
**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 18th day of April 1964, 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 $37\frac{1}{2}$ per week worked from Monday to Friday inclusive.

Day Work—Day work shall be a straight shift of $7\frac{1}{2}$ hours to be worked between 8 a.m. and 5.45 p.m. with one hour off for lunch, Mondays to Fridays.

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

Ticket Offices—Late night work from 7.30 p.m. to 9 p.m. shall be paid for at overtime rates.

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) Allowance of 5s. 3d. tea-money shall be paid when two hours or more overtime are worked in any one day, provided that a meal break of at least half an hour is taken.

(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 time and a half rates with a minimum of six hours. Where clerks are wholly employed on normal duties on a Sunday, double hourly rates shall be paid.

(f) Saturday work shall be paid for at time and a half rates with a minimum payment of $3\frac{1}{2}$ hours.

Salaries

4. NOTE—Salary rates quoted in this agreement are inclusive of the $2\frac{1}{2}$ per cent Court Order as promulgated by the Arbitration Court on the 26th day of July 1962.

MALES

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

1st year of transport service	£ 390
2nd year of transport service	439
3rd year of transport service	492
4th year of transport service	561
5th year of transport service	618
6th year of transport service	681
7th year of transport service	736
8th year of transport service	788
9th year of transport service	833
10th year of transport service	916
11th year of transport service	965
12th year of transport service	1,005

(b) Males: Grade "B"—Chief receiver, costs clerk, chief pay clerk and receiver, assistant timekeeper, assistant accounts clerk, second pay clerk and receiver, assistant traffic clerk and any other position classified in this grade by the Board shall receive a minimum salary of £1,105 per annum.

(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 £1,235 per annum.

FEMALES

(d) Unclassified positions: The minimum rates of pay per annum shall be:

	£
1st year of transport service	390
2nd year of transport service	439
3rd year of transport service	492
4th year of transport service	561
5th year of transport service	618
6th year of transport service	681

(e) The minimum salary for female workers occupying specified positions: Filing clerk, records and minutes clerk shall be £863 per annum. Salary increases to be subject to the Board's consideration in accordance with qualifications and positions occupied.

(f) Workers over 21 years of age entering the employment of the Board without previous clerical experience shall be classified a third year worker and paid accordingly.

NOTE—The above rates are to be read subject to the provisions of the Minimum Wage Act 1945.

Part Time, Casual and Temporary Workers

5. (a) Part time and casual workers shall be paid not less than:

	Per Annum
	£
Over 21 years of age: Males	965
Over 21 years of age: Females	681

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

	Per Annum
	£
Over 21 years of age: Males	833
Over 21 years of age: Females	618

(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.

(d) During holiday periods the board may engage a temporary office junior at a salary based on a minimum rate of £156 per annum.

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. This provision does not apply in cases relating to Annual Leave or sickness.

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 Leave

8. An employee shall be entitled to sick leave as shown hereunder provided that he produces at his own expense a medical certificate in support thereof for any period of sick leave in excess of three days. The Board may from time to time require an employee to be examined by the Board's Medical Officer at the Board's expense. If the Board is satisfied that the case is a *bona fide* one, and subsequent reports continue to support it, the conditions of sick pay shall be as follows:

Under 2 years' service—2 weeks' sick pay in any one calendar year.

Under 5 years' service—4 weeks' sick pay in any one calendar year.

Over 5 years' service—minimum of 13 weeks' sick pay in any one calendar year.

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 portion of their annual holiday leave for the current year of service, but shall not be entitled to payment for any day in lieu of public holidays: 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 following day, 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 days shall be observed.

(d) Work done on Good Friday, Anzac Day, Christmas Day and New Year's 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 £1,109 per annum and female workers in receipt of not less than £859 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

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 21 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 staff.

Passes

13. Any worker employed under this agreement shall be entitled to purchase an annual pass available anywhere on the Transport Board's services. The cost of such pass to such worker to be 7s. 6d. per annum.

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 employed in the office under this agreement, full consideration to be given to seniority and merit, subject to the right of appeal confirmed by the Tramways Amendment Act 1910.

Matters Not Provided For

15. 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 14 days after the decision has been made known to the party desirous of appealing.

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, and the employer shall not continue to employ under this agreement any person who is not a financial member of that union.

Right of Entry

17. (a) The secretary or other authorised 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.

Special Clothing

19. Smocks shall be supplied to the female workers covered by this agreement.

Terms of Agreement

20. This agreement in so far as it relates to wages shall be deemed to have come into force on the 9th day of March 1964, and so far as all other conditions are concerned it shall come into force on the day of the date hereof and this agreement shall continue in force until the 8th day of March 1966.

In witness whereof the parties have executed these presents.

The common seal of the Christchurch Transport Board was hereto affixed in the presence of:

J. R. SMITH, 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:

E. C. STREET, President.

E. C. BLACKER, Secretary.
