

official hours. Every officer shall, when required by the officer in charge, remain after the usual hours to complete work considered necessary to be done on the same day.

“ OVERTIME.

“ 8b. Only work which the Commissioner considers special in its character, and which cannot be performed during the regular hours of duty, shall be regarded as overtime work for which extra payment may be made. Officers not working under close supervision, or whose hours of duty cannot be definitely determined, shall not be entitled to claim payment for overtime, nor shall any officer in receipt of salary exceeding £300 per annum be so entitled.

“ 8c. Where attendance beyond the usual hours is considered necessary, the Permanent Head shall immediately report, in writing, the circumstances to the Commissioner, who, if satisfied as to the necessity therefor, may sanction the working of overtime. Such report shall specify the officer or officers to be employed, and the probable duration of the overtime. No claim for overtime shall be recognized unless the officer has been directed specifically by name, in writing, by the officer in charge, to attend before or after the usual hours of duty, and such written direction accompanies the monthly claim. Further, no claim for overtime shall be recognized unless the officers to whom payment for overtime may be made have been, during such overtime, working under the immediate supervision of an officer in charge, who himself shall not be entitled to payment for overtime.

“ 8d. Subject to this regulation, time worked in any week by officers of the Professional or Clerical Division in accordance with the two preceding regulations and in excess of the hours shown below shall be recorded as overtime and paid for accordingly :—

Officers wholly or in greater part employed on indoor duties
—forty-four hours per week, excluding meal-hours.

“ Provided that when a half-holiday, holiday, or holidays occur in any week, and the attendance of the officer on such half-holiday, holiday, or holidays is not required, a deduction at the rate of four hours for a half-holiday and eight hours for each holiday shall be made from the number of hours to be worked before overtime can be claimed. A similar deduction shall be made in the case of absences on authorized leave.

“ RATE OF PAYMENT.

“ 8e. The following shall be the rate of payment for overtime, where such payment is sanctioned, and shall apply only to officers of the Professional and Clerical Division :—

	Per Hour.
	s. d.
Officers receiving a salary of £100 per annum and under	1 0
Officers receiving over £100 but not exceeding £200 per annum	1 6
Officers receiving over £200 but not exceeding £250 per annum	2 0
Officers receiving over £250 but not exceeding £300 per annum	2 6

“ Overtime shall be calculated to the nearest quarter of an hour.

“ Officers of the General Division whose cases are not met by special regulation in that behalf may be paid for overtime at such rate as may be fixed by the Commissioner from time to time.”

Regulation No. 117 is hereby amended by adding the following sentence: “ A meal allowance shall not be granted when overtime pay is given, but when the amount of the meal allowance would exceed the amount of overtime pay the meal allowance may be granted instead of overtime pay.”

As witness my hand this fifth day of September, one thousand nine hundred and fourteen.

D. ROBERTSON,
Public Service Commissioner.

In pursuance of the provisions of the Public Service Act, 1912, His Excellency the Governor of the Dominion of New Zealand, with the advice and consent of the Executive Council of the said Dominion, approves of the foregoing amendments.

LIVERPOOL, Governor.

Approved in Council this seventh day of September, one thousand nine hundred and fourteen.

J. F. ANDREWS,
Clerk of the Executive Council.