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**University of Otago Conditions of  
Employment of Maintenance Trades  
Staff—Collective Agreement (Composite)**

*Dated 22/12/77*

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Note: See clause 3 herein for the date on which rates of wages come into force

## Form 6

Under the Industrial Relations Act 1973

## REGISTERED COLLECTIVE AGREEMENT

In the matter of the Industrial Relations Act 1973; and in the matter of the University of Otago Conditions of Employment of Maintenance Trades Staff Dispute of Interest between the University of Otago and the New Zealand Carpenters and Related Trades Industrial Union of Workers (Otago Branch); the New Zealand Engineering, Coachbuilding, Aircraft, Motor and Related Trades Industrial Union of Workers; the New Zealand Labourers General Workers, and Related Trades Industrial Union of Workers; the New Zealand Plumbers Gasfitters and Related Trades Industrial Union of Workers; and the Otago and Southland Electrical Workers Industrial Union of Workers.

The Industrial Commission, having before it the terms of a voluntary settlement arrived at in the above-mentioned dispute of interest and submitted or notified to the Commission pursuant to the provisions of section 66 of the Industrial Relations Act 1973, hereby registers as a collective agreement the terms, conditions, and provisions set out in the schedule hereto and orders:

1. That the said terms, conditions, and provisions shall be binding on the parties hereto; and

2. That the said parties shall respectively do, observe, and perform every matter and thing by this collective agreement required to be done, observed, and performed, and shall not do anything in contravention of this collective agreement, but shall in all respects abide by and perform it.

In witness of the registration of this collective agreement the seal of the Industrial Commission has hereto been affixed and the President of the Commission has hereunto set his hand, this 22nd day of December 1977.

(L.S.)

G. O. Whatnall, President.

Sec. 65

Form 5

Reg. 9(4)

Under the Industrial Relations Act 1973

## SUBMISSION OF VOLUNTARY SETTLEMENT FOR REGISTRATION

In the matter of the Industrial Relations Act 1973; and in the matter of the Conditions of Employment of Maintenance Trades staff at the University of Otago between The University of Otago and The Otago Carpenters and Related Trades Union; New Zealand Engineering, Coachbuilding, Aircraft, Motor and Related Trades Union; The New Zealand Labourers, General Workers and Related Trades Union; The New Zealand Plumbers, Gasfitters, and Related Trades Union; The Otago and Southland Electrical Workers Union.

To the Registrar of the Industrial Commission

We hereby submit to you a signed copy of the terms of voluntary settlement of the above-mentioned dispute of interest arrived at by the parties pursuant to section 65 of the Industrial Relations Act 1973, for registration by the Industrial Commission as a Collective Agreement.

Dated at Dunedin this 18 Day of November 1977.

Signature of Parties:

David Cunningham, Authorised Agent for the Unions.

R. A. Crozier, Authorised Agent for the Employer.

## UNIVERSITY OF OTAGO

### CONDITIONS OF EMPLOYMENT – MAINTENANCE TRADES STAFF

1. The parties wish to record the established practice whereby the conditions of employment of trades staff have been regulated by the appropriate national award and rates of remuneration have been those which apply in the State Services.

2. With effect from 1 September 1977, the parties wish to modify the various awards conditions as they relate to annual leave, public holidays, long-service leave, sick leave, retirement leave and the weekly pay period in accordance with the following conditions applying to the University's Non-Academic Staff.

It is emphasised that other members of the University's non-academic staff have enjoyed these conditions for some considerable time and that other New Zealand Universities have already adopted a policy of common conditions for all members of non-academic staff.

- (a) Annual Leave – Non-academic staff are entitled to 20 working days' annual leave. Dates of leave are subject to departmental requirements.
- (b) Public Holidays – Leave will be granted on Public Holidays (New Years Day, January 2, New Zealand Day, Good Friday, Easter Monday, Anzac Day, Queen's Birthday, Labour Day, Christmas Day and Boxing Day) and other days when this University is closed (Summer Show Day, Easter Tuesday, and Christmas Eve). Anniversary Day is celebrated on Easter Tuesday.
- (c) Long-Service Leave – After each 10 years' continuous service staff are entitled to special leave of one month in addition to annual leave. (Full details attached).
- (d) Sick Leave – Staff are entitled to Sick Pay according to the following cumulative scale.

Up to three months service . . . . .	7 days
Up to six months service . . . . .	14 days
Up to nine months service . . . . .	31 days
Up to five years service . . . . .	46 days
Up to ten years service . . . . .	92 days
Up to twenty years service . . . . .	183 days
Up to thirty years service . . . . .	275 days
Over thirty years service . . . . .	365 days

The Finance and General Committee has discretion in individual cases to extend the above-mentioned periods of sick pay.

Saturdays and Sundays are treated as working days when preceded and succeeded by sick leave as are any statutory holidays.

Any person who finds it necessary to be absent for work for reasons of sickness should inform his head of Department as soon as possible. A medical certificate is required if the absence exceeds five days; a Head of Department may require a medical certificate for any absence exceeding one day.

- (e) Retirement Gratuity – Staff retiring after 40 years' service or at age 65 are entitled to gratuities according to the following scale:

Retirement after 10 years' service . . . . .	3 months salary
Retirement after 14 years' service . . . . .	4 months salary
Retirement after 17 years' service . . . . .	5 months salary
Retirement after 20 years' service . . . . .	6 months salary

- (f) Pay Period – All wages will be paid fortnightly in cash.

## TERM OF AGREEMENT

3. This agreement shall come into force on the 1st day of September 1977 and shall continue in force until the 31st day of August 1979.

Signature of Parties:

David Cunningham, Authorised Agent for the Unions.  
R. A. Crozier, Authorised Agent for the Employer.

## LONG SERVICE LEAVE FOR NON-ACADEMIC STAFF

- (a) The scheme for Long-Service Leave is effective from 1 January 1975.
- (b) Non-academic staff, other than certain Senior Administrative and Library staff (who may be entitled to apply for other forms of leave based on length of service) are eligible to apply for one month's paid leave for each completed ten years of continuous service with the University of Otago.
- (c) At the time of the introduction of the scheme for long service leave, the maximum period of leave which will be granted to any member of staff is one month, irrespective of the length of service up to that time. Thereafter staff become eligible for long-service leave after each successive ten years of service.
- (d) Long-service leave must be taken by a staff member within five years of becoming entitled to such leave, at the convenience of the Department and at a time when the work of the Department is not seriously prejudiced. Leave must be taken in not more than two sections within the five year period.
- (e) The appointment of temporary staff to replace a staff member on long-service leave will be considered only in exceptional circumstances.
- (f) Applications for long-service leave should be made to the Registrar through the Head of Department, who should indicate whether or not he recommends approval of the request and, if he concurs with the application, confirm that the time suggested is convenient to the Department.
- (g) Staff who have become entitled to long-service leave and resign before taking such leave shall be paid salary in lieu thereof.
- (h) Part-time staff are entitled to apply for long-service leave.
- (i) In determining eligibility for long service leave credit may be given for continuous service in any other New Zealand University or Medical Research Council Unit for which the staff member received no long service leave or consideration in lieu thereof and provided total service is unbroken.

## MEMORANDUM

This collective agreement incorporates the terms of voluntary settlement arrived at by the parties and forwarded to the Commission for registration pursuant to Section 66 of the Industrial Relations Act 1973.

(L.S.)

G. O. Whatnall, President.