

(b) The commencing rates for the positions under this agreement together with qualification bars and maximum salaries for each shall be as set out in this sub-clause, it being the rule that each worker shall proceed from her starting point on the grading scale to her maximum by annual increments as shown on the scale and that each such increment shall be payable from 1 April in each year unless the worker has less than three months service completed before 1 April in which event the increment shall be deferred until the following 1 April.

(I) (i) *General, Clerical and Part-time Assistants*

Junior part-time assistants, being workers who are normally employed for less than 25 hours per week, but who may be employed during school holidays for more than 25 hours per week, shall commence, if unqualified, at	Grade VI	Div. 1
If over 21 years of age at		3
If holding School Certificate at		3
If holding Endorsed School Certificate at		3A
If holding University Entrance at		4
Maximum for such assistants shall be		4

(I) (ii)

Assistants, being workers normally employed for a minimum of 25 hours per week, shall commence at	VI	3A
and the maximum for such assistants shall be		4
provided that the holders of named posts may be advanced to		5 or 6

and provided further that male part-time assistants over 21 years of age employed in the evenings and on week-ends shall be paid at irrespective of the number of hours worked by such assistants in each week. 6

(II) *Junior Assistants (Pre-professional)*

Commence with Endorsed School Certificate at	VI	3A
Commence with University Entrance at		4
and proceed to the maximum for their respective qualifications, as follows:		
Maximum for junior assistant without N.Z.L.A. Preliminary Examination or two units of degree		6
Maximum for junior assistant without N.Z.L.A. Certificate		7
Maximum for remaining junior assistants		8

Promotion from junior to intermediate will be on recommendation and will depend upon the library establishment.

(III) *Intermediate Assistants (Professional)*

Commencing rate for holders of N.Z.L.A. Certificate	VI	8
Commencing rate for holders of B.A. degree or Certificate N.Z.L.S.	V	2
Maximum for intermediate assistants		3

	Grade	Div.
(IV) <i>Subject Room Librarians</i>		
Commencing rate without N.Z.L.A. Certificate ..	VI	8
Maximum without N.Z.L.A. Certificate ..	V	2
Commencing rate with Certificate or Diploma N.Z.L.S. or A.N.Z.L.A.	V	3
Maximum without A.N.Z.L.A.	IV	1
Maximum for subject room librarians		2
(V) <i>Mobile Librarian</i>		
Commencing rate	V	2
Maximum		4
(VI) <i>Staff Librarians (Cataloguer, Head of Adult Services, Head of Children's Services)</i>		
Commencing rate	IV	1
Maximum for cataloguer and head of children's services	III	2
Maximum for head of adult services	II	1
(VII) <i>Deputy City Librarian</i>		
Commencing rate	II	2
Maximum	Special	

(c) 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 sub-clauses (b) (1) (2) (3) and (4) of this clause shall be counted as service at the maximum for the position.

(d) 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.

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

(f) Part-time professional staff shall be paid at professional rates according to their qualifications.

(g) 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 4th day of July 1962, which increased rates of remuneration determined by awards and industrial agreements by an amount equal to 2½ per cent thereof.

Holidays and Annual Leave

4. (a) Except as otherwise provided for in sub-clause (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 sub-clause (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 sub-clause (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. (a) Any adult person engaged or employed in any position or employment subject to this agreement by any employer bound by this agreement shall, if he or she is not already a member of a union of workers bound by this agreement, become a member of such union within 14 days after his or her engagement, or after this clause comes into force; as the case may require.

(b) Subject to sub-clause (a) hereof, every adult person so engaged or employed shall remain a member of a union of workers bound by this agreement so long as he or she continues in any position or employment subject to this agreement.

(c) Every worker obliged under sub-clause (a) hereof to become a member of a union who fails to become a member, as required by that sub-clause, after being requested to do so by any officer or authorised representative of the union, and every worker who fails to remain a member of a union in accordance with sub-clause (b) hereof commits a breach of this agreement.

(d) Every employer bound by this agreement commits a breach of this agreement if he continues to employ any worker to whom sub-clauses (a) and (b) apply, after having been notified by any officer or authorised representative of the union that the worker has been requested to become a member of the union and has failed to do so, or that the worker having become a member of the union has failed to remain a member.

(e) For the purposes of this clause "adult person" means a person of the age of 18 years or upwards, or a person who for the time being is in receipt of not less than the minimum rate of wages prescribed for adult workers by this agreement.

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 1964, 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 1966.

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.