

1958/106

**THE EDUCATION BOARDS' EMPLOYMENT REGULATIONS
1958**

COBHAM, Governor-General

ORDER IN COUNCIL

At the Government House at Wellington this 16th day of July 1958

Present:

HIS EXCELLENCY THE GOVERNOR-GENERAL IN COUNCIL

PURSUANT to the Education Act 1914, His Excellency the Governor-General, acting by and with the advice and consent of the Executive Council, hereby makes the following regulations.

REGULATIONS

1. These regulations may be cited as the Education Boards' Employment Regulations 1958.

Interpretation

2. In these regulations, unless the context otherwise requires,—

“Board” means the Education Board of any education district constituted under the Education Act 1914:

“Director” means the Director of Education:

“Education authority” means an Education Board, or the governing body of a secondary school, technical school (including a technical high school), or combined secondary and technical school:

“Grade” means a division of a salary scale determined in accordance with these regulations in respect of which a particular range of salaries is payable:

“Minister” means the Minister of Education:

“Review Committee” means the committee established under regulation 6 of these regulations:

“Secretary-Manager” means the secretary to a Board, appointed by the Board in accordance with section 26 of the Education Act 1914:

“Service”, in relation to the total period of service of a whole-time officer for purposes of annual leave or sick leave or retirement leave, means—

(a) The aggregate period of the officer's service, whether continuous or intermittent, as a whole-time officer of a Board; and

(b) Any period or periods of service in the employment of the Crown, or of an education authority other than an Education Board, or of a local authority within the meaning of the Local Elections and Polls Act 1953, being a period or periods of service recognised by the Review Committee on or after the commencement of these regulations as the equivalent of whole-time service in the employment of a Board; and

(c) Any period or periods of service in any employment recognised by a Board immediately before the commencement of these regulations as the equivalent of whole-time service in the employment of a Board:

“Whole time”, in relation to an officer of a Board, means that the officer devotes the whole of his working time to the duties of his position, save that he shall not cease to be a whole-time employee by reason only of the fact that, with the approval of the Board, he undertakes other work of a minor nature outside these duties.

Application of Regulations

3. These regulations shall apply only to persons who are employed by an Education Board and whose conditions of employment are not for the time being fixed by any award of the Court of Arbitration, or by any industrial agreement entered into under the Industrial Conciliation and Arbitration Act 1954, or any order made by the Court of Arbitration under section 13 of the Apprentices Act 1948, or by any order or determination made under the Government Service Tribunal Act 1948, or by the Education (Salaries and Staffing) Regulations 1957.*

4. (1) A whole-time officer of a Board shall receive a yearly rate of salary according to the grade of salary determined in each case in accordance with these regulations, that grade being one of those set out in the salary scales included in the Schedule to these regulations.

(2) Subject to any determination of the Review Committee under paragraph (b) of regulation 7 of these regulations, the grades of salary applicable to whole-time officers and to positions in the employment of a Board shall, in relation to the salary scales set out in the said Schedule, be determined by the Board up to and including Grade D and by the Review Committee in all other cases:

Provided that where the Review Committee determines that the salary applicable to any such officer or position shall be higher than the maximum of Grade H, the determination shall be subject to the approval of the Minister:

Provided also that the grades of salary applicable to whole-time officers and to positions in the employment of a Board immediately before the commencement of these regulations shall continue in force until otherwise determined in accordance with these regulations.

5. The conditions of employment of persons to whom these regulations apply shall, in so far as they are not provided for in these regulations and without restricting anything so provided, be determined from time to time by the Minister on the recommendation of the Review Committee.

6. (1) For the purposes set out in regulation 7 of these regulations, the Minister may establish a Review Committee which shall consist of:

- (a) The Director of Education, or an officer of the Department of Education nominated by the Director as his deputy, and the Director or his said deputy shall be the Chairman of the Committee:
- (b) One other officer of the Department of Education, to be appointed by the Minister:
- (c) Two persons, each being a member of an Education Board, to be appointed by the Minister on the nomination of the Executive of the New Zealand Education Boards' Association Incorporated:
- (d) Two persons, not being employees of a Board or of the Department of Education, to be appointed by the Minister on the nomination of the Executive Committee of the New Zealand Education Officers' Association Incorporated.

(2) Where any member appointed by the Minister is incapacitated by illness, absence, or other sufficient cause from performing the duties of his office, the Minister may appoint in like manner another suitably qualified person to act as deputy for that member, and every deputy of a member so appointed shall, while he acts as such, be deemed to be a member of the Review Committee.

(3) The appointed members of the Review Committee shall hold office at the pleasure of the Minister for a period not exceeding three years, but every such member shall be eligible for reappointment.

(4) Meetings of the Review Committee shall be held at such times and places as the Chairman may from time to time determine:

Provided that the Chairman shall call a meeting within 14 days of being asked to do so by any three other members of the Committee.

(5) The Chairman shall preside at each meeting of the Review Committee, and the business of the meeting shall be transacted only while the Chairman and at least three other members of the Committee are present.

(6) Every question before the Review Committee shall be decided by the votes of the majority of members present; and the Chairman shall have a deliberative vote and, in cases of equality, he shall also have a casting vote.

(7) The Review Committee may from time to time set up such subcommittees or co-opt such persons as it thinks fit to advise the Committee on such matters within the scope of its functions and powers as are referred to them by the Committee.

(8) For the purpose of carrying out its functions, the Review Committee may authorise any of its members, or any member or members of a subcommittee set up by it, or any person or persons co-opted by it, to carry out an inspection of the duties and responsibilities of any officer or officers employed by a Board, and any member or person so authorised by the Review Committee may at all reasonable times enter the office of a Board for the purpose of such an inspection.

(9) Except as expressly provided in these regulations, the Review Committee may regulate its procedure in such manner as it thinks fit.

(10) There shall be paid out of money appropriated by Parliament for the purpose to the members of the Review Committee, and to members of subcommittees set up by that Committee, and to persons co-opted by it, remuneration by way of fees, salary, or allowances, and travelling allowances and expenses in accordance with the Fees and Travelling Allowances Act 1951, and the provisions of that Act shall apply accordingly as if that committee were a statutory Board within the meaning of that Act.

7. The functions of the Review Committee shall be:

- (a) To review, on the application of the New Zealand Education Officers' Association Incorporated and at such other times as it thinks fit, the scales of salaries defined by these regulations, and, where it considers desirable, to make recommendations to the Minister concerning their amendment:
- (b) At not more than five-yearly intervals, to conduct a general review and determine the grades of salary applicable to whole-time officers and to positions in the employment of Boards:
- (c) To review and determine the grade of any whole-time officer, on receiving application on that behalf from the officer's employing Board or from the Executive of the New Zealand Education Boards' Officers Association Incorporated:
Provided that any determination by the Review Committee of a salary higher than the maximum of Grade H for any officer shall be subject to the approval of the Minister:
- (d) To determine the general conditions under which prior service by whole-time officers in the service of the Crown, or of an education authority other than an Education Board or of a local authority within the meaning of the Local Elections and Polls Act 1953 shall be recognised as the equivalent of whole-time service in the employment of a Board for the purposes of the provisions of these regulations relating to annual leave, sick leave, and retirement leave:

Provided that in any case where such prior service by a whole-time officer does not fall within the general conditions so determined, the Review Committee shall, on receiving application in that behalf from the officer's employing Board or from the executive of the New Zealand Education Officers' Association Incorporated, determine the extent to which the prior service shall be recognised as the equivalent of whole-time service in the employment of a Board for the said purposes:

Provided also that, where immediately before the commencement of these regulations a Board has recognised any previous service of a whole-time officer under any employer as the equivalent of whole-time service in the employment of a Board for the purposes of annual leave, sick leave, and retirement leave, that service shall, without reference to the Review Committee, continue to be so recognised for the provisions of these regulations relating to annual leave, sick leave, and retirement leave:

- (e) To carry out such other functions as it may be charged with under these regulations and as the Minister may from time to time consider appropriate or ancillary to the purposes set out under paragraphs (a) to (d) of this regulation.

Determination of Grades of Officers

8. (1) A Board or the Review Committee, as the case may be, in determining the grades of salary applicable to whole-time officers and to positions in the employment of a Board in accordance with subclause (2) of regulation 4 of these regulations, or the Review Committee in determining the grade of any whole-time officer, on receiving application in that behalf from the officer's employing Board or from the Executive of the New Zealand Education Officers' Association Incorporated, shall have regard to the nature and relative importance of the duties and responsibilities of the position and, in determining the grade of any whole-time officer, shall also have regard to the qualifications, experience, status, and ability of the officer; and any such determination of the Board or the Review Committee shall be effective only so long as the duties and responsibilities of the position remain substantially the same and, in the case of any determination of the grade of a whole-time officer, the officer continues to hold the same position.

(2) On any such determination of the grade of an officer or of a position in the employment of a Board, the Board or the Review Committee, as the case may be, may, in any case where it considers special circumstances exist, fix a commencing salary for the officer or the position at any rate above the minimum rate of the grade applicable to the officer or the position, and it may, in addition to or instead of fixing such a rate, fix a maximum salary at any rate below the maximum rate of the grade applicable to the officer or the position.

(3) In making a determination for the purposes of these regulations the Board or the Review Committee, as the case may be, shall specify the date from which the determination is to take effect.

Reconsideration of Determinations

9. (1) Where a whole-time officer is dissatisfied with any determination in respect of his grading made by the Review Committee, he may, within such time as is specified by the Committee or within such extended time as the Committee may in special circumstances allow, apply to have the determination reconsidered.

(2) The Review Committee shall then reconsider the determination and shall make a new determination either confirming or amending the original determination. If the new determination amends the original determination, it shall be deemed to be in substitution for the original determination and, unless the Committee otherwise determines, shall take effect on and after the date on which the original determination became operative.

(3) At any such reconsideration, the whole-time officer concerned may appear and present his case, either with or without an advocate, or be represented by an advocate, or submit a written statement; and

a member or officer of the employing Board may appear and make representations on behalf of the Board, or the Board may submit a written statement.

(4) Where a whole-time officer appears and presents his case at the reconsideration, the Review Committee may make an order that the officer's employing Board shall meet his reasonable costs in so attending.

Termination of Employment

10. (1) No whole-time officer of a Board shall be entitled to resign from his employment without giving notice in writing to the Board under which he holds his employment of his intention to do so, which notice shall be given not less than three months in advance in the case of an officer of Grade E or higher grade and not less than one month in advance in the case of all other whole-time officers:

Provided that the Board may, in special circumstances, accept a shorter period of notice in any case.

(2) A Board may terminate the employment of any whole-time officer on its staff by giving the officer concerned notice in writing signed by the Chairman or the Secretary-Manager of the Board of its intention to terminate his employment, which notice shall be given not less than three months in advance in the case of an officer of Grade E or higher grade, and not less than one month in advance in the case of all other whole-time officers:

Provided that nothing in this subclause shall prevent a Board from summarily dismissing any officer for dereliction of duty, gross misconduct, or insubordination.

(3) Every male officer in the service of a Board shall retire on the day upon which he attains the age of 65 years and every female officer shall retire on the day upon which she attains the age of 55 years:

Provided that the Review Committee may determine otherwise in any case where special circumstances are submitted by the officer's employing Board.

Review of Appointments, Dismissals, etc.

11. (1) All appointments to whole-time positions of Grade B or any higher grade on the staff of a Board shall be notified by the Board in the *Education Gazette* and by notice in writing to each applicant for the position, and any officer on the whole-time staff of a Board who has been an unsuccessful applicant for such a position may apply for the appointment to be reconsidered. Any such application for reconsideration shall be forwarded to the Board which has made the appointment not later than 14 days after the date of the notification of the appointment in the *Education Gazette*.

(2) All applications for reconsideration of an appointment shall be heard by the Board making the appointment at its next meeting following the expiry of the period in which application for reconsideration of the appointment may be lodged, and the Board's decision at any such hearing shall be final.

(3) All appointments to whole-time positions of Grade B or higher grade on the staff of the Board shall be made by the Board concerned subject to the right of review given under this regulation.

12. (1) Any whole-time officer of a Board who has been summarily dismissed or whose services have been terminated by the Board for any reason other than the attainment of the retiring age as set out in subclause (3) of regulation 10 of these regulations, may apply to the Board for reconsideration of its decision within 21 days of first receiving notice of his dismissal or the termination of his services, as the case may be.

(2) Every such application for reconsideration shall be heard by the Board at its next meeting following the receipt of the application, and the Board's decision at any such hearing shall be final.

13. Where any whole-time officer of a Board makes application to a Board in accordance with regulation 11 or regulation 12 of these regulations for reconsideration of the Board's decision regarding appointment to a position, summary dismissal, or termination of services, the Dominion Executive of the New Zealand Education Officers' Association Incorporated may, if it is of the opinion that there are just grounds for the application, arrange for a representative of the Association to appear on behalf of the applicant at the subsequent hearing of the application.

Advertising of Vacancies

14. (1) All vacant permanent positions of Grade B or higher grade shall be advertised in the *Education Gazette* or by notice forwarded to all Boards and to the Department of Education for circulation among their staff; but in no case where an officer is promoted as a result of the regrading of his position shall the regraded position be deemed to have been a vacant position for the purposes of this regulation.

(2) Application for any vacant position advertised or notified in accordance with subclause (1) of this regulation shall be received up to a date not less than 14 days from the date of publication of the *Education Gazette* in which the vacancy is advertised or from the date of the notice forwarded to all Boards and to the Department of Education, as the case may be.

Limiting of Right of Temporary Employees to Hold Positions at Certain Grades

15. No temporary employee of a Board shall be employed in a permanent position of Grade B or any higher grade for a longer period than is necessary to advertise the position and fill the vacancy.

Hours of Work

16. (1) From Monday to Friday inclusive, the normal hours of work for whole-time officers of Boards shall be not more than eight on any one day, inclusive of 10 minutes for morning tea and 10 minutes for afternoon tea.

(2) From Monday to Friday inclusive, a break of one hour for a meal between the hours of 12 noon and 2 p.m. shall be allowed on each day, but any such break shall not count as hours of work for the purposes of these regulations.

(3) The normal weekly hours of work shall be not less than 37½ hours and not more than 40 hours.

Overtime

17. (1) Where a whole-time officer of a Board is required by the Secretary-Manager to work more than eight hours a day or an aggregate of more than 40 hours in any week, the excess time shall be deemed to be overtime.

(2) Payment for overtime shall be made in such circumstances and at such rates as the Review Committee may from time to time determine:

Provided that the rates of overtime payable by Boards immediately before the commencement of these regulations shall continue in force until the Review Committee is able to make a determination in the matter.

Meal Allowance

18. (1) In any case where a whole-time officer of a Board is required to work more than two hours overtime in any day, he shall be entitled, in addition to any payment for overtime, to payment of meal allowance.

(2) The meal allowance shall be payable at the same rate as that determined from time to time by the Public Service Commission under regulation 56 of the Public Service Regulations 1950* in respect of persons employed in the Public Service.

Annual Leave and Holiday Leave

19. (1) Whole-time officers of a Board on completing 10 years' service or on attaining Grade D or higher shall be granted 15 working days' annual leave in the leave year in which they complete that service or attain that grade and in each succeeding leave year:

Provided that, where immediately before the commencement of these regulations any officer of a Board was entitled to 15 working days' annual leave in each leave year, he shall continue to be so entitled whether or not he has completed the said service or attained the said grade.

(2) All other whole-time officers shall be granted 10 working days' annual leave in each leave year.

(3) The annual leave of an officer in the year in which he commences duties as a whole-time officer of any Board shall be calculated on the basis of one working day for each 24 days' service or part thereof if he is an officer to whom subclause (1) of this regulation applies, and on the basis of one working day for each 36 days' service or part thereof if he is an officer to whom subclause (2) of this regulation applies.

(4) Where the employment of a whole-time officer ceases, he shall be paid salary instead of being granted leave in respect of any annual leave or portion of annual leave accrued due to him, such leave being calculated on the same basis as provided for under subclause (3) of this regulation:

Provided that, in addition to any salary payable under the foregoing provisions of this subclause, the Board may, in the case of any whole-time officer whose employment ceases within the period of 20 working days before Christmas Day, pay to that officer salary for the succeeding Christmas Day, Boxing Day, day after Boxing Day, New Year's Day, and day after New Year's Day as if he had been on leave on full pay on those days.

(5) Subject to the Annual Holidays Act 1944, a Board may reduce the annual leave of any whole-time officer by one working day for each complete 35 days of absence during the calendar year for which he has been absent on sick leave or on special leave, or on both.

(6) Annual leave shall be taken by whole-time officers of a Board at periods of the year to be arranged with the Secretary-Manager of the Board, and in no case shall the annual leave of any such officer be allowed to accumulate from one year to another except with the express permission of the employing Board:

Provided that a Board may, where it considers it is advisable for administrative purposes, require that the annual leave of any whole-time officer, or any portion of it, shall be confined to a period of the year to be determined by the Board.

(7) In addition to annual leave granted in accordance with this regulation, each whole-time officer of a Board shall be allowed leave on full pay on the following days, namely, Christmas Day, Boxing Day, the day after Boxing Day, New Year's Day, the day after New Year's Day, Good Friday, Easter Monday, Easter Tuesday, Anzac Day, Sovereign's Birthday, Labour Day, and the holiday observed in the locality concerned as Anniversary Day:

Provided that, when any of the above-named public holidays other than Anzac Day that can fall on a Saturday or Sunday so falls, the next succeeding day (other than a Sunday) which is not one of the said days or observed as a substituted day under this proviso shall be allowed:

Provided also that any whole-time officer may be required to work on any of the above-named days or substituted succeeding days, where applicable, if he is paid overtime in accordance with the provisions of regulation 17 hereof, or, if he is not entitled to any such payment, is allowed an equivalent holiday on a later day convenient to the Board.

Sick Leave

20. (1) Where a whole-time officer of a Board is granted leave of absence on account of sickness or injury not arising out of and in the course of his employment (hereinafter referred to as sick leave) he shall be entitled to full pay according to the scale prescribed in subclause (11) of this regulation.

(2) The total period of sick leave with full pay to which a whole-time officer is entitled as aforesaid may consist of one or more periods, which total period shall be computed in respect of the officer's whole length of service.

(3) Each period of absence on sick leave shall begin on the first working day of the officer's absence from duty and shall end on the last working day before that on which he resumes duty, and the sick leave for the period shall be reckoned in consecutive days, including Saturdays and Sundays, but excluding the days referred to in subclause (7) of regulation 19 of these regulations, or substituted succeeding days, where applicable, that may fall during the period:

Provided that where an officer is absent on sick leave for less than one full working day, his period of absence shall be one half day if he is absent either for the morning or the afternoon, or is absent after working at least two hours; and no absence shall be counted if the officer is absent after working at least six hours on that day.

(4) Application for sick leave shall be made in such manner as the employing Board directs, and the period of leave to be approved shall be decided by the Board on the medical evidence produced:

Provided that the Board may at any time and at its own expense require an officer making application for sick leave to submit to medical examination by a medical practitioner nominated by it.

(5) Any officer may, on the completion of any period of sick leave, elect to have all or part of that leave regarded as part of any annual leave to which he is entitled under these regulations.

(6) A Board shall not be required to grant sick leave to a whole-time officer in its employ if it considers the need for the officer's absence is the direct result of his own misconduct.

(7) Where, in the opinion of a Board, a whole-time officer in its employ is incapacitated by sickness or injury arising out of and in the course of his employment, it shall be permissible for the Board to continue to pay his full salary during incapacity:

Provided that the period in respect of which salary is paid in accordance with the provisions of this subclause shall not be regarded as sick leave with pay for the purposes of the foregoing provisions of this regulation.

(8) Where, in an emergency, a whole-time officer of a Board finds it essential to stay at home to attend a wife or young children during the illness of his wife, the Board may grant leave on full pay as a charge against the officer's sick-leave entitlement.

(9) Except in exceptional cases where, in the Board's opinion, hardship might otherwise arise, a Board shall not approve as a charge against an officer's sick-leave entitlement absences during or in connection with the confinement of his wife, and, in general, shall expect the officer to be able to make arrangements for looking after the home during his wife's absence or, where this is not possible, to take annual leave or anticipated annual leave.

(10) Leave granted as a charge against an officer's sick-leave entitlement in respect of sickness at home shall be for the occasional day only except where, in the opinion of the Board, there are exceptional circumstances warranting its extension, but a Board may allow an officer to anticipate annual leave to meet cases of sickness at home.

(11) The period of sick leave to which an officer of the Board is entitled under subclause (1) of this regulation shall be as follows:

| Length of Service | Total Period of Sick Leave with Full Pay During Whole Length of Service |
|--------------------------------------------|-------------------------------------------------------------------------|
| Up to 3 months' service | 7 days. |
| Over 3 months' and up to 6 months' service | 14 days, inclusive of days previously allowed. |
| Over 6 months' and up to 9 months' service | 31 days, inclusive of days previously allowed. |
| Over 9 months' and up to 5 years' service | 46 days, inclusive of days previously allowed. |
| Over 5 years' and up to 10 years' service | 92 days, inclusive of days previously allowed. |
| Over 10 years' and up to 20 years' service | 183 days, inclusive of days previously allowed. |
| Over 20 years' and up to 30 years' service | 275 days, inclusive of days previously allowed. |
| Over 30 years' service | 365 days, inclusive of days previously allowed. |

Bereavement Leave

21. Where circumstances warrant, a Board may grant to a whole-time officer in its employ up to three consecutive days' leave, plus travelling time, on full pay, on the death of the officer's father, mother, brother, sister, wife, husband, or child, or in any special case where the officer is required to take full responsibility for funeral arrangements.

Leave on Resignation or Retirement

22. (1) Subject to good conduct, efficient service, and sick leave not being excessive, a whole-time officer, on resignation or retirement, may at the discretion of his employing Board be granted leave on full pay according to the following scale:

| Qualification | Leave |
|---------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------|
| Not less than 10 years' service and under 20 years' service | Not exceeding 1 month. |
| Not less than 20 years' service and under 30 years' service | Not exceeding 6 weeks. |
| (a) Retirement on medical certificate | Not exceeding 3 months. |
| (b) In the case of male officers - after completing 20 years' service, if 60 years of age; or after completing 30 years' service irrespective of age | |
| (c) In the case of female officers - after completing 20 years' service, if 50 years of age; or after completing 30 years' service, irrespective of age | |
| In the case of male officers, not less than 40 years' service; or, in the case of female officers, not less than 35 years' service | Not exceeding 6 months. |

(2) A Board may, in exceptional circumstances, grant to a whole-time officer leave on full pay on his resignation or retirement up to three months in excess of that to which the officer would be entitled under subclause (1) of this regulation, but in no case shall the total leave on full pay granted to the officer on his resignation or retirement exceed six months.

(3) A Board may, in its discretion, grant leave on full pay instead of leave under the foregoing provisions of this regulation as follows:

(a) In the case of a female whole-time officer who resigns to be married or who resigns after being married while in the service of the Board:

(i) With not less than five years' and under 10 years' service, leave for a period not exceeding one month:

(ii) With not less than 10 years' and under 15 years' service, leave for a period not exceeding two months:

(iii) With not less than 15 years' service, leave for a period not exceeding three months.

(b) In the case of a whole-time officer whose services are dispensed with through no fault of his own:

(i) With under 10 years' service, leave for a period not exceeding one month:

(ii) With not less than 10 years' service and under 15 years' service, leave for a period not exceeding two months:

(iii) With not less than 15 years' service, leave for a period not exceeding three months.

(4) A Board may approve a cash payment to the widow or dependants of a deceased whole-time officer of a sum the equivalent in money of the leave that might have been granted to the deceased officer under this regulation had he retired from the Board's employ on the date of his death.

(5) Instead of granting leave under this regulation in any case, the Board may, on the application of the officer, grant an allowance of a sum the equivalent in money of half of the leave that would otherwise be granted:

Provided that, in the case of any officer who was a whole-time officer of a Board at the commencement of these regulations, the Board may grant an allowance up to a sum the equivalent in money of the leave that would otherwise be granted.

(6) Notwithstanding anything in these regulations, a Board may, in calculating a whole-time officer's entitlement to leave on resignation or retirement, reduce the total period of the officer's service by any continuous periods exceeding three months during that service in which the officer has been absent other than on sick leave or military leave.

Examination Leave

23. Where a whole-time officer is a candidate for any recognised examination, a Board may grant leave with full pay for the actual days of the examination.

Special Leave

24. (1) In special cases, a Board may grant to a whole-time officer special leave of absence, including war disability leave, with or without pay, on such terms and conditions as the Board thinks fit.

(2) The period of leave granted under this regulation shall be calculated in the same manner as provided for in the case of sick leave under subclause (3) of regulation 20 of these regulations.

25. A Board may grant to whole-time officers who are duly elected delegates and officers of the New Zealand Education Officers' Association Incorporated, leave of absence on full pay to attend general, special, or executive meetings of the New Zealand Education Officers' Association Incorporated:

Provided that such leave shall not be granted to any officer on more than three occasions annually and shall not exceed two days, plus travelling time, on any occasion.

Travelling Allowances and Expenses

26. Travelling allowances and expenses shall be payable to whole-time officers of a Board on the same scale and under the same conditions as those determined from time to time by the Public Service Commission under regulation 62 of the Public Service Regulations 1950* in respect of persons employed in the Public Service:

Provided that a Board may, in special circumstances, vary the entitlement of individual officers within any scale so determined.

Milage Allowance

27. (1) Where a whole-time officer is required by the Board to use his own motorcar for the purposes of his work, the Board shall pay him a milage allowance.

(2) That milage allowance shall be payable at the same rates as those determined from time to time by the Public Service Commission under regulation 63 (9) of the Public Service Regulations 1950* in respect of persons employed in the Public Service.

Removal Expenses

28. (1) An officer, on being transferred to a Board from another Board or from the Public Service, whether in the public interest, or to meet the convenience of a Board or of the Department of Education, or in the course of promotion, shall be paid, by the Board to which he transfers, removal and transfer expenses, including those of his dependent family, on the same terms and subject to the same conditions as those provided for under regulations 69 to 73 of the Public Service Regulations 1950* in respect of persons employed in the Public Service.

(2) In any case not provided for under subclause (1) of this regulation, where an officer incurs removal and transfer expenses in taking up a position on the staff of a Board, the Review Committee may, if it considers special circumstances warrant the payment of those expenses, require that the Board pay them at the same rate as provided for such expenses under subclause (1) of this regulation.

Higher Duties Allowance

29. A whole-time officer of a Board who efficiently performs the duties of a position of a higher grade may be granted an allowance in respect of the performance of those duties at such rates and upon such conditions as the Review Committee may from time to time determine.

New Zealand Education Officers' Association Incorporated

30. The New Zealand Education Officers' Association Incorporated shall be recognised by the New Zealand Education Boards' Association Incorporated and the Minister as representing all officers on the staff of Boards in matters dealing with their employment under the terms of these regulations.

SCHEDULE

PART I—GENERAL SALARY SCALE FOR WHOLE-TIME OFFICERS

| Salary Grade | First Step | Second Step | Third Step | Fourth Step | Fifth Step | Sixth Step | Seventh Step | Eighth Step | Ninth Step | Tenth Step | Eleventh Step | Twelfth Step | Thirteenth Step |
|--------------|------------|--------------------|--------------------|--------------------|------------|------------|--------------|-------------|--------------------|------------|---------------|--------------|-----------------|
| A | £ 280 | £ 330 ¹ | £ 380 ² | £ 435 ³ | £ 490 | £ 545 | £ 595 | £ 650 | £ 680 ⁴ | £ 730 | £ 770 | £ 810 | £ 850 |
| B | 380 | 435 | 490 | 545 | 595 | 650 | 680 | 730 | 770 | 810 | 850 | 895 | 935 |
| C | 435 | 490 | 545 | 595 | 650 | 680 | 730 | 770 | 810 | 850 | 895 | 935 | 970 |
| D | 680 | 730 | 770 | 810 | 850 | 895 | 935 | 970 | 1,000 | 1,040 | .. | .. | .. |
| E | 810 | 850 | 895 | 935 | 970 | 1,000 | 1,040 | 1,090 | 1,140 | .. | .. | .. | .. |
| F | 1,040 | 1,090 | 1,140 | 1,190 | 1,240 | .. | .. | .. | .. | .. | .. | .. | .. |
| G | 1,140 | 1,190 | 1,240 | 1,290 | 1,340 | .. | .. | .. | .. | .. | .. | .. | .. |
| H | 1,290 | 1,340 | 1,390 | 1,440 | .. | .. | .. | .. | .. | .. | .. | .. | .. |
| I | 1,390 | 1,440 | 1,490 | 1,540 | .. | .. | .. | .. | .. | .. | .. | .. | .. |
| J | 1,490 | 1,540 | 1,590 | 1,640 | .. | .. | .. | .. | .. | .. | .. | .. | .. |
| K | 1,590 | 1,640 | 1,690 | 1,740 | .. | .. | .. | .. | .. | .. | .. | .. | .. |
| L | 1,690 | 1,740 | 1,790 | 1,840 | .. | .. | .. | .. | .. | .. | .. | .. | .. |
| M | 1,790 | 1,840 | 1,890 | 1,940 | .. | .. | .. | .. | .. | .. | .. | .. | .. |

- ¹Commencing rate with at least three years' secondary education.
- ²Commencing rate with School Certificate.
Commencing rate with Endorsed School Certificate, with increment to next step after six months' service.
- ³Commencing rate with University Entrance.
Commencing rate with University Entrance and Higher School Certificate, with increment to next step after six months' service.
- ⁴Maximum salary for female clerks except in very special cases where the Board decides on grounds of outstanding efficiency, or long service, or of both, an additional increment or increments of salary shall be granted.

PART II—SALARY SCALE FOR TYPISTS, SHORTHAND TYPISTS, AND MACHINISTS

| Salary Grade | First Step | Second Step | Third Step | Fourth Step | Fifth Step | Sixth Step | Seventh Step | Eighth Step | Ninth Step | Tenth Step | Eleventh Step | Twelfth Step |
|--------------|--------------------|--------------------|--------------------|-------------|------------|--------------------|--------------------|--------------------|------------|------------|---------------|--------------|
| A(T) | £ 330 ¹ | £ 380 ² | £ 435 ³ | £ 490 | £ 545 | £ 595 ⁴ | £ 650 ⁵ | £ 680 ⁶ | £ 730 | £ 770 | £ 810 | £ 850 |

- ¹Commencing rate for unqualified typists and shorthand typists.
- ²Commencing rate for typists, shorthand typists with School Certificate or Junior Shorthand Typists Examination or equivalent (with Endorsed School Certificate increment after six months' service).
- Commencing rate for book-keeping machinists.
- ³Commencing rate for typists, shorthand typists, and machinists with University Entrance or Senior Shorthand Typists Examination (with Higher School Certificate increment after six months' service).
- ⁴Maximum for typists and shorthand typists if unqualified.
Efficiency bar for machinists without School Certificate or University Entrance.
- ⁵Maximum for typists and shorthand typists with School Certificate or Junior Shorthand Typists Examination.
- ⁶Maximum for typists and shorthand typists with University Entrance or Senior Shorthand Typists Examination.
Maximum for machinists.

(a) Senior typists in charge of and controlling the work of other typists may proceed to a higher maximum than that fixed by the above scale as follows:

SCHEDULE—*continued*

In charge of 4 to 6 typists, 1 step higher.

In charge of 7 to 12 typists, 2 steps higher.

In charge of 13 to 19 typists, 3 steps higher.

In charge of 20 or more typists, 4 steps higher.

(b) Secretary-typists may proceed to a maximum two steps higher than fixed by the above scale:

Provided that nothing in this paragraph shall prevent a secretary-typist from proceeding to a higher maximum to which she may be entitled under paragraph (a) of this Part of this Schedule.

(c) Other senior typists not covered by paragraph (a) or paragraph (b) of this Part of this Schedule may proceed one step higher than the maximum fixed under the above scale if in the opinion of the Board they have shown special efficiency.

PART III

Minimum rate payable to permanent and temporary whole-time officers:

| | Per Annum £ |
|---------------------------------------------------|----------------|
| Male officers on reaching 21 years of age | 535 |
| Female officers on reaching 21 years of age | 380 |
| Married male officers, irrespective of age | 605 |

PART IV

Lodging allowances are payable to officers of Grade A or Grade B, required to live away from home in order to carry out their duties, as follows:

| Annual Salary Not Exceeding | Annual Rate of Lodging Allowance |
|--------------------------------|-------------------------------------|
| £ | £ |
| 280 | 70 |
| 330 | 55 |
| 380 | 35 |

PART V—SPECIAL CONDITIONS ATTACHING TO ABOVE SALARY SCALES

Except where otherwise specifically provided in the foregoing provisions of this Schedule, the salary scales set out in Parts I to IV of this Schedule shall be read subject to the following conditions:

- (a) The granting of any increment of additional salary within a grade shall be at the discretion of the Board which shall in each case base its decision on the efficiency of the officer's service during the previous 12 months after considering the report of the Secretary-Manager:
- (b) A Board may allow any whole-time officer in its employ in any year an increment additional to that to which he would be normally entitled within the grade of salary applicable to him, if it is satisfied that the officer is entitled to the increase by reason of outstanding merit and ability, combined with good and diligent conduct, and by reason of his being regularly employed in the performance of duties of a character not usually performed by an officer of his status and service, and having performed those duties meritoriously. The decision of a Board to grant or refuse any such increment additional to that to which an officer would be normally entitled shall be final:

SCHEDULE—*continued*

- (c) Subject to the provisions of paragraph (a) of this Part of this Schedule, an increment shall be payable one year from the date of the officer's appointment to the grade and at yearly intervals thereafter until the officer reaches the maximum salary of the grade or, in cases where a salary step below the maximum of the grade has been fixed in accordance with these regulations as the maximum of the position or of the officer, until he reaches that salary step:
- (d) An officer on appointment to a higher grade shall commence at least on the salary step in that grade next higher in salary than the salary step in the grade from which he has just been promoted:
- (e) The commencing rate of salary of female telephonists, receptionists, and telephone-receptionists shall be the step in Grade A(T) which the Board considers appropriate to the officer's years of service in such a position. The Board shall determine the maximum salaries to which such officers may proceed by way of annual increments, but in no case shall the maximum salary exceed that payable in respect of the seventh step of Grade A(T):
- (f) No officer to whom a minimum salary becomes payable in accordance with Part III of this Schedule shall receive any further increment of salary until he has fulfilled the necessary service for the salary to which the increment would entitle him.

T. J. SHERRARD,
Clerk of the Executive Council.

EXPLANATORY NOTE

This note is not part of the regulations, but is intended to indicate their general effect.

These regulations are made under section 2 of the Education Amendment Act 1949, and prescribe, in respect of persons employed by any Education Board, scales of salaries, conditions of employment, and conditions on which leave of absence may be granted.

Issued under the authority of the Regulations Act 1936.

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These regulations are administered in the Department of Education.