male general assistants shall be based:

	Grade	Div.
(i) If under 21 on	VI	4
(ii) If over 21 on	VI	6

(f) Every person covered by this agreement who has been in the one position for 10 years at its maximum rate shall receive a service increment of £17 10s. per annum and after a further five years in the same position shall receive a second service increment of £17 10s. per annum, provided that the period during which any person is held at a bar in the scale under the provisos to subclauses (c) (1) and (4) of this clause shall be counted as service at the maximum for the position.

(g) Persons engaged as hospital librarians for more than 50 per cent of their time shall receive the sum of £30 per annum over the scale salary applicable to them as above.

(h) The hourly rate shall be the annual salary applicable to the position divided by 2,080.

(i) The salaries and allowances payable to all employees covered by this agreement shall not be subject to the general order of the Court of Arbitration dated the 18th day of September 1959, which increased rates of remuneration determined by awards and industrial agreements by an amount equal to 24 per cent thereof.

Holidays and Annual Leave

4. (a) Except as otherwise provided for in subclause (c) hereof, all employees shall be entitled to the following public holidays without deduction of pay—viz. New Year's Day, the day following New Year's Day, Anniversary Day or a day to be mutually agreed upon in lieu of Anniversary Day, Good Friday, Easter Monday, Anzac Day, the birthday of the reigning Sovereign, Labour Day, Christmas Day, and Boxing Day. Time worked on any of the holidays set out herein shall be paid for at double time rates in addition to the payment for the holiday so worked.

(b) Employees on leave of absence without pay for a period not exceeding two calendar months shall be paid for any of the public holidays referred to in subclause (a) of this clause falling within their period of leave, provided that they have been employed for a period of at least four months in the six months preceding the holiday, and provided further that if they fail to continue in the service for at least four months in the six months immediately following the said holiday then the payment made to them for the holiday shall be deducted from any amount due to them by the employer.

(c) All employees after 12 months' continuous service shall be entitled to three weeks' recreational leave on full pay exclusive of any of the holidays mentioned in subclause (a) hereof. Should the employment of an employee be terminated for any reason after having served less than 12 months such employee shall be paid a proportionate allowance for holidays. Holidays or holiday pay shall not accrue in respect of any period the employee is on leave without pay provided that this shall not apply to leave without pay granted to full time staff for periods aggregating up to two weeks in any one calendar year.

(d) At least 14 days' notice of the commencement of the annual leave shall be given by the employer to the employee.

Clothing

5. Smocks shall be supplied by the employer as required to all female staff (other than part time employees with less than six months' service). No clothing allowance shall be paid to the mobile librarian for normal wear and tear.

Complaints

6. Any employee called upon to answer any charge arising out of a complaint against him or her shall be entitled to have the assistance of the secretary of the union or other person appointed to act in that behalf by the union at any inquiry and shall be entitled to call evidence.

Sick Leave

7. All full time employees shall be allowed sick leave in accordance with the council's 1944 scheme. All part time employees shall be allowed sick leave in accordance with the council's scheme of 12 November 1956.

Terms of Employment

8. (a) Vacant positions shall be filled, where practicable by promotions of employees already on the staff of the council: Provided that the decision of the council as to the fitness or otherwise of any employee for promotion shall be final.

(b) All appointments, promotions, or transfers shall be, in the first place, for a probationary period of six months.

(c) Salaries for full time employees shall be paid fortnightly.

Workers to be Members of Union

9. It shall not be lawful for the council to employ or to continue to employ in any position subject to this agreement any person who is not for the time being a member of the Dunedin Municipal Clerical and other Employees (Other than Inspectors) Industrial Union of Workers.

Matters Not Provided For and Appeals

10. Any dispute in connection with any matter not provided for in this agreement shall be settled between the employer and the secretary of the union, and in default of any agreement being arrived at, then such dispute shall be referred to the Conciliation Commissioner for the district who shall 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 and to the Commissioner within 14 days after such decision shall have been communicated to the party desiring to appeal.

Right of Entry

11. The secretary or other authorised officer of the union shall be entitled to enter at all reasonable times upon the premises of the library for the purpose of interviewing any employee in connection with the employment, but not so as to interfere unreasonably with the council's business.

Higher-grade Duties

12. An employee who is hereafter instructed to perform the full duties of a higher grade employee shall, if he or she occupies the higher grade position for more than eight weeks continuously, be paid from the date upon which he or she commenced the higher grade duty at a rate not less than the minimum salary for such higher grade position.

Terms of Agreement

13. This agreement insofar as salaries are concerned shall be deemed to have come into force on the 1st day of April 1960, and insofar as all the other conditions are concerned, it shall come into force on the day of the date hereof, and shall continue in force until the 31st day of March 1962.

Signed on behalf of the Dunedin Municipal Clerical and other Employees (Other than Inspectors) Industrial Union of Workers:

I. E. STILL, Secretary.

Signed on behalf of the Dunedin City Council as employer:

J. C. LUCAS, Town Clerk.

MEMORANDUM

The parties desire to record that the grading scale provided in clause 3 (a) of this agreement has been based on the Public Service salary scale ruling at this date and agree that should the Public Service salary scale be subsequently amended then the scale in the said clause 3 (a) shall also be amended to maintain the same relationship with the Public Service scale.
