

*Attendance of Employees.*

7. Punctual attendance shall be strictly observed, and each employee shall continue to work diligently until the signal to cease is given.

*Recording of Time worked.*

8. Time-clocks are provided in the several branches to record the time of arrival and departure of all employees. Each employee shall strike the clock for himself. A breach of this rule will be severely dealt with.

*Absentees to be reported.*

9. Absentees shall be reported by the heads of branches to the Superintendent each morning before 10 o'clock.

*Absence from Duty.*

10. Except in cases of sudden illness or other emergency, which shall be immediately reported to the Government Printer, no employee shall be absent without leave from duty. Where for the above reason an employee cannot attend at the time appointed, he shall use his best endeavour to send intimation of his absence and the reason therefor to the head of his branch at such a time as will enable it to be received before noon of the day he is due to attend. If the absence is likely to extend for more than one day the intimation, if not in writing, shall be followed by a letter of explanation from such employee to the head of his branch.

*Penalty for Unauthorized Absence.*

11. In cases where an employee's absence is not sanctioned, there shall be deducted from his salary his pay for the period of such absence, in addition to any further penalty which may be deemed necessary.

*Overtime.*

12. If attendance should be required earlier in the morning or later at night than usual, such attendance will be paid for as overtime at not less than Arbitration Court award rates relating to the printing trade.

### PART III.—RESPONSIBILITIES AND DUTIES OF EMPLOYEES.

*Responsibility of Controlling Officers.*

13. (1) The Superintendent shall be responsible to the Government Printer for the discipline, efficiency, and economical administration of the various branches of the Department under his control.

(2) The head of a branch shall be responsible to the Superintendent for the proper management of such branch.

(3) In furtherance of this regulation special attention is drawn to the necessity for—

- (a) Promoting efficiency and economy in the methods of working, in the number of employees engaged, and in dealing with and in the use of all Government property. Extravagance or waste of any description whatever shall not be allowed.
- (b) Watching closely the volume of work performed, and reporting to the Government Printer any falling-off therein, whether temporary or otherwise, or when it is possible to effect a reduction in the staff through rearrangement of duties or improved methods of working.
- (c) Encouraging employees to submit suggestions for increasing the efficiency of the Department, or for diminishing the work and its cost.

*Breaches of Regulations.*

14. Heads of branches shall report to the Superintendent any breaches of the Act or regulations which may come to their knowledge.

*Opportunity to be afforded Junior Employees to gain General Knowledge.*

15. Junior employees are to be afforded every possible opportunity of gaining a complete knowledge of the work of the branch in which they are employed. The progress of every junior employee shall be carefully watched.