

Serial Number 1949/161

**THE HOSPITAL EMPLOYMENT REGULATIONS 1948,
AMENDMENT NO. 8**

B. C. FREYBERG, Governor-General

ORDER IN COUNCIL

At the Government House at Wellington, this 26th day of
October, 1949

Present :

HIS EXCELLENCY THE GOVERNOR-GENERAL IN COUNCIL

PURSUANT to the Hospitals Act, 1926, section 18 of the Finance Act (No. 2), 1946, and section 10 of the Hospitals Amendment Act, 1948, His Excellency the Governor-General, acting by and with the advice and consent of the Executive Council, doth hereby make the following regulations.

REGULATIONS

1. These regulations may be cited as the Hospital Employment Regulations 1948, Amendment No. 8.
2. These regulations shall be read together with and deemed part of the Hospital Employment Regulations 1948* (hereinafter referred to as the principal regulations).
3. The principal regulations are amended by adding thereto a new Part, comprising the following headings and regulations.

“ PART IX—WHOLE-TIME CLERICAL OFFICERS

“ *Commencing Date*

“ 97. (1) Such of the provisions of this Part of these regulations as have the effect of increasing the rates of salaries, wages, and other emoluments and increments payable in respect of clerical officers employed prior to the day following notification in the *Gazette* of the making of these regulations shall be deemed to have come into force on the 1st day of April, 1949.

“ (2) Except as provided in the last preceding clause, the commencing date on which the provisions of this Part of these regulations shall come into force is the day following notification in the *Gazette* of the making of these regulations.

* Statutory Regulations 1948, Serial number 1948/62, page 209.

Amendment No. 1: Statutory Regulations 1948, Serial number 1948/108, page 320.
Amendment No. 2: Statutory Regulations 1948, Serial number 1948/192, page 564.
Amendment No. 3: Statutory Regulations 1948, Serial number 1948/216, page 902.
Amendment No. 4: Statutory Regulations 1948, Serial number 1948/217, page 909.
Amendment No. 5: Statutory Regulations 1948, Serial number 1948/218, page 915.
Amendment No. 6: Statutory Regulations 1948, Serial number 1948/219, page 918.
Amendment No. 7: Statutory Regulations 1949, Serial number 1949/19, page 68.

“ Interpretation

“ 98. In this Part of these regulations, unless inconsistent with the context,—

“ ‘ Clerical officer ’ means any employee of a Board who is engaged entirely or mainly in clerical or accounting work, and includes a secretary, accountant, house manager, stores officer, shorthand-typist, and such other employee as the Minister may designate :

“ ‘ Secretary ’ means the principal clerical officer of a Board :

“ ‘ Whole-time ’ as applied to a clerical officer of a Board means that such person devotes the whole of his working-time to the duties of his position, save that he shall not be excluded from the definition of a whole-time employee by reason only of the fact that with the approval of the Board and the concurrence of the Minister he undertakes other work of a minor nature outside those duties.

“ Application of These Regulations

“ 99. This Part of these regulations shall apply to all whole-time clerical officers of Hospital Boards.

“ 100. (1) Subject to the provisions of the three next succeeding regulations, the scales of salaries applicable to whole-time clerical officers shall be those set out in the Schedule appended to this regulation.

“ (2) The salary scale of any position described in clause 1 of the said Schedule as therein prescribed shall apply to the holder for the time being of the position :

“ Provided that in any case where the Minister is of opinion that any subsequent holder’s qualifications or experience are substantially less than those of the person who occupied the position on the 1st day of April, 1949, the minimum rate applicable to the position may be reduced by such amount not exceeding £100 as the Minister determines.

“ (3) Upon any fresh determination of a rate of salary payable under clause 2 of the said Schedule the different scale of salary that becomes applicable shall be deemed to become applicable because of a change in the grading of a position within the meaning of Regulation 13.

“ SCHEDULE : SCALES OF SALARIES OF WHOLE-TIME CLERICAL OFFICERS

Position.	Yearly Rate of Salary.		
	Minimum.	Maximum.	Increments.
“ Clause 1. Secretary—	£	£	£
“ (a) Of the Auckland Hospital Board ..	1,450	1,650	50
“ (b) Of the North Canterbury or Wellington Hospital Board	1,350	1,450	50
“ (c) Of the Palmerston North Hospital Board (while the secretary thereof is also holding the position of secretary to the Western Hospital Districts’ Joint Sanatorium Committee)	1,250	1,400	50
“ (d) Of the Otago Hospital Board ..	1,100	1,250	50
“ (e) Of the Waikato Hospital Board ..	1,050	1,200	50
“ (f) Of the Southland Hospital Board ..	1,000	1,150	50

"SCHEDULE: SCALES OF SALARIES OF WHOLE-TIME CLERICAL OFFICERS—*continued*

Position.	Yearly Rate of Salary.		
	Minimum.	Maximum.	Increments.
" Clause 1. Secretary— <i>continued</i>			
" (g) Of the Hawkes Bay or South Canterbury Hospital Board	£ 1,000	£ 1,100	£ 50
" (h) Of the Taranaki or Wanganui Hospital Board	950	1,050	50
" (i) Of the Cook, Wairarapa or Waipawa Hospital Board. (In the case of the last-mentioned Board, while the secretary is also holding the position of secretary to the Pukeora Sanatorium Committee)	950	1,000	50
" (j) Of the Ashburton, Grey, Marlborough, Nelson, Thames, or Waitaki Hospital Board	850	900	25
" (k) Of the Buller, Dannevirke, Hawera, Kaipara, South Otago, Taumarunui, Tauranga, Wairoa, Westland, or Whangarei Hospital Board, or the Waipiata Sanatorium Committee	700	750	25
" (l) Of the Bay of Islands, Hokianga, Mangonui, or Waiapu Hospital Board	600	650	25
" Clause 2. Other whole-time clerical officers' positions, including that of the secretary of any Hospital Board not specified in clause 1 of this Schedule	A yearly rate according to such one of the following scales as may from time to time be determined by the Board with the approval of the Minister having regard to the nature and the responsibility of the work and the experience and qualifications of the officer.		
" (a) Of male officers—			
" (1)	1,025	1,150	25, 50, 50
" (2)	925	1,000	25, 50
" (3)	850	900	50
" (4)	750	825	25, 50
" (5)	750	775	25
" (6)	675	725	25
" (7)	600	650	25
" (8)	525	575	25
" (9)	475	500	25
" (b) Of female officers—			
" (1)	425	450	25
" (2)	375	425	25
" (3)	350	375	25
" (4)	300	350	25

" 101. A whole-time clerical officer, other than a secretary who has passed the Professional Examinations in Accountancy prescribed by the New Zealand Society of Accountants or holds the degree of Bachelor of Commerce or has such other qualification as may be recognized by the Minister as the equivalent of either such examinations or degree and who is substantially engaged in work related to the course of study for such examinations, degree, or other recognized qualification, shall be paid an additional salary of £25 per annum :

“ Provided that, unless the Minister otherwise approves, the additional salary shall not be payable where the scale determined according to the schedule to Regulation 100 exceeds £575 per annum.

“ 102. (1) Notwithstanding anything to the contrary in Part I of these regulations, the application of the scales of salaries prescribed in the schedule to Regulation 100 shall not be deemed to authorize (a) an increase by more than one hundred pounds (£100) during the year ending 31st March, 1950, in the salary payable in respect of any position except so far as an increase in excess of that amount is necessary to make the rate of salary equal to the minimum rate specified in the scale for the position, or (b) an increase of more than fifty pounds (£50) in any subsequent year.

“ (2) For the purposes of the last preceding clause the amount payable for any year by way of house allowance or living-allowance or the value in any year of any house or other residential accommodation, fuel, lighting, or other domestic requisites provided by the Board free of charge to a whole-time clerical officer shall be deemed part of the annual salary payable.

“ Payment by Whole-time Clerical Officer Where Accommodation, &c., Provided

“ 103. Where a whole-time clerical officer is provided at the cost of the Board with residential accommodation, fuel, lighting, and other domestic requisites and services, or any of them, the value of such requisites and services ascertained as hereinafter provided shall be paid by the clerical officer by quarterly or more frequent payments as the Board may require, or shall be deducted from the payment of salary made in respect of the period during which such accommodation, requisites, or services are enjoyed or received by the officer.

“ 104. (1) For the purposes of Regulations 102 and 103 hereof the value of a house and other requisites and services shall be computed in accordance with the next succeeding clause.

“ (2) Unless the Board, with the approval of the Minister, fixes a different value—

“ (a) The value of an unfurnished house or flat shall be computed at the rate of £110 per annum ;

“ (b) The value of fuel and lighting shall be computed at the rate of £40 per annum ;

“ (c) The value of articles of furniture and other non-consumable articles shall be computed at a rate per annum representing $7\frac{1}{2}$ per cent. of their cost to the Board ;

“ (d) The value of consumable articles and of services shall be their cost to the Board ; and

“ (e) The value of board and lodging shall be computed at the inclusive rate of £110 per annum.”

“ Hours of Work

“ 105. (1) (a) From Monday to Friday inclusive the hours of work for whole-time clerical officers shall be not more than eight on any one day, inclusive of ten minutes for morning tea and ten minutes for afternoon tea.

“(b) 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.

“(2) The normal weekly hours of work shall be forty.

“(3) Notwithstanding the foregoing provisions of this regulation, time may be worked between 8 a.m. and noon on Saturday, provided always that not more than forty hours are worked at ordinary rates of pay in any one week.

“ *Overtime*

“ 106. (1) Where a whole-time clerical officer other than a secretary is required to work more than eight hours a day or an aggregate of more than forty hours in any week the excess time shall be deemed to be overtime, and shall be subject to payment—

“(a) For work which is exclusive of work performed on Saturday afternoons, Sundays, and the public holidays named in clause (5) of Regulation 107 hereof, at one and a half times the hourly rate of pay, with a maximum rate of 10s. an hour.

“(b) For work performed on Saturday afternoons, Sundays, and the public holidays named in clause (5) of Regulation 107 hereof, at double the hourly rate of pay, with a maximum rate of 10s. an hour :

“ Provided, first, that the total overtime payment in respect of any year plus the salary for that year shall not exceed £700 :

“ Provided, secondly, that no whole-time clerical officer shall be entitled to payment for overtime unless such payment has received the prior approval of the secretary or of such other officer as the Board shall designate for that purpose.

“(2) For the purposes of this regulation the hourly rate of pay shall be one two-thousand-and-eightieth part of the yearly rate of salary payable for the time being in accordance with the foregoing provisions of these regulations, and in the final calculation of the rate of payment for overtime a fraction of less than a halfpenny is to be reckoned at the halfpenny above, and a fraction of more than a halfpenny at the penny above.

“ *Annual Leave*

“ 107. (1) Leave of absence on full pay for recreational purposes shall be granted to the respective classes of whole-time clerical officers according to the following scale, namely :—

Class of Employee.	Number of Days' Leave in Respect of Each Year of Employment.
1. Whole-time secretaries	21
2. Other whole-time clerical officers whose length of service is not less than ten years	21
3. Other whole-time clerical officers whose length of service is less than ten years	14

“(2) The number of days shown in the last preceding clause is the number of consecutive days' leave (including Saturdays and Sundays, but excluding the public holidays named in clause (5) hereof) :

“ Provided that a Board may permit annual leave to be taken in two periods.

“ (3) The length of service for the purposes of this regulation means the aggregate period of service, whether continuous or intermittent, in the employ of a Board, a separate institution, or the Crown, or of two or more of such employers.

“ (4) When the employment of a whole-time clerical officer ceases he shall be paid a salary in lieu of leave in respect of any annual leave or portion of annual leave accrued due to him.

“ (5) In addition to annual leave granted in accordance with this regulation, each whole-time clerical officer shall be allowed leave on full-pay on the following public holidays—namely, Christmas Day, Boxing Day, New Year's Day, Good Friday, Easter Monday, Anzac Day, Sovereign's Birthday, Labour Day, and the holiday observed in the locality as Anniversary Day :

“ Provided that, first, when any of the above public holidays (other than Anzac Day) falls on a Saturday or a Sunday, the next succeeding Monday shall be allowed or if that Monday is another of the said public holidays the next succeeding Tuesday shall be allowed, and, secondly, when any such officer is required to work on any of the above-mentioned public holidays and is not entitled in accordance with Regulation 106 hereof to payment of overtime for that day he shall be allowed an equivalent holiday on a later day convenient to the Board.

“ *Sick-leave*

“ 108. (1) Where a whole-time clerical officer 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 set out in the schedule to this regulation.

“ (2) The length of service for the purposes of the schedule means the aggregate period of service, whether continuous or intermittent, in the employ of a Board, a separate institution, or the Crown, or of two or more of such employers.

“ (3) The total period of sick-leave with full pay set out in the schedule may consist of one or more periods. Sick-leave with full pay for each period allowed is to be reckoned in consecutive days (including Saturdays, Sundays, and the public holidays hereinbefore specified).

“ (4) The total period of sick-leave with full pay to which a whole-time clerical officer is entitled as set out in the schedule shall be computed in respect of his whole length of service.

“ (5) Where in the opinion of a Board a whole-time clerical 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, first, that the prior written approval of the Minister shall be obtained for such payment beyond a period of one month :

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

" SCHEDULE

Length of Service.	Total Period of Sick-leave With Full Pay During Whole Length of Service.
Up to three months' service	7 days.
Over three months' and up to six months' service	14 days, inclusive of days previously allowed.
Over six months' and up to nine months' service	31 days, inclusive of days previously allowed.
Over nine months' and up to five years' service	46 days, inclusive of days previously allowed.
Over five years' and up to ten years' service	92 days, inclusive of days previously allowed.
Over ten years' and up to twenty years' service	183 days, inclusive of days previously allowed.
Over twenty years' and up to thirty years' service	275 days, inclusive of days previously allowed.
Over thirty years' service	365 days, inclusive of days previously allowed.

" Transport

" 109. Where a whole-time clerical officer is required to use his own motor-car for the purposes of his work the Board may pay him a mileage allowance or, in lieu thereof, a commuted allowance, in either case at a rate and subject to conditions approved by the Minister."

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

Issued under the authority of the Regulations Act, 1936.

Date of notification in *Gazette* : 27th day of October, 1949.

These regulations are administered in the Department of Health.

(H.—Hosp. 39.)