

Additional Regulations made by the Public Service Commissioner under the Authority of the Public Service Act, 1912.

WHEREAS by section 34 of the Public Service Act, 1912 (hereinafter called "the said Act"), the Public Service Commissioner, with the approval of the Governor in Council, is authorized to make regulations for the carrying-out of the provisions of the said Act:

Now, therefore, the Commissioner, in pursuance and exercise of the said authority, and with the approval of the Governor in Council, doth hereby make the additional regulations set forth in the Schedule hereto, and doth order that such regulations shall apply to every officer or other person employed in the Printing and Stationery Department.

SCHEDULE.

ATTENDANCE.

1. THE hours of attendance (except for linotype and monotype operators and the Clerical Division) shall be from 8 a.m. to 5 p.m., with an interval of one hour for dinner; except on Saturdays, when the hours shall be from 8 a.m. to 12 noon continuously. Hours for linotype and monotype operators shall be from 8 a.m. to 4.30 p.m., with an interval of one hour for dinner; except on Saturdays, when the hours shall be from 8 a.m. to 12 noon.

2. The hours of attendance for the Clerical Division shall be the same as those observed in the Government Buildings.

3. If it is found necessary to organize a staff of night-hands, the number of hours worked per week shall be at the rate of four hours less per week than the day staff, and the additional rate of pay shall be a maximum of 10s. per week.

4. Punctual attendance must be strictly observed, and employees must continue at work until the signal to cease is given.

5. Time-clocks are provided in the several branches to record the time of arrival and departure of all employees. Each employee must strike the clock for himself or herself. Absentees will be reported to the Superintendent each morning before 10 o'clock. A breach of this rule will be severely dealt with.

OVERTIME.

6. If attendance should be required earlier in the morning or later at night than usual, such attendance will be paid for as overtime at time-and-a-half rates.

*Officers in the Clerical Division are not entitled to overtime, though it may be necessary that they should be on duty after ordinary working-hours.

ABSENCE.

7. Any employee who absents himself from the office during working-hours owing to any cause other than sickness, accident, or death of near relative must, not later than the following day, when feasible, report to his overseer, in writing or otherwise, the cause of such absence; and a record of the time lost shall be entered, for subsequent deduction from his salary.

Should the alleged cause of absence be deemed frivolous, or should any employee be frequently absent without sufficient cause, it will be the duty of the overseer to report the matter, through the Superintendent, to the Government Printer, who shall deal with it in the manner provided by section 52 of the said Act.

8. If in any case absence is caused by sickness, accident, or death of near relative, and extends beyond two days, the employee must send notice, and, in case of sickness or accident, forward a medical certificate (a lodge certificate will be accepted) at the earliest opportunity.