

duty such allowance in respect of the performance of such work as the Permanent Head may deem proper.

86. (1.) When any member of Division I who is classified in a grade above grade 7 and not above grade 2 of Sub-division II relieves any other member in a higher grade than himself in that division for a continuous period of not less than three months, and actually carries out to the satisfaction of the Permanent Head all the duties appertaining to the position of the member so relieved, such first mentioned member may, on the approval of the Permanent Head, be paid an allowance while so relieving at a rate not exceeding the difference between such member's classified salary and the minimum salary of the grade in which the member so relieved was classified at the time of the commencement of such period of relief: Provided that if such period shall be continuous for not less than twelve months the rate of such allowance may, in respect of any time during which such period continues over twelve months, be increased by an amount not exceeding the difference between the lowest and the next highest subgrade (if any) in the grade in which the member relieved as aforesaid was at the time aforesaid classified.

(2.) No member of Division I shall, without the previous approval of the Permanent Head, be assigned for a longer period than two months the work of relieving any other member in a higher grade in that division than such relieving member.

(3.) If any member of Division I who is relieving another member in a higher grade as aforesaid is granted ordinary leave of absence, such leave of absence shall be deemed not to interrupt the period of relief duty if, on the expiry of the period of such leave of absence, such first-mentioned member resumes the work of relieving the member whom he was relieving immediately before the granting of such leave of absence. No payment in addition to his classified salary shall, however, be made to any member granted leave as aforesaid in respect of the period during which he is on leave.

87. Any employee in Division I who is ordered by his controlling officer to commence duty at least two hours before the usual time for commencement of duty by such member, or to remain on duty for at least two hours after the usual time for ceasing duty by such employee, shall, if compelled by reason of such earlier commencement or later cessation of duty (as the case may be) to take a meal away from home, be paid an allowance of 2s. in the case of any employee whose classified rate of pay is less than £430 per annum, and 2s. 6d. in the case of any other employee, in respect of each such meal.

88. If and whenever an employee of Division I is specially ordered on duty on Sunday he shall be paid—

(a.) In case the nature of his duties prevents such employee returning to his home for meals, an allowance of 2s. 6d. for each meal which he requires to take away from home;

(b.) In any other case, the amount of expense incurred by him in travelling by tram between his home and place of duty.

89. When any employee, with the consent of his district controlling officer, regularly uses his own bicycle to facilitate departmental business he may be granted such allowance as the Permanent Head may determine, but not exceeding £5 per annum.

90. Employees in Division II who ordinarily work under a leading hand may be placed temporarily in charge of a gang, and whilst so in charge may be paid such allowance as the Permanent Head may direct.

91. Porters and horse-drivers shall when actually engaged in shunting operations for not less than four hours a day be paid an allowance of 9/11ths of 1d. per hour in the case of those employees whose classified rate of pay is a rate per hour, and 6d. per day in the case of other employees for each day on which they are so engaged.

This regulation shall be deemed to have come into operation on the 30th day of May, 1920.

92. Surfacemen, and regular casual and permanent labourers whose ordinary duties do not include the unloading of coal, shall while employed in unloading coal at locomotive-depots at an hourly or daily rate of pay, be paid an allowance of 1d. per hour.

This regulation shall be deemed to have come into operation on the 30th day of May, 1920.

93. (1.) No member who is married, or who is a widower with a child or children under the age of sixteen years living with and dependent upon him, shall be paid at a lower rate than £219 2s. per annum.

(2.) No member who is not less than twenty-two years of age shall be paid at a lower rate than £90 per annum.

(3.) For the purpose of giving effect to the last two preceding paragraphs any such member as is mentioned therein shall receive such additional sum as will raise the rate of pay to

which he is entitled under the Schedules for the time being in force relating to the classification of the Department to £219 2s. per annum in the case of such member becoming entitled to such allowance under paragraph (1) hereof, and to £90 per annum in the case of such member becoming entitled to such allowance under paragraph (2) hereof.

(4.) Such additional sum shall, in the case of each such member, be paid in the same manner and be subject to the same conditions as his salary under the aforesaid Schedules.

(5.) The right to receive such additional sum shall be deemed to commence on the date on which the member concerned furnishes to the Permanent Head satisfactory evidence that he possesses the qualifications entitling him thereto.

This regulation shall be deemed to have come into operation on the 1st day of January, 1922, on which date regulation 7 of the regulations made under the Government Railways Act, 1908, on the 27th day of April, 1921, shall be deemed to have been revoked.

94. Every employee in the Lake Wakatipu steamer service shall, while actually on duty on board ship, be supplied with his meals free of charge to such employee, and every such employee shall, for every day on which he is laid off duty as compensation for overtime worked by him or for the purpose of adjusting his hours of duty so as to prevent his working overtime, and for every Sunday, be paid an allowance of 4s. 6d.: Provided, however, that such allowance shall not be paid in respect of any day on which any such employee is on leave of absence or is off duty on his own account, or on which he is supplied with meals in pursuance of this regulation.

This regulation shall be deemed to have come into operation as to captains, mates, and engineers on the 27th day of June, 1920, and as to the other employees to whom it applies on the 12th day of December, 1920.

Hours of Duty, Overtime, Standing-time, &c.

95. Every employee will be required to perform public duty involving working overtime whenever the exigencies of the Department so require. Controlling officers must, however, make every endeavour to so arrange the duties of the various employees that, having regard to the safe and efficient conduct of the business of the Department, the amount of overtime required to be worked shall be reduced to a minimum. When the working of overtime cannot be avoided it must be distributed as evenly as circumstances permit among the various employees so as to avoid any employee being kept on duty continuously for a longer period than is necessary.

As far as is reasonably practicable, every employee shall be allowed at least one period of not less than twenty-four consecutive hours free of duty in each week.

96. Apprentices will not be required to work overtime, but may be called upon to work when shops are closed for holidays.

97. (1.) The ordinary hours of duty (exclusive of meal-hours) of employees in Division I and casual employees in the Clerical Branch shall be—(a) At such centres as shall be specified in that behalf by the permanent Head, thirty-eight hours per week; (b) at all other places, forty-eight hours per week.

(2.) All time worked by any such employee in excess of forty-eight hours in any week shall be overtime.

(3.) At stations and offices where employees in Division I are regularly booked on duty all night the middle night shift (as hereinafter defined) shall be a shift of seven hours. Any time worked by any employee in Division I in excess of seven hours in any such shift shall be overtime.

(4.) In no case shall the provisions of paragraph (3) hereof apply to more than one shift at the same station or office on the same night.

(5.) The middle night shift shall be the shift comprising the time between midnight and 4 a.m., or the greater portion of such time.

98. Except at stations where the work is, in the opinion of the Permanent Head, intermittent, there shall not be more than one break not exceeding in any case one hour in the continuity of any member's time between the time of his being first booked on duty and the time of his being finally booked off duty in the same shift: Provided, however, that when any member is booked off duty in any shift to enable him to obtain meals, for a period not exceeding one hour for each meal, such booking off shall be deemed not to be a break in the continuity of such member's time in such shift: Provided further, that in no case shall the time deductible from the total time computed from the commencement to the end of any shift in respect of time during which any member is booked off duty for meals, or for any other purpose than his own convenience, exceed three hours.

"Member" in this regulation means any employee in Division I.