

**WORKMEN TO DEVOTE THEMSELVES EXCLUSIVELY TO BUSINESS.**

77. Each workman shall devote himself exclusively to the business of the Department. He shall attend at such hours as may be required, and strictly observe all rules, regulations, and instructions which may be in force from time to time.

**HOURS OF WORK.**

78. The hours of attendance to be observed by workmen shall be from 8 o'clock a.m. to 12 noon, and from 1 p.m. to 5 p.m., except on Saturdays, when the hours of attendance shall be from 8 a.m. to 12 noon.

79. Workmen paid at daily or hourly rates, and who have been employed for less than two months continuously, shall be paid for the time actually worked.

80. Sunday labour is forbidden except in cases of pressing emergency, or with the approval of the Permanent Head.

**LATE ARRIVAL OF WORKMEN.**

81. Any workman arriving at his place of employment after 8.5 a.m. or 1.5 p.m. shall report himself to the foreman; and, if a satisfactory explanation is not forthcoming, his conduct shall be brought under the notice of the Permanent Head.

**HABITUAL IRREGULARITY OF ATTENDANCE.**

82. If any workman is found to be habitually irregular in the time of his arrival, or to absent himself without leave during working-hours, his conduct shall be reported to the Permanent Head.

**UNAUTHORIZED ABSENCE.**

83. When a workman cannot attend at his place of work at the time appointed he must use his best endeavours to send an intimation of his absence, and the reason therefor, to the foreman at such a time as will enable it to be received within one hour of the time he is due to attend. In cases where a workman's absence is not sanctioned, there shall be deducted from his wages his pay for the period of such absence.

**WORK-DOCKETS.**

84. When so directed, work-dockets or such other records as may be prescribed shall be kept by each workman, showing the allocation of his time to the various jobs daily.

**FOREMEN RESPONSIBLE FOR CORRECT BOOKING OF TIME.**

85. Foremen will be held responsible for the booking correctly of time to job numbers or such headings as may be adopted. They shall also carefully check all time-books or similar records.

**APPOINTED HOURS TO BE KEPT.**

86. No workman will be allowed to alter his appointed hours of duty, or to exchange duty with any other workman, without the permission of his foreman or the head of the branch.

**OVERTIME.**

87. Overtime shall be paid at the rates specified by awards, or, if there is no award, at ruling rates.

**WORKMEN NOT TO LEAVE THE WORK UPON WHICH THEY ARE ENGAGED.**

88. No workman shall be allowed to leave his work during working-hours except in connection with his employment or by permission of the foreman; and the period of such absence, if not on official business, shall be recorded.

**DILIGENCE ENJOINED.**

89. A workman shall continue to work diligently until the signal is given to cease. Any case of loitering shall be promptly dealt with by the foreman.