

PART V.—APPOINTMENT AND PROMOTION.

Employees temporarily transferred.

81. No employee shall lose status or pay if temporarily removed to a lower class than that to which he belongs.

Appointments to Permanent Staff.

82. (1) Appointments to the permanent staff shall as far as practicable be made from the temporary staff.

(2) In order to give effect as fully as possible to this regulation, the appointments shall be recommended by the Government Printer on the yearly reports of the Superintendent and heads of the respective branches.

Apprentices, Appointment of.

83. (1) Applicants for employment as apprentices must not be under fourteen or over sixteen years of age, and be of sound bodily health and of good character, and must have passed an examination equal to that of a Sixth Standard Competency under the Education Act, 1912.

(2) All apprentices shall be indentured for a period of not less than six years, and shall be paid the rates of wages as may be prescribed from time to time.

(3) Apprentices will be placed in the branches for which they seem best adapted. Those selected for the composing branch shall serve at least one year in the reading-room prior to being transferred to the composing-room; but in no case shall more than one year passed in the reading-room be reckoned as part of the period of apprenticeship.

(4) Apprentices in all branches who have served their full term satisfactorily shall be entitled to one year's employment as journeymen.

Female Employees.

84. Applicants for employment should not be under fourteen years of age, and be of sound bodily health and of good character.

Temporary Staff.

85. Temporary hands of less than three months' service will be under engagement by the day, terminable without notice on either side; all others shall be subject to one week's notice on either side.

86. The rates of remuneration for temporary employees shall be not less than the award rate paid in Wellington City for a similar class of work.

Boy Messengers.

87. Boy messengers may be employed at the age of fourteen years, and while employed as messengers will receive the rate of pay prescribed from time to time. On or before arriving at the age of fifteen years they may, if suitable, be transferred to one of the several branches of the Department, should there be a vacancy: Provided that if they are not found suitable their services with the Department shall terminate; and in any case their services may be terminated as soon as they attain the age of sixteen years, unless employed, other than as messengers, in one of the other branches.

PART VI.—MISCELLANEOUS.

Canvassers to be excluded.

88. All canvassers are strictly excluded from departmental premises.

Workrooms to be kept Clean.

89. The workrooms and premises adjacent thereto shall be kept in a cleanly condition.

Repairs to Workrooms or Equipment.

90. Heads of branches should call attention to any repairs necessary to workrooms or equipment.

Machinery in Motion to be protected.

91. Heads of branches shall report to the Government Printer (through the Superintendent) if, in their opinion, any machine in their charge should be provided with a safety guard. Employees on