

## SPECIAL REGULATIONS FOR GENERAL DIVISION.

THE following Regulations shall apply to any officer or other person employed as a workman in the Post and Telegraph Department:—

## INTERPRETATION.

70. These Regulations shall be construed with reference to the terms and interpretations of the said Act.

“Workman” means any artisan, mechanic, overseer, foreman, driver, carter, yardman, lineman, chainman, timekeeper, ganger, storeman, gardener, surfaceman, labourer, or other workman engaged in manual labour who is employed at a fixed rate of pay in the Post and Telegraph Department affected by these Regulations, and has been so employed for a period of at least two months prior to the 1st April, 1913, or who may thereafter complete two months’ continuous service, and includes the learner of any trade who has been apprenticed in accordance with the Master and Apprentice Act, 1908, in the Post and Telegraph Department, but does not include co-operative workers or any workmen employed on piece-work or part-time.

## APPOINTMENT OF STAFF WORKMEN.

71. No workman shall be appointed to the permanent staff who was over forty years of age on his last birthday; and before any workman is so appointed he shall submit evidence that he is possessed of educational qualifications equal to the requirements of Standard IV under the Education Act, 1908, or some examination which in the opinion of the Commissioner is equivalent thereto. He must also produce a certificate from a registered medical practitioner that he is of sound bodily health, and a testimonial of good character.

## APPOINTMENT OF APPRENTICES.

72. Apprentices may be appointed to any mechanical or technical branch of the Post and Telegraph Department, subject to the approval of the Commissioner, who may at any time during the period of probation dismiss any apprentice for any reason which may be deemed sufficient.

73. An applicant for employment as apprentice must not be under fourteen or over sixteen years of age, and must produce a certificate from a registered medical practitioner that he is of sound bodily health, a testimonial of good character, and a certificate of having passed an examination equal to that of the Fifth Standard under the Education Act.

Except as otherwise provided herein, all apprentices shall be indentured for such periods as may be decided by the Commissioner after having served three months on probation, which shall be deemed to be part of the period of apprenticeship. Apprentices shall be afforded every opportunity of learning their trade, and their conduct and work must be carefully observed and reported upon to the Permanent Head at intervals of three months for the first year and thereafter annually.

## TEMPORARY WORKMEN MAY BE PERMANENTLY APPOINTED IN CERTAIN CASES.

74. A temporary workman on completing nine months’ continuous service, and on being granted by the Permanent Head a certificate of competence and of satisfactory conduct, may, if a suitable vacancy exists, and he is able to comply with Regulation 72, be appointed to the permanent staff. Appointment to the permanent staff will not necessarily carry any increase of pay.

## WORKMEN TO BE ACQUAINTED WITH THE ACT AND THESE REGULATIONS

75. Workmen shall acquaint themselves with the said Act and these Regulations, and a copy of the same shall be posted in each shop or room to which workmen commonly have access. Foremen should send in requisitions to the Permanent Head for copies.

## WORKMEN TO OBEY INSTRUCTIONS.

76. Each workman shall promptly obey all instructions issued by the foreman, and shall pay strict regard to order, regularity, and system.