



SUPPLEMENT

TO THE

NEW ZEALAND GAZETTE

OF

THURSDAY, MAY 21, 1914.

Published by Authority.

WELLINGTON, MONDAY, MAY 25, 1914.

Additional Regulations made by the Public Service Commissioner.

WHEREAS by section 34 of the Public Service Act, 1912 (hereinafter called "the said Act"), the Commissioner, with the approval of the Governor in Council, is authorized to make regulations for the carrying-out of the provisions of the said Act:

Now, therefore, the Commissioner, in pursuance and exercise of the said authority, and with the approval of the Governor in Council, doth hereby make the following amendments and additions to the regulations made under the said Act on the 27th day of March, 1913, and published in the *New Zealand Gazette* of the 1st day of April, 1913, and doth hereby order that the regulations hereby made shall be read as part of the said principal regulations, and that they shall apply to officers of the Post and Telegraph Department only, and shall come into force on the twentieth day of May, 1914.

REGULATIONS.

1. No officer other than one of those specified in clause 3 hereof shall be eligible for promotion in the Clerical Division to any class higher than the Sixth Class unless he has passed the Public Service Senior Examination, hereinafter called the "Senior Examination," in the manner hereinafter mentioned.

2. An officer shall be deemed to have passed the Senior Examination if he has at any time—

- (a.) Passed the Civil Service Senior Examination;
- (b.) Obtained a Junior or Senior Scholarship in the New Zealand University;
- (c.) Obtained a degree in any public university in the British Empire;

- (d.) Passed an examination in precis-writing and correspondence, arithmetic and algebra, as prescribed for the Civil Service Senior Examination, and in book-keeping and accounts (elementary), in mercantile law, and in auditing (elementary), as set forth in the syllabus of the Professional Examination of the New Zealand Society of Accountants.
- (e.) Passed any other examination which, in the opinion of the Commissioner, is equivalent to any of the foregoing.
3. Any officer who—
- (a.) Has held office continuously to the 31st March, 1913, in the Public Service of New Zealand since before the passing of the Post and Telegraph Classification and Regulation Act, 1890 ;
- (b.) Is skilled in electricity or telegraphy, or in literature, science, or art, to a degree to satisfy the Commissioner of his fitness to be exempted from the Senior Examination prescribed in clause 1 hereof ;
- (c.) Has attained at least 75 per centum of marks in the Senior Technical Examination of the Department ; or
- (d.) Was in receipt of a salary of over £200 on the 31st day of March, 1913,
- shall not be required to pass any further examination (other than those required by clauses 64, 65, 66, 67, and 68 hereof) for promotion to any class higher than the Sixth Class.

APPOINTMENTS.

4. No person not already in the service shall be entitled to enter the Clerical Division unless he has passed the Entrance Examination.

5. No officer in the General Division shall be eligible for promotion to the Clerical Division unless he has obtained a certificate of proficiency as defined by regulations under the Education Act, 1908, and has passed an examination in postal or telegraph work or the Entrance Examination.

6. Any person otherwise qualified who is or has been attending any reputable private school shall be eligible for appointment to the Clerical Division upon proving to the satisfaction of the Commissioner or of some person appointed by him in that behalf that the applicant has passed an examination equivalent in all material respects to that required for a certificate of proficiency in a public school under the control of an Education Board. In all other respects applicants shall conform to the general regulations for the time being in force relative to persons seeking admission to the Clerical Division of the Public Service.

7. Save in the case of persons skilled in electricity, telegraphy, or the like, or of officers already in the General Division of the Department, and in the case of officers transferred from other Departments, and with the exceptions specified in clause 8 hereof, every person entering the Clerical Division shall enter as a cadet, shall not be less than fifteen nor more than twenty-five years of age, shall be admitted on probation only for six months, and shall be conditionally appointed at the minimum salary allotted to cadets. After the period of probation has expired the Commissioner may confirm or annul such appointment. Experts skilled in electricity or telegraphy, or in literature, science, or art, who have proved their qualifications to the satisfaction of the Commissioner may enter at a higher age than twenty-five years, and may be appointed to such class as may be determined by the Commissioner.

8. Females are employed under the general conditions applying to the employment of males, with the following exceptions :—

- (a.) A Sixth Standard certificate of competency in a public school may be accepted in lieu of a certificate of proficiency from applicants for employment as Matron, Supervisor, Postmistress, Counterwoman, Assistant, or in a telephone exchange.
- (b.) The minimum age for admission shall be sixteen years, and the maximum age twenty-five years, except in the case of women appointed as Matrons, Supervisors, Postmistresses, telegraphists, book-keepers, and counterwomen, who may be appointed at any age not less than twenty years nor more than forty-five years, and shorthand-writers and typists, who may be appointed at an age not less than sixteen nor more than thirty years on last birthday.

- (c.) Women not exceeding forty years of age who have been continuously employed in the Department in a [non-permanent capacity for five years may be appointed to a telephone exchange.

APPOINTMENT OF SWITCHBOARD ATTENDANTS.

9. The names of applicants for appointment as switchboard attendants shall be entered in a register in the order in which the applications are received, and when a vacancy occurs the applicant whose name appears first on the list shall receive the offer of the appointment, subject, however, to the following conditions:—

- (1.) That the applicant shall only be appointed if she is deemed to be suitable for employment in a telephone exchange.
- (2.) That an applicant who resides in the place in which the vacancy occurs shall have preference over those from any other place.
- (3.) That any applicant who is the daughter of a widow not in independent circumstances shall be considered as being ten numbers higher in the register than she actually is. The register shall be cancelled on the 31st day of January, and a new register opened on the 1st day of February in each year. Any applicant desiring her name to be carried forward to the new register must notify the Commissioner to that effect at any time during the months of December and January. If such notice is given the names carried forward will be entered in the new register in the same order in which they appeared in the old one.

Not more than one daughter in a family shall be eligible for appointment in a telephone exchange.

APPOINTMENT OF POSTMISTRESSES.

10. In making appointments of Postmistresses preference shall, where possible, be given to widows of deceased officers of the Public Service, who are dependent on their own earnings. If there are none such available, preference shall then be given to other widows dependent on their own earnings.

GENERAL DIVISION.

11. No person, except as hereinafter provided, shall be eligible for appointment in the General Division unless he is of the full age of sixteen years, and not more than forty years of age, nor until he has produced to the Commissioner certificates of good health and good moral character, and of performance of military service in the same manner and to the like effect as required from persons entering the Clerical Division. (See General Regulation 157.)

Persons of exceptional skill in the mechanical arts who have proved their qualifications to the satisfaction of the Commissioner may be appointed at a higher age than forty years upon the production of the like certificates of good health and good moral character.

TELEGRAPH MESSAGE-BOYS.

12. Telegraph message-boys must not be less than fourteen years of age. They must have passed the Fifth Standard, as defined by regulations under the Education Act, 1908, and produce certificates in writing of sound bodily health and good moral character. An educational certificate of any reputable private school will be accepted upon proof to the satisfaction of the Commissioner, or of some person appointed by him in that behalf, that the applicant has passed an examination equivalent in all material respects to that required for the said Fifth Standard. Preference will be given to boys who have obtained a certificate of competency in the Sixth Standard, and still further if the certificate be one of proficiency.

GENERAL.

13. An officer of the Seventh Class who has passed the Public Service Senior Examination or the Senior Technical Examination of the Department, or any examination which the Commissioner may hereafter declare to be an equivalent, and who has been in receipt of the maximum salary of the class for one year, shall be entitled to receive a special payment of £10 per annum until he is promoted to a higher class. (See also General Regulation 207.)

14. Any cadet showing special excellence in telegraph operating shall be granted an allowance of £10 per annum while favourably reported upon. (See also General Regulation 206.)

15. Any officer who, with the knowledge and authority first obtained of the Permanent Head, acts in a higher position at his own station for a longer period than three consecutive months shall be paid, while so acting, the difference between his salary and the minimum of the class above that in which he is placed. But where the acting officer is in receipt of a higher salary than the minimum of the class above, he shall be paid an allowance at the rate of £10 per annum while so acting. No officer, however, shall be paid for the same period the special payment of £10 provided for in clause 18 hereof.

16. Every male officer who was in the service of the Department on the 31st March, 1913, and who is twenty-two years of age or upwards shall receive a salary of not less than £100 per annum. (See also section 26, Public Service Act, 1912.)

17. Every male officer who is married, or who is a widower with a child or children under the age of fourteen years, shall receive a salary of not less than £130; but he shall not be entitled to claim, and shall not be paid, the additional sum of £10 mentioned in clause 18 hereof until the salary attached to his official position in the Post and Telegraph Departmental List reaches £130.

18. An officer who is married, or is a widower or a widow with a child or children under the age of fourteen years, and is drawing a salary less than £150 per annum, shall, except as provided in clause 17, be paid a sum additional to salary of £10 per annum until the salary reaches the sum of £150 per annum. When the difference between the annual salary and £150 is less than £10 a sum equal to the difference only shall be paid.

19. Officers of the General Division whose salaries do not exceed £180 per annum shall, on their service reaching fifteen years, be granted a long-service salary payment of £10. In cases where the salary is more than £180 the payment will be such a sum as will bring the total amount payable to the officer up to £190. Such payment shall not be granted to any officer unless his conduct is favourably reported on by the Permanent Head.

20. Notwithstanding the provisions of the last five preceding clauses, any portion of such salary above the classification scale for the office held shall not give the officer receiving it seniority over others in the same class or grade who entered such class or grade before that officer.

21. An officer promoted to a higher class shall receive the minimum salary of that class, except in the case of an officer who may be transferred or promoted from the Seventh Class to the Sixth Class, or from the General Division, who at the time was in receipt of a higher salary than the minimum salary of the class to which he has been transferred or promoted. Such officer shall continue to receive such first-mentioned salary until he shall be entitled to a further increment.

22. Officers of the General Division who at the time of their promotion to the Clerical Division are in receipt of a salary not in accordance with the Clerical Division schedule shall, on the anniversary of their last increment, be granted the increment to which they would have been entitled without promotion, and subsequent increments shall be according to the Clerical Division schedule.

23. Officers shall be placed at the bottom of the class to which they are promoted. Officers promoted in the same financial year to any class shall retain the same relative positions as they had before such transfer.

24. In any case in which an officer is promoted without removal from the class in which he is graded, such officer may be granted an increment to the salary next beyond that to which he would first become entitled without such promotion.

LODGING-ALLOWANCE TO OFFICERS OF THE GENERAL DIVISION.

25. Officers of the General Division of the Post and Telegraph Department when stationed away from home shall receive lodging-allowance according to the following scale:—

When the salary is £40 per annum or less	..	£	26
" £50 per annum	20
" £60 "	15
" £70 "	8
" £75 "	3

RELIEVING-ALLOWANCE.

26. Officers on relieving duty will be paid allowances at the following rates:—

	Per Diem.	
	s.	d.
To male officers drawing salaries exceeding £110..	7	6
To female officers drawing salaries exceeding £100	6	0
To cadets	4	0

Other junior officers drawing salaries not exceeding £110 when appointed to relieving duty will be paid actual expenses only during the period of such relieving duty; claims for such actual expenses to be supported by vouchers, and to be subject to revision by the Permanent Head. Cadets entitled to lodging-allowance, when appointed to relieving-duty involving separate payment for such duty, will not be entitled to claim lodging-allowance for a longer time than one week after the relieving duty commences.

The relieving-allowance of 7s. 6d. per diem shall apply only to cases in which the period of relief does not exceed four weeks. Where it exceeds four weeks the amount of allowance shall be such sum not exceeding 7s. 6d. per diem as is authorized by the Commissioner.

27. The allowance shall be for each day of twenty-four hours. For any portion of a day the rate shall be one twenty-fourth of the full daily rate for each hour's absence: Provided that when the absence does not exceed six hours actual and reasonable expenses only shall be paid. In all cases the day shall be deemed to commence immediately after midnight.

28. Officers are not entitled to draw travelling-allowance for any time during which they perform relieving duty, except as follows: When, in performing relieving duty, an officer is not required to stay more than three nights in the place where such duty is performed, he may claim to be paid travelling-allowance instead of relieving-allowance if his expenses for the time of his stay are not fully paid for by the relieving-allowance; and if he so claims he will be paid accordingly on submitting vouchers.

OVERTIME.

29. In these regulations "overtime" means the time in which any official or departmental duty is performed outside the regular hours of duty; and "Sunday" includes Good Friday and Christmas Day.

30. (a.) Payment for overtime, when made, will be made at the following rates:—

	Rate per Hour.	
	s.	d.
To officers drawing salaries exceeding £250 ..	2	6
To officers drawing salaries exceeding £200 and not exceeding £250	2	0
To officers drawing salaries exceeding £100 and not exceeding £200	1	6
To officers drawing salaries not exceeding £100	1	0
To telegraph message-boys	0	6

(b.) Payment will be made at a rate and a half for overtime at all hours on Sundays for every purpose, and on week-days between 10 p.m. and 5 a.m. only when mails are specially authorized by the Secretary to be sorted. But no payment for any overtime to any officer shall be made at a rate exceeding 3s. per hour.

31. Subject to the provisions hereinafter contained, overtime shall be paid for as follows:—

(a.) To officers called on to perform either postal duties in the sorting and delivery of mails or in operations incidental thereto, or telegraph duties, at the following post or telegraph offices at which there are regular shifts or changes of staff—namely, the post or the telegraph offices at Ashburton, Auckland, Blenheim, Bluff, Christchurch, Dannevirke, Dunedin, Gisborne, Gore, Greymouth, Hamilton, Hastings, Hokitika, Invercargill, Masterton, Napier, Nelson, New Plymouth, Oamaru, Palmerston North, Thames, Timaru, Wanganui, Wellington, Wellington South, and Westport: For Sunday attendance; for attendance on departmental holidays; and for attendance on other days in excess of forty-eight hours weekly.

(6.) To officers called on to perform telegraph duties for Press-work on Sunday at the following offices—namely, Feilding, Hawera, Kaikoura, Lyttelton, Marton, Onehunga, Port Chalmers, Reefton, Rotorua, Taihape, and Waitara.

32. Overtime for fractional portions of the first or any hour is to be computed on the following basis: No allowance will be made to officers of either branch of the service unless the attendance exceeds fifteen minutes. Attendance up to forty-five minutes will count as half an hour; over forty-five minutes as one hour. No overtime payment will be made for midnight cable Press attendance, or for the attendance of any staff specially appointed for the sorting of mails between 10 p.m. and 5 a.m.

33. Overtime payable to an officer drawing an allowance under Classification Regulations 16, 17, or 18 is to be paid on the basis of the classification salary plus the allowance.

34. No payment for overtime for services other than those provided for by these regulations shall be allowed except in cases of extraordinary or exceptional attendance, and then only on the special authority of the Commissioner.

35. No person will be made any special allowance for doing any kind of work for which he is paid as for work done in overtime.

36. When it is necessary at any telegraph-office to relieve a number of officers for military or other duty, a special duty-sheet should be prepared providing for a minimum daily duty of seven hours per officer. On such occasions, when payment for overtime has been authorized, the claim will be recognized only after the claimant has performed the minimum duty of seven hours.

37. In lieu of payment for overtime it shall be optional for the Commissioner to allow an equivalent reduction of ordinary duty either immediately before or immediately after the overtime duty is performed, at the rate of an hour and a half for every hour of overtime worked on Sunday, and at the rate of an hour for an hour at all other times.

38. Overtime to non-permanent officers is not to exceed 1s. 6d. an hour, except to tradesmen under award rates.

39. All claims for overtime worked during the preceding four or five weeks, as the case may be, must be prepared on the first Monday in each month, and must be submitted to the Permanent Head through the Chief Accountant before payment is made. Neglect of this instruction will render the certifying officer liable for any amount erroneously paid. Overtime on Sundays is only to count from the time officers are required to be on duty—namely, 9.30 a.m. and 5 p.m.—unless the officers are ordered to attend earlier. This instruction must also be observed in regard to holiday overtime as far as it is applicable. Claims for overtime in respect of telephone-exchange officers and for holiday duty are to be rendered separately, and not included in the monthly claim. Vigilance is necessary to ensure that no officer is detained on overtime longer than is absolutely necessary, especially on Sundays and holidays. All claims for overtime must be closely scrutinized, and certifying officers will be held responsible for passing avoidable overcharges on to the Permanent Head. The hours during which extra duty was performed must be shown in the claim opposite the name of each officer, in addition to the total number of hours worked, the annual salary, and the rate per hour.

40. An officer will not, through passing an efficiency examination, be allowed to claim arrears of overtime payments at a higher rate from the date on which he becomes entitled to an increase of salary by that means.

LEAVE OF ABSENCE.

LEAVE OF ABSENCE FOR RECREATION.

41. Every officer in the Department and every temporary employee, if circumstances should arise necessitating the retention of such employee in the service for more than a year, may be granted by the Permanent Head annual leave of absence for recreation on the following scale:—

- (a.) When an officer has served for ten years or upwards—not exceeding twenty-one working-days
- (b.) When he has served less than ten years—not exceeding fourteen working-days in each year.
- (c.) Telegraph message-boys—not exceeding eight working-days, after one year's complete service.

In addition, any officer named in the foregoing clauses (a), (b), and (c) may be granted one working-day if required to work on Dominion Day.

(d.) Officers who generally work more than six days a week—not exceeding four weeks in each year (to be taken in two periods of two weeks each if desired).

42. The granting of any such leave of absence shall be subject to the express conditions—

(a.) That the behaviour of the officer has been in every way satisfactory ;

(b.) That the total sick or intermittent leave during the previous twelve months has not exceeded twelve working days ; and

(c.) That his official duties have been satisfactorily performed.

43. For every day of absence in excess of the number of days allowed for intermittent or sick leave, one half-day shall be deducted from the annual leave of absence granted for recreation ; but in special cases the Commissioner may, on the recommendation of the Permanent Head, grant further leave.

44. If for any cause the Permanent Head thinks leave of absence ought not to be granted, he may refuse the same, subject to the right of appeal to the Commissioner.

45. An officer failing to avail himself of the annual leave provided for will not on that account be entitled to a more lengthened leave in any subsequent year, except under special circumstances approved by the Permanent Head. Provided that if an officer desires to accumulate leave he may be allowed to do so for two years only, subject, however, to his giving notice to the Permanent Head, when the annual leave schedule for the first year is being prepared, that he does not desire leave during that year. Such accumulated leave shall not in any case exceed forty-two days.

ANNUAL LEAVE SCHEDULE.

46. Immediately after the 1st December in each year controlling officers shall prepare a schedule in duplicate showing a list of officers entitled to leave of absence under these regulations for the ensuing calendar year ; the total length of absence of each officer during the twelve months preceding the 31st December ; and such other particulars as may be necessary. Officers should be required to indicate the time of the year in which they desire to take their annual leave, but this information need not be shown in the schedule. As far as possible, the leave of the staff should be spread over the year where it is not convenient to make any other arrangement. Every endeavour should be made to overtake all leave of absence by the end of November.

Unless an officer applies for special leave, it will not be necessary for him to make a written application.

47. It shall be the duty of the responsible officer who draws up the leave schedule to bring under the notice of the Permanent Head any case in which the conduct of the officer during the preceding year has been such as to warrant the annual leave being withheld or reduced. Special attention must be called to any case in which there has been irregularity of attendance during the hours of business. If the controlling officer is satisfied that the leave entered in the schedule is due under these regulations, he will approve the schedule and send a duplicate copy to the Head Office for check. Entries are to be made in the original schedule as the leave is granted.

SHORT LEAVE OF ABSENCE.

48. (1.) The Permanent Head, or such officer as may be authorized by him, may, in case of pressing necessity, grant any permanent or temporary officer leave of absence not exceeding three working-days.

(2.) The Permanent Head may at any time grant an officer leave of absence without pay for any period not exceeding one month if in his opinion there are special circumstances justifying such a course. The grant of such leave shall be reported to the Commissioner. Where more than one month's leave is desired, application shall be made through the Permanent Head to the Commissioner.

The leave so granted shall be shown in the annual leave schedule.

SPECIAL LEAVE.

49. In special cases special leave may be granted on such terms or conditions as the Commissioner may approve.

FURLOUGH.

50. The Commissioner may grant to any officer of at least ten years' continuous service twelve months' leave of absence, and to any officer of lesser period of service any time not exceeding six months' leave of absence, in each case on half-salary. Any annual increment becoming due during such absence shall not be payable until the officer resumes duty; but when he resumes the increment shall commence and be payable as from the date of resumption of office and shall be added to his salary, and the next increment shall be payable one year after the date on which the increment in the ordinary course would have become due if no leave of absence had been granted.

SICK-LEAVE.

51. Where sick-leave is applied for for more than three months the application must be referred to the Commissioner.

Sick-leave when granted by the Permanent Head shall not exceed the periods or rates of pay prescribed in the following schedule; but a report of all leave granted under this regulation shall be submitted quarterly for the approval of the Commissioner:—

Length of Service.	Period for which Leave may be granted.		
	On Full Pay.	On Half-pay.	
	Months.	Months.	
Under five years..	1	2	In exceptional cases the Commissioner may take any special circumstances into consideration, and may vary the scale of payments.
Over five years and under ten	2	1	
Over ten years ..	3	..	

Pay during sick-leave shall not be granted where an officer receives compensation under the Workers' Compensation Act.

Where in case of illness any officer who has received leave of absence for three months is not so far recovered as to be able to resume his duties, further extensions of leave may be provisionally granted by the Commissioner in accordance with the following schedule; provided that on each extension of leave the applicant shall be subjected to an examination by a medical practitioner approved by the Commissioner:—

Length of Service.	Period for which Leave may be granted.			
	On Half-pay.	On Thrd-pay.	Without Pay.	
	Months.	Months.	Months.	
Under five years..	1	6	8	In exceptional cases special circumstances may be taken into consideration— <i>e.g.</i> , where an officer in discharge of his duty sustains injuries of such a nature as to incapacitate him for all duty, this scale may be varied.
Over five years and under ten	3	6	6	
Over ten years ..	6	3	6	

If any officer is absent from duty on account of illness, and such absence has extended beyond three months, he shall not be permitted to return to duty until some medical practitioner approved by the Commissioner has certified that he is fit to resume work.

When extended leave is granted other than on full pay the rate paid for Sundays and holidays shall be the same as that allowed for the period of leave.

Sick-leave allowed under this regulation may be granted in one or more periods, but the aggregate amount of leave provided for in the schedules is intended to cover a period of three years, dating from the first absence on sick-leave.

The second or any subsequent triennial period will commence on the date of the first absence on sick-leave following the date upon which the previous triennial period expired; and for the three years thus commencing the full amount of leave provided in the schedules according to length of service may again be allowed.

Whenever an officer is absent from duty on account of illness or accident for any period beyond two days, a medical certificate stating the nature of the illness or accident and the probable period of

absence shall be furnished to the Permanent Head. The Permanent Head may, however, in his discretion, require that the medical certificate shall be furnished forthwith.

Officers unable to resume duty on account of sickness must report to their controlling officer the state of their health every Saturday morning.

LEAVE OF ABSENCE FOR MILITARY PURPOSES.

52. The Permanent Head shall grant to officers who are members of the Defence Force leave of absence for the purpose of attending camps and courses of military instruction. Leave of absence granted in pursuance of this regulation shall not be deducted from the officer's annual leave.

LEAVE OF ABSENCE TO TEMPORARY EMPLOYEES.

53. Temporary employees shall be treated in the same manner as permanent officers as regards public holidays and leave of absence for the purpose of attending camps and courses of military instruction.

LEAVE FOR OFFICERS ATTENDING UNIVERSITY LECTURES.

54. Officers who are students at any college of the New Zealand University may be granted leave, not exceeding five hours weekly during the session of the college, for the purpose of attending lectures which are given in official working-hours. Such leave may be granted by the Permanent Head of the Department in which the officer is employed, and shall not be granted if doing so will materially interfere with the working of the office. Any leave so granted must be made up by the officer at such hours as the Permanent Head shall direct.

55. The Commissioner may allow special leave in addition to the above where the circumstances appear to him to warrant it. In every case where leave is granted for the above purpose the Permanent Head shall satisfy himself that the officer duly attended the said lectures.

LEAVE TO ATTEND EXAMINATIONS.

56. No deduction shall be made from annual leave in respect of leave granted for the purpose of attending examinations referred to in these regulations.

SICK-LEAVE FOR TEMPORARY EMPLOYEES.

57. The Permanent Head may, on satisfactory evidence that the leave is necessary on account of sickness or ill health, grant to any person temporarily employed leave of absence on full pay for a period not exceeding one week.

PENALTY FOR IMPOSITION.

58. Any person practising imposition under the plea of sickness shall be subject to instant dismissal, disratment in rank, or reduction in salary, as the Commissioner may determine.

ILL HEALTH RESULTING FROM MISCONDUCT.

59. No leave on account of illness shall be granted with pay if the sickness or ill health has been caused by the misconduct of the officer. In order to satisfy himself on that point the Permanent Head may send a medical practitioner to attend on and examine such officer at his residence. A fee not exceeding £1 1s. shall be paid to the medical practitioner for his attendance and report; and if such report is, in the opinion of the Permanent Head, not favourable to the officer concerned, the amount of the fee so paid shall be deducted from any money which is or becomes payable to the said officer by the Government. The same practice may be followed where an officer is suspected of absenting himself from duty without sufficient cause.

INEFFICIENCY THROUGH ILLNESS.

60. If in the opinion of the Permanent Head any member of the staff is inefficient through repeated illness, such inefficiency shall be reported to the Commissioner, who may take steps to have such person examined under the provisions of the Public Service Superannuation Act, with a view to his retirement from the Public Service as being medically unfit for further duty.

SPECIAL LEAVE ON RETIREMENT.

61. Special leave of absence will be granted to officers retiring from the Public Service, on the following conditions: Provided that the sick or other leave in the twelve months preceding retirement has not exceeded three months, and that the interval between the ordinary and special leave is at least three months.

- (a.) Officers retiring on superannuation, or compensation in lieu of superannuation, three months.
- (b.) Officers of under ten years' service retiring for their own purposes, other than medical unfitness, no leave.
- (c.) Officers of ten years' service and under twenty years' service retiring for their own purposes, other than medical unfitness, one month.
- (d.) Officers of at least twenty years' service retiring for their own purposes, other than medical unfitness, six weeks.
- (e.) Officers retiring on medical certificate, three months.
- (f.) Officers dispensed with through no fault of their own before reaching the retiring age—
If under five years' continuous service, one month.
If five years and under ten years, two months.
If ten years or over, three months.
- (g.) Women retiring to be married: Over five years' service, one month; over ten years' service, two months; over fifteen years' service, three months.

HOLIDAYS.

62. The following days, or any days specially authorized by the Governor in Council instead thereof, shall be observed as holidays in the Post and Telegraph Department, namely:—

Christmas Day.
Boxing Day.
New Year's Day.
Good Friday and Easter Monday.
The King's Birthday.

In the Head Office of the Department the holidays mentioned in General Regulation 66, made by the Commissioner on the 31st March, 1913, shall be observed.

Officers who cannot be granted such holidays may be granted equivalent time, provided it is taken within fourteen days of the holiday.

EXAMINATIONS.

63. Before being promoted out of the Eighth Class, officers shall pass the following examinations as indicated:—

For Postal Officers.—(1.) The sorting-test, being the assortment of 500 dummy letters prepared from the circulation list of the office at which the officer is stationed. The assortment shall be made in a maximum time of fifteen minutes, and with a maximum of mistakes of 3 per centum. An additional five minutes shall be allowed to cadets who have not been continuously employed in the mail-room for six months prior to taking the test.

Cadets who are employed exclusively at money-order and savings-bank work shall not be required to pass the sorting-test, but shall be given a larger number and more advanced questions on the duties of the money-order and savings-bank branch. Mail-room cadets shall be required to answer only elementary questions on money-order and savings-bank work.

(2.) An examination in rules and regulations as contained in the book of Rules and Regulations for the Guidance of Officers (General and Postal), edition 1912 or any amendment thereof; in money-order, postal-note, and savings-bank rules; in the Post and Telegraph Guide of the current issue; and in discipline.

These two together make the Cadet's Postal Examination.

For Telegraph Officers.—(1.) An examination in rules and regulations as contained in the book of Rules and Regulations for the Guidance of Officers (Telegraph Branch), edition 1904 or any amendment thereof, and in the Post and Telegraph Guide of the current issue; in money-order and savings-bank rules as applied to telegrams; in telegraph accounts; and in discipline.

(2.) An examination in sending and receiving on the Morse telegraph instrument at a minimum rate per minute of twenty-five words sent and twenty-three words received, ten minutes each way, with a maximum of 1 per centum of mistakes.

(3.) A technical examination in the simpler uses of electricity as applied to telegraphy and in the use and management of telegraphic apparatus.

These three together make the Cadet's Telegraph Examination.

(4.) Telegraph cadets at combined offices shall be required to pass the telegraph examination.

64. Officers in the Seventh Class will be required to pass a test of efficiency (to be called the "First Examination") before they may receive increments beyond £165 per annum. The scope of such examination shall be as follows:—

For Postal Officers.—Examination in postal rules and regulations. Officers continuously employed for five years prior to the examination in postal duties will be examined principally on postal work, but will be required to show reasonable knowledge of the work of other branches.

The efficiency test in this examination will consist principally of practical work.

For Telegraph Officers.—(1.) Examination in operating, sending and receiving, fifteen minutes each way, at the rate of thirty words a minute. Not more than 1 per centum of errors will be allowed. Excellence in receiving will be regarded as compensating for slight failure to attain the required speed in sending.

(2.) In telegraph rules and regulations, in which officers will be required to show some practical knowledge of coding and charging telegrams. Telegraph counter clerks, despatch clerks, &c., will be required to pass a practical examination in their duties.

65. All such officers, before receiving increments beyond £200 per annum, will be required to pass to the satisfaction of their immediate controlling officers an oral test of efficiency in the work usually performed by the examinees.

66. Telephone-exchange clerks, in order to qualify as senior or second exchange clerks at Auckland, Christchurch, Dunedin, or Wellington, or as senior exchange clerk at another centre, must pass the Senior Technical (Check Clerk's) Examination.

67. With the object of ascertaining the fitness of officers to fill vacancies in the Clerical Division below the First Class, they may be examined in such technical and departmental subjects as are deemed by the Commissioner essential for the vacant positions, at such times and places and in such manner as may from time to time be determined by the Commissioner.

68. The following shall be the syllabus of the examination for probationary entrants to the Engineering Branch as technical clerks and technical cadets, and the syllabus of the further examinations necessary to be passed before receiving promotion to the other positions named below.

The passing of the examinations shall give no claim for promotion; but only officers passing these examinations shall become eligible for promotion. Promotion shall depend on the occurrence of vacancies. Officers already performing the duties of assistant engineers or electricians must pass the examination in the subjects set for those positions. Candidates for the entrance examination must be capable Morse operators, and be under thirty-five years of age. Officers who possess the necessary qualifications and who may be selected for service in the Engineering Branch shall in all cases be subject to a period of probation, not more than nine months, to determine their fitness for permanent appointment.

TECHNICAL CLERKS AND TECHNICAL CADETS (ON PROBATION).

1. Public Service Senior Examination, including following subjects, as set in the syllabus for the late Civil Service Senior Examination: Arithmetic and algebra, geometry and trigonometry, mechanics and hydrostatics, magnetism and electricity.
2. Senior Technical Examination: Pass marks, 50 per cent.
3. Telephone Exchange Clerk's Technical Examination: Pass marks, 50 per cent.

SUB-ENGINEERS AND ASSISTANT ELECTRICIANS.

- A.* Public Service Senior Examination (as for Technical Clerks).

* Officers already holding the Public Service Senior certificate or the Civil Service Senior certificate will be considered as having qualified under heading A. Officers holding partial passes must take the remaining subjects from those described in heading 1 (Technical Clerks, &c.).

- B. Senior Technical Examination : Pass marks, 75 per cent.
 C. Telephone Exchange Clerk's Technical Examination : Pass marks, 75 per cent.
 D. Overhead telegraph- and telephone-line construction : Pass marks, 50 per cent.
 E. Telegraph and telephone apparatus : Pass marks, 50 per cent.
 F. Electric light and power; direct current : Pass marks, 50 per cent.
 G. Hydraulics : Pass marks, 50 per cent.

DETAILS OF SYLLABUS.

D. Overhead Telegraph- and Telephone-line Construction.

Preliminary surveys and estimates.
 Methods of setting, staying, and strutting poles.
 Running wires and cables—binding, jointing, regulating, reconstructing.
 Precautions against accidents at crossings.
 Methods of terminating and transposing.
 Static and kinetic stresses on poles and wires; relation between sag and stress.
 Methods of minimizing inductive disturbances.
 Deterioration of cables; causes and precautions.
 Tools and appliances used in aerial construction.
 Precautions for securing the safety of workmen and the public.
 Methods of protecting lines from contact with power and lighting wires.

E. Telegraph and Telephone Apparatus.

Telegraph.—Construction, use, principle, and testing of the under-mentioned instruments :—
 Sounders (ordinary and polarized).
 Wheatstone apparatus.
 Keys, relays, switches, condensers.
 Galvanometers—Kelvin, astatic, differential, tangent, and suspended coil.
 Shunts.
 Resistance coils.
 Wheatstone bridge, ammeters, voltmeters, ducters, ohmmeters, meggers.
Telephone.—Construction, use, principle, and testing of the under-mentioned apparatus :—
 The various transmitters and receivers in common use.
 Transformers, repeating-coils, impedance coils.
 Magneto and other call-bells.
 Magneto-generators.
 Indicators, jacks, plugs, relays, keys, and meters.
Testing.—Measurement of resistance, insulation, capacity, and inductance :—
 Measurements of E.M.F. and internal resistance of batteries.
 Tests for efficiency of apparatus.
 Localization of line troubles.

F. Electric Light and Power; Direct Current.

Electrical units.
 D.C. measuring-instruments, voltmeters, ammeters.
 D.C. dynamo-electric machines :—
 Construction, general characteristics, and field of application of D.C. generators and motors (series, shunt, and compound).
 Starting-devices.
 Overload and underload releases.
 Speed-regulation.
 Switchboard protective devices.
 Diseases of D.C. motors and generators; remedies.
 Testing for machine-faults.
 Storage batteries :—
 Chemistry, capacity, and efficiency.
 Construction of modern types of accumulators.
 Charging and discharging.
 Testing.
 Ailments and remedies.
 Switch-gears and protective arrangements.
 Installation and first charge.

Electric lighting :—

- Theory and general description of modern electric illuminants—
arc lamps, flame and vapour lamps, incandescent lamps.
- Care and regulation of arc lamps.
- Incandescent lamps—modern types, their efficiency and
characteristics ; methods of connecting.
- Electric-light fittings.
- Wiring and protection of circuits.
- Rules governing the wiring of electric circuits (I.E.E.).

G. Hydraulics.

- Analogies between electricity and hydraulics.
- Weight and pressure of water.
- Theoretical velocity of water due to pressure.
- Frictional losses in nozzles and pipes.
- Sectional area of pipes used in hydraulic transmission.
- Measurement of water passing over weirs.
- Measurement of water in running streams.
- Approximate efficiency of different classes of water-wheels.
- Types of wheels most suitable for high and low pressures.
- Wheels suitable for driving magneto-generators for exchange ringing.
- Relation between speed of wheels and pressure.
- Lord Kelvin's hydraulic wire-testing machine.

ASSISTANT ENGINEERS AND ELECTRICIANS.

- H. Telegraph systems of working ; testing ; protection : Pass marks,
50 per cent.
- J. Telephone systems and equipment ; transmission : Pass marks,
50 per cent.
- K. Telegraph and telephone engineering as applied to underground
construction ; properties of telegraph and telephone materials :
Pass marks, 50 per cent.
- L. Advanced electrical engineering as applied to the generation,
transmission, and utilization of electric light and power ; gas
and oil engines : Pass marks, 50 per cent.

DETAILS OF SYLLABUS.

H.—Telegraph Systems of Working ; Testing ; Protection.

- Wiring, testing, and fault-localization.
- Single- and double-current duplex.
- Wheatstone automatic, simplex and duplex.
- Quadruplex.
- Theory of type-printing apparatus.
- Cable transmission.
- Concentration, intercommunication, and common-battery systems.
- Superimposed circuits.
- Methods of counteracting the effects of capacity and inductance.
- Repeaters ; principle and arrangement of simplex and duplex
repeaters.
- Forked and divided quadruplex.
- Wireless telegraphy ; principles and circuits of systems used by the
Department.
- Protective devices ; protection of telegraph and telephone lines and
apparatus from lightning and from power circuits.

J. Telephone Systems and Equipment ; Transmission.

- Small switchboards : Single-cord and cordless boards, standard
magneto-boards.
- Large switchboards : Multiple principle, branching multiple.
- Magneto systems.
- Common-battery systems.
- Subscribers' sections, junction sections.
- Lamp-signalling arrangements, including protective devices.
- Construction of exchange plants :—
 - Main frames, intermediate frames.
 - Meter, relay, coil, and condenser racks.
 - Power plant, fuse-boards.
- Methods of wiring, cable colour codes.
- Desks for testing-officers, supervisors, &c.
- Methods of handling traffic between local exchanges and between
trunk and local exchanges.
- Different types of junction circuits.

Instruction circuits ; observation circuits.
 Service meters ; load curves.
 Lamp-cap markings.
 Subscribers' apparatus ; extension circuits.
 Coin-collecting boxes.
 Party-line systems.
 Cabling ; methods of distribution, jointing, identification of circuits,
 wiring of buildings.
 Trunk exchanges—sections, trunk circuits, operators' cord circuits.
 Concentration arrangements.
 Trunk test-boards.
 Transfer arrangements.
 Time-check system ; calculagraph.
 Superimposed and phantom circuits.
 Record tables.
 Simultaneous telegraphy and telephony.
 Transmission :—
 Elementary theory of telephonic transmission.
 Effects of resistance, capacity, inductance, and leakage on the
 propagation of electric waves ; the relation between these
 quantities which gives a distortionless circuit.
 Attenuation factor.
 Pupin's system of inserting inductances, or "loading."
 Limiting distances to which good speech is possible through the
 various forms of conductors and cables.

K. Telegraph and Telephone Engineering as applied to Underground Construction ; Properties of Telegraph and Telephone Materials.

Construction of underground lines :—
 Surveys—points to be specially noted.
 Depth of trenches.
 Methods of jointing and laying cast-iron pipes ; use of solid
 bends and split couplings.
 Various forms of conduits containing multiple ducts.
 Joint-boxes ; pillar test-boxes ; manholes.
 Lead-covered paper-insulated cables ; methods of drawing in
 and jointing ; testing of joints ; desiccation.
 Cable distribution and connection boxes.
 Replacement of lines.
 Tests during construction.
 Removal of faults.
 Telegraph and telephone materials :—
 Physical, electrical, and magnetic properties of materials used in
 construction of telegraph and telephone lines and apparatus.
 Causes of deterioration ; protection from same.
 Conductors—Electric and thermal conductivity ; specific heat and
 gravity ; strength, hardness ; ductility ; malleability.
 Manufacture of iron and copper wires and messenger-cables.
 Insulators—uses ; dielectric strength ; specific inductive capacities ;
 specific resistances.

L. Advanced Electrical Engineering as applied to Electric Light and Power ; Gas and Oil Engines.

Alternating electric currents, characteristics of.
 Alternating current circuits, properties of ; relation of resistance,
 inductance, capacity.
 Electrical measuring-instruments, including wattmeters—construc-
 tion, uses, and testing of same.
 Electric heating and ventilating apparatus as applied to buildings.
 Illumination, requirements and laws of.
 Light-distribution.
 Reflection and refraction ; shades.
 Photometry.
 Electrical machinery :—
 A.C. generators and motors, fundamental principles of con-
 struction and general principles of action.
 Switchboard starting and protective devices.
 Principles of construction and operation of transformers used
 in power-distribution.

- Connections of transformers on single and polyphase circuits.
- Lightning-arresters used on power circuits, principles of.
- Installation of motors and generators.
- Electric tramways, direct-current systems :—
 - Fundamental principles and equipment of trolley systems, with track return.
 - Use of positive and negative feeders ; boosters.
 - Track construction and bonding.
 - Electrolysis.
 - Board of Control requirements and tests.
- Light and power distribution :—
 - Systems of distribution, D.C. and A.C., two-, three-, and four-wire.
 - Regulation of voltage at central station.
 - General relation between generating stations, converter stations, sub-stations, and receivers.
- Gas and oil engines :—
 - Modern types—their construction, theory, installation, operation, and maintenance.

69. One month's notice of the intention to hold such examinations shall be given by notice published in the Post and Telegraph Official Circular, and the names of officers who have passed the required standard of examination shall be entered by the Commissioner in a record kept for that purpose ; and in promoting any officers to vacancies, or from one class or grade to another, effect shall as far as possible be given to the results of such examinations. When a vacancy occurs in a branch in which knowledge of theory or practice in the science of electricity in its relation to telegraphy is requisite, such examination shall be conducted by the Inspector of Telegraph-offices or a Telegraph Engineer, or such other officers as may from time to time be appointed by the Commissioner ; and where knowledge of or capacity in business relating to the Post Office branch is required the examination shall be held by the Chief Inspector, or an Assistant Inspector of Post-offices, or such other officer or officers as the Commissioner may from time to time appoint ; or the Commissioner may appoint any of such officers to conduct all examinations or any such examination under this regulation.

The following are the certificates to be supplied, and examinations to be passed, for appointment to different positions in the Department :—

Position.	Age.	Certificates.	Examination.
GENERAL DIVISION.			
Telegraph message-boy	14 and over	Age, character, health	Competency in Standard V. Preference to be given to lads who pass a higher educational test than Standard V.
P.O. boy messenger	14 and over	Ditto ..	Ditto.
Other officers not specified	16-40	" ..	Competency (Standard IV).
Switchboard attendant	16-25	" ..	Competency (Standard VI).
Assistant ..	16-25	" ..	" ..
Matron, supervisor, Postmistress, and counterwoman	20-45	" ..	" ..
Shorthand-writer and typist	16-30	" ..	Educational certificate of proficiency (Standard VI)
CLERICAL DIVISION.			
Telegraphist and book-keeper (female)	20-45	Age, character, health	Educational certificate of proficiency (Standard VI).

DEPARTMENTAL EXAMINATIONS.

GENERAL DIVISION.

Position.	When held.	Certificates.	Examination.
Junior officer practising telegraphy	Quarterly; on the 20th March, 20th June, 20th September, and 20th December.
Letter-carrier— For promotion to position of Letter-carrier's Sorter	Any time	..	Sorting 500 addressed letters: Time-limit, twenty minutes; 97 per cent. to be correctly sorted. In addition, an examination in postal rates and charges and the rules relating to deliveries must be passed.

CLERICAL DIVISION.

Position.	When held.	Certificates.	Examination.
Officers of the Eighth Class :—			
Cadet (Age, 15-25)	..	Age, character, health	Proficiency (Standard VI) or Entrance Examination.
Counter Clerk (telegraph)	Any time	Ditto ..	(1.) Proficiency (Standard VI) or Entrance Examination. (2.) Examination in duties, rules, and regulations (called "Counter Clerk's Junior Examination"). Pass marks, 75 per cent. Time allowed, three hours and a half.
Cadet (postal)	Quarterly (except sorting-test, which may be taken at any time)	" ..	Sorting-test (except for cadets engaged exclusively in money-order and savings-bank duties) and postal knowledge (called "Cadet's Postal Examination"). Pass marks: Sorting-test, 97 per cent.; postal knowledge, 80 per cent. in the paper dealing with the working of the branch in which officer is principally engaged; 60 per cent. in other paper. Time allowed: Sorting-test, fifteen minutes,* 500 addresses; written portion of examination (two papers), one hour and a half each.
Cadet (telegraph)	Any time	" ..	(1.) Telegraph knowledge (called "Cadet's Knowledge"). Pass marks, 75 per cent. Time allowed, three hours and a half.
	"	" ..	(2.) Operating-test (called "Cadet's Operating"), sending twenty-five, receiving twenty-three, words — ten minutes each way. Pass marks, 99 per cent.
	Quarterly	" ..	(3.) Technical examination (called "Cadet's Technical Examination"). Pass marks, 50 per cent. Time allowed, three hours.
Despatch Clerk (junior)	Any time	..	(1.) Proficiency (Standard VI). (2.) Examination in duties, rules, and regulations (called "Despatch Clerk's Junior Examination"). Pass marks, 75 per cent. Time allowed, three hours and a half.

* An additional five minutes is allowed to cadets who have not been continuously employed in the mail-room for six months prior to taking the test.

Position.	When held.	Certificates.	Examination.
Officers of the Seventh Class, before receiving salary beyond £165 per annum:—			
Postal officer ..	Quarterly	..	(1.) Postal rules and regulations, and postal work. (2.) A practical examination; efficiency test. Pass marks, 80 per cent. in that paper dealing with work of the branch in which officer is principally engaged; 60 per cent. in other paper. Time allowed (two papers), one hour and a half each. } Called "First Examination (Postal, General)."
Telegraphist ..	Any time	..	(1.) Operating-test, sending thirty, receiving thirty, words—fifteen minutes each way (called "Operating"). Pass marks, 99 per cent. (2.) Telegraph rules and regulations (called "Regulations"). Pass marks, 50 per cent. Time allowed, three hours and a half. } Called "First Examination (Telegraph, General)."
Counter Clerk ..	"	..	Examination in duties, rules, and regulations (called "Counter Clerk's First Examination"). Pass marks, 75 per cent. Time allowed, three hours and a half.
Despatch Clerk ..	"	..	Examination in duties, rules, and regulations (called "Despatch Clerk's First Examination"). Pass marks, 70 per cent. Time allowed, three hours and a half.
Telephone-exchange Clerk	"	..	Examination in duties, rules, and regulations (called "Telephone-exchange Clerk's First Examination"). Pass marks, 75 per cent. Time allowed, two hours and a half.
Officer not otherwise described	"	..	Any of the foregoing under the present heading.
Officer of the Seventh Class, before receiving salary beyond £200 per annum	"	..	An oral test of efficiency to the satisfaction of his immediate controlling officer in the work usually performed by him.
Telephone-exchange Clerk (qualifying as senior or second Exchange Clerk at Auckland, Christchurch, Dunedin, or Wellington, or as senior Exchange Clerk at another centre)	Yearly	..	Senior Technical (Check Clerk's) Examination. Pass marks, 50 per cent. Time allowed, three hours and a half.
Check Clerk (officer qualifying for)	"	..	Senior Technical Examination (also called Check Clerk's). Pass marks, 50 per cent. Time allowed, three hours and a half.
Officers of the Sixth Class (unless exempt under Classification Regulations)	(1.) Senior Examination; or (2.) Senior Technical Examination (also called Check Clerk's). Pass marks, 75 per cent. Time allowed, three hours and a half.
Officers below the First Class	Such technical or departmental examination as may be deemed necessary.

OFFICERS QUALIFYING FOR ENTRANCE TO ENGINEERING BRANCH.

The following shall be the syllabus of the examination of probationary entrants to the Engineering Branch as technical clerks and technical cadets, and the syllabus of the further examinations necessary to be passed before receiving promotion to the other positions named below.

The passing of the examinations shall give no claim for promotion; but only officers passing these examinations shall become eligible for promotion. Promotion shall depend on the occurrence of vacancies. Officers already performing the duties of assistant engineers or electricians must pass the examination in the subjects set for those positions. Candidates for the entrance examination must be capable Morse operators, and be under thirty-five years of age. Officers who possess the necessary qualifications and who may be selected for service in the Engineering Branch shall in all cases be subject to a period of probation, not more than nine months, to determine their fitness for permanent appointment.

Technical Clerks and Technical Cadets (on Probation).

Position.	When held.	Certificates.	Examination.
Officers qualifying for entrance to the Engineering Branch:— Technical Clerks and Technical Cadets (on probation)	Periodically	..	1. Public Service Senior Examination, including following subjects as set in the syllabus for the late Civil Service Senior Examination: Arithmetic and algebra, geometry and trigonometry, mechanics and hydrostatics, magnetism and electricity. 2. Senior Technical Examination: Pass marks, 50 per cent. 3. Telephone Exchange Clerk's Technical Examination: Pass marks, 50 per cent.
Sub-engineers and Assistant Electricians	"	..	A. Public Service Senior Examination (as for Technical Clerks). B. Senior Technical Examination: Pass marks, 75 per cent. C. Telephone Exchange Clerk's Technical Examination: Pass marks, 75 per cent. D. Overhead telegraph- and telephone-line construction: Pass marks, 50 per cent. E. Telegraph and telephone apparatus: Pass marks, 50 per cent. F. Electric light and power; direct current: Pass marks, 50 per cent. G. Hydraulics: Pass marks, 50 per cent.
Assistant Engineers and Electricians	"	..	H. Telegraph systems of working; testing; protection: Pass marks, 50 per cent. J. Telephone systems and equipment; transmission: Pass marks, 50 per cent. K. Telegraph and telephone engineering as applied to underground construction; properties of telegraph and telephone materials: Pass marks, 50 per cent. L. Advanced electrical engineering as applied to the generation, transmission, and utilization of electric light and power; gas and oil engines: Pass marks, 50 per cent.

NOTE.—Officers must take examinations in proper order—Cadets before the First, and so on. When an officer who has not passed the preceding examinations desires to sit for the Senior Technical (Cneck Clerk's) Examination, he will be required to deposit £1. If he passes the examination the fee will be returned to him, and if he fails it will be retained by the Department. This examination may be taken irrespective of other examinations, and does not exempt from passing any other examination.

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, gardeher, 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.

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.

IMPROPER CONDUCT.

90. If any workman is convicted by any Court of any offence arising from improper conduct of such workman, the foreman shall immediately report the circumstances to the Permanent Head.

INSOBRIETY.

91. If a foreman observes at any time that any one under his supervision is unfit to perform his duties properly by reason of over-indulgence of intoxicating liquor or drugs, he shall suspend him from duty and immediately report the matter to the Permanent Head.

INTOXICATING LIQUOR.

92. Any workman found introducing or causing to be introduced intoxicating liquors into the workshop premises shall be liable to be dealt with under section 52 of the said Act.

TEMPORARY FOREMEN.

93. A workman temporarily employed in an advanced capacity, and in charge of at least four men other than himself, shall be paid an allowance of 1s. per day extra while so engaged.

HOLIDAYS.

94. Annual leave of absence shall be granted on the same conditions and scale as other officers, and, in addition, special holidays during the year as follows:—New Year's Day, Anniversary of Province, Good Friday, Easter Monday, Dominion Day, Labour Day, King's Birthday, Christmas Day, and Boxing Day; provided that this can be arranged without inconvenience to the Department. In the event of any of these days not being available the workmen shall be entitled to a day in lieu thereof, to be arranged by the Department. (See Nos. 42, 43, 44, 45, and 46 of these General Regulations.)

SHORT LEAVE OF ABSENCE.

95. The Permanent Head or any officer authorized by him may, in case of pressing necessity, grant any workman of not less than nine months' service leave of absence not exceeding three working-days. For the purpose of this regulation leave granted for Saturday shall count as one-half of a working-day. Any leave granted under this regulation shall be deducted from the annual leave.

SICK-LEAVE.

96. Sick-leave when granted by the Permanent Head shall be granted in accordance with the following schedule, but a report of all leave granted under this regulation shall be submitted every two months to the Commissioner:—

Length of Service.	Period for which Leave may be granted.		
	On Full Pay.	On Half-pay.	
	Months.	Months.	
Over nine months and under five years	1	2	In exceptional cases the Commissioner may take any special circumstances into consideration, and may vary the scale of payments.
Over five years and under ten	2	1	
Over ten years ..	3	..	

97. Every application for sick-leave shall be accompanied by a medical certificate.

98. Where sick-leave for more than three months is applied for, the application must be referred to the Commissioner.

99. Where in case of illness any workman who has received leave of absence for three months is not so far recovered as to be able to resume his duties, further extensions of leave may be granted by the Commissioner, provided that on each extension of leave the applicant shall be subject to an examination by a medical practitioner approved by the Commissioner.

100. Special circumstances may be taken into consideration—*e.g.*, where a workman in discharge of his duty sustains injuries of such a nature as to incapacitate him for duty.

101. If any workman is absent from duty on account of illness, and such absence has extended beyond three months, he shall not be permitted to return to duty until some medical practitioner approved by the Commissioner has certified that he is fit to resume work.

INEFFICIENCY THROUGH ILLNESS.

102. If in the opinion of the Permanent Head any workman is inefficient through repeated illness, such inefficiency shall be reported to the Commissioner, who may take steps to have such person examined under the provisions of the Public Service Superannuation Act, with a view to his retirement from the Post and Telegraph Department as being medically unfit for further duty.

ILL HEALTH RESULTING FROM MISCONDUCT.

103. No leave on account of illness shall be granted with pay if the sickness or ill health has been caused by the misconduct of the workman. In order to satisfy himself on that point the Permanent Head may send a medical practitioner to attend on and examine such workman. A fee shall be paid to the medical practitioner for his attendance and report; and if such report is in the opinion of the Permanent Head not favourable to the workman concerned, the amount of the fee so paid shall be deducted from any money which is or becomes payable to the said workman by the Government.

PENALTY FOR IMPOSITION.

104. Any workman practising imposition under the plea of sickness shall be subject to dismissal, disratment in rank, or reduction in salary, as the Commissioner may determine.

SICK-LEAVE FOR TEMPORARY WORKMEN.

105. The Permanent Head may, on satisfactory evidence that the leave is necessary on account of sickness or ill health, grant to any workman who has been temporarily employed for more than two months and less than nine months leave of absence on half-pay for a period not exceeding two weeks.

106. Sick-leave on pay shall not be granted where a workman receives compensation under the Workers' Compensation Act, 1908.

LEAVE OF ABSENCE FOR MILITARY PURPOSES.

107. Leave of absence shall be granted by the Permanent Head to workmen who are members of the Defence Force for the purpose of attending camps and courses of military training. Leave of absence granted in pursuance of this regulation shall be additional to the holidays before mentioned.

SPECIAL LEAVE ON RETIREMENT.

108. Special leave of absence will be granted to workmen retiring from the Post and Telegraph Department on the following conditions: Provided that the sick or other leave in the twelve months preceding retirement has not exceeded three months, and that the interval between the ordinary and special leave is at least three months.

- (a.) Workmen retiring on superannuation, or compensation in lieu of superannuation, three months.
- (b.) Workmen of under ten years' service retiring for their own purposes, other than medical unfitness, no leave.
- (c.) Workmen of ten years' service and under twenty years' service retiring for their own purposes, other than medical unfitness, one month.
- (d.) Workmen of at least twenty years' service retiring for their own purposes, other than medical unfitness, six weeks.
- (e.) Workmen retiring on medical certificate, three months.
- (f.) Workmen dispensed with through no fault of their own before reaching the retiring-age—

If under five years' continuous service, one month.

If five years and under ten years, two months.

If ten years or over, three months.

CAMP OR FIELD ALLOWANCE.

109. Camp or field allowance shall be paid as follows :—

To a chainman, overseer, or other leading man when in charge of any particular work requiring his absence from Headquarters, for the first seven days or under	7	6	per day.
And for any longer period thereafter	4	0	„
To any other man, if married, and sent away from his home, for each day in camp	2	0	„

In each case a day shall mean a full day of twenty-four hours.

The above regulation shall apply only to men who are on the permanent staff, except with the special consent of the Permanent Head.

SPECIAL TRAVELLING AND OTHER ALLOWANCES.

110. The following special travelling and other allowances shall be payable in the cases stated hereunder :—

To each sub-overseer, foreman storeman, or head chainman on an engineering or a survey party, and to each officer in the Post and Telegraph Department below Class G 7 who is employed in a similar capacity, for each day occupied in travelling from his headquarters to his work and back to headquarters from his work the sum of 7s. 6d.

To any other man whom it is necessary to employ in any centre and send to work in the country, the cost of transit to and back from his work; and, in addition, for each day occupied in so travelling to and back from his work, the sum of 6s., but no allowance shall be payable for the period during which he is employed on the work he is sent to perform unless under special circumstances approved by the Permanent Head.

In each case "day" shall mean a full period of twenty-four hours. For portions of a day the allowance shall be at the rate of 6d. per hour, but shall not in any case exceed the full day's allowance specified above; but when a man is sent out from any centre and returns the same night the cost of transit only will be paid, unless he was unaware the previous night that he was to leave the next day, in which latter case actual and reasonable expenditure for meals will be refunded.

TRAVELLING-EXPENSES.

111. Workmen travelling under instructions shall be entitled to a refund of actual and reasonable expenses incurred for board and lodging. Receipts for all sums in excess of 5s. shall be submitted.

The cost of transport by land or sea will be paid by the Department, or, when paid by the workman, will be refunded to him on production of vouchers, but no vouchers for such expenses will be required for sums of 5s. or less; and vouchers for railway fares will not be required if the railway travelled upon and the extent of the journey is stated.

Workmen who are transferred from one locality to another at their own request, or by mutual exchange, must bear the whole cost of their removal.

112. When transferred on account of misconduct the cost must be borne by the workman at fault, unless otherwise determined by the Commissioner prior to removal.

When any workman is transferred—

- (a.) In the public interest;
- (b.) To meet the convenience of the Department;

The actual cost of conveyance of such workman and of his family (with personal and household effects only) will be paid by the Department; but the Permanent Head shall decide as to the transfer of the workman's family if the work to which the workman is to be transferred be estimated to last for a shorter period than six months.

- (c.) In the interests of the workman,—

When there is no public work available in a district, and a workman desires to be retained in the Post and Telegraph Department and there is work available for him in another district, he may be transferred to such last-named district, but in such case his personal expenses only will be paid by the Department.

ACCIDENTS.

113. Every accident must be immediately reported to the head of the branch. In every case the foreman is fully empowered to call in medical assistance. Every accident must be reported as soon as possible, care being taken to preserve all important facts in connection with the accident for embodiment in the report. A stock of first-aid appliances and material must be provided and kept in accessible positions, and such stock shall be regularly examined to see that it is in a proper and serviceable condition. This must be the special duty of the foreman, and a record must be kept of the result of each examination.

FIRST AID.

114. Workmen are recommended to make themselves proficient in the rendering of first aid. Books of instruction will be supplied by the Permanent Head on application.

WORKMEN NOT TO VISIT OTHER PARTS OF SHOP.

115. Each workman must confine himself to that part of the shop in which he is engaged, and must not visit or work in any other part unless authorized.

REMAINING IN OR RETURNING TO WORKSHOPS AFTER HOURS. VISITORS.

116. A workman must not remain in or return to the workshops premises after working-hours without the permission of his foreman. Visitors must not be allowed in the workshop without the permission of the foreman.

WORKMEN TO BE COMPETENT.

117. Foremen must see that each workman is competent for the work he is set to do, and that the work is performed in a proper manner. Any carelessness, negligence, or incompetency must be at once reported.

ECONOMY.

118. All work must be executed in a workmanlike manner, and each workman must be economical in the use of stores and material. Old or surplus material shall be disposed of only as directed by the Permanent Head.

TIDINESS REQUIRED.

119. It shall be the duty of each foreman to see that the staff under his control appear on duty as tidy as circumstances will permit.

NEGLECT OF INSTRUCTIONS.

120. Any workman disobeying instructions, doing his work in an unworkmanlike manner, interfering or wrangling with any other workman, using objectionable or abusive language, or being absent from duty without leave shall be liable to be dealt with under section 52 of the said Act.

COMPLAINTS.

121. Any workman who has cause to complain of the conduct of another workman must make his complaint to the foreman or head of the branch within seven days of the date on which such conduct is alleged to have occurred. Such complaint shall be immediately forwarded to the Permanent Head, who shall forthwith call upon the person complained of to furnish an explanation.

BORROWING FORBIDDEN.

122. A workman is strictly forbidden to borrow money from, or to place himself under pecuniary obligation to, any subordinate workman.

SMOKING.

123. Workmen shall not smoke in any prohibited parts of any workshop or premises during working-hours. Foremen must see that notices are posted in prominent places in the matter of smoking in the prohibited portion of any building.

CANVASSERS TO BE EXCLUDED.

124. All canvassers are strictly excluded from departmental premises.

REGISTERING ADDRESSES OF WORKMEN.

125. The place of residence of each permanent workman and any change of residence must be at once notified to the foreman, who will be responsible for seeing that the names and addresses are registered.

DEFICIENT OR SURPLUS PAY.

126. If a workman has reason to believe that he has received the wrong amount of pay he must at once report the matter in writing to the foreman.

127. Any workman whose pay does not agree with the amount appearing on the pay-sheet must notify the paying officer before leaving, otherwise no claim for alleged shortage will be entertained by the Department. Should there be any instance of overpayment it must at once be reported.

FIRE.

128. Any workman using artificial light or fire must extinguish it before leaving the premises. Shavings and other combustible materials must not be permitted to accumulate. Foremen will be responsible for seeing that this regulation is complied with.

TESTING FIRE APPLIANCES.

129. All fire appliances must be tested regularly, and a record kept by the foreman showing the date of testing and state of the appliances.

NOTICE WHEN LEAVING SERVICE.

130. Any permanent workman wishing to leave the service of the Department must give one month's notice of his intention so to do.

COMMUNICATIONS TO BE ADDRESSED THROUGH FOREMAN.

131. A workman is forbidden to address communications in connection with his duties in the Department other than through his foreman.

SUGGESTIONS.

132. Workmen are invited to suggest either orally or in writing improvements to working appliances or methods in use. Where a book is provided in which suggestions may be recorded such book shall be inspected at regular intervals by the foreman, who must report such suggestions to the Permanent Head.

COST OF WORK.

133. Each foreman should regard it as a special part of his duty to keep himself in close touch with the cost of each work placed in his hands for execution, and where in any case the cost may appear excessive the fullest inquiry should be made to ascertain the reason.

STORES REGULATIONS.

134. Each foreman will be responsible for observing all regulations affecting the purchase, custody, receipt, and disposal of stores, and all matters relating thereto or in connection therewith.

AUTHORITY TO PURCHASE MATERIAL.

135. No material for use in the workshops shall be purchased without the specific authority of the officer appointed for the purpose.

CREDITING SURPLUS STORES.

136. When stores have been drawn from stock for any one work and are not wholly required, foremen must see that all such stores remaining over are properly credited.

PRESERVING STORES AND MATERIAL.

137. Special attention must be paid to the preservation of all stores and material so as to prevent loss, depreciation, or deterioration. Regular inspection must be made and constant watchfulness exercised by foremen to secure the observance of this regulation.

FILING INVOICES.

138. Each foreman must file all invoices for goods received by him, in order that he may be able to certify to the correctness of claims referred to him for check.

BRANDING BULK TIMBER AND TOOLS.

139. Every tool the property of the Department must bear the departmental brand, and each workman must see that the brand is made and maintained on each tool. Such tools must not be used until they are properly branded. On leaving the Department each workman must account for all departmental tools entrusted to his care. A system of branding timber shall be adopted to suit the conditions of the Department.

RESPONSIBILITY FOR TOOLS.

140. The officer in charge of each workshop or gang will be held responsible for the safety, accuracy, branding, and condition of all portable and special tools, and must report any case of injury to such tools by any workman, provided such injury is not due to fair wear-and-tear.

CARE OF TOOLS AND MACHINERY.

141. All machinery and tools must at regular intervals be cleaned and kept in proper working-order. Workmen shall be afforded the necessary time in which to perform this duty, and the work should, as far as possible, be evenly distributed among all workmen.

DAMAGE TO PROPERTY.

142. A workman must not damage, destroy, or otherwise make away with any tool or other article, or deface, mutilate, or destroy any drawing, pattern, notice, or other article, the property of the Department.

143. A workman in the course of his work breaking or otherwise damaging tools or machinery or other property of the Department must at once report the matter to the foreman or head of the branch.

RECORD OF TOOLS AND EQUIPMENT.

144. A record in prescribed form shall be kept by each foreman of all tools and equipment under his charge.

PERMIT TO TRANSFER TOOLS AND MATERIAL.

145. Any workman having occasion to take tools or material from the shops to any place where he may be temporarily employed must obtain a permit from the foreman. Such tools and any surplus materials must be returned to the workshop.

PERMISSION REQUIRED TO LEND OR BORROW TOOLS.

146. Tools, appliances, or material of any description belonging to the Department must not be loaned or borrowed without permission of the Permanent Head.

WORK IN WORKMAN'S OWN TIME.

147. A workman is, except with the permission of the Permanent Head, forbidden to bring into the workshop material or goods of any description, other than tools required for his work, which are not provided by the Department.

DEPARTMENTAL PROPERTY NOT TO BE TAKEN FROM WORKSHOPS.

PRIVATE WORK.

148. A workman is forbidden to take any departmental property from the workshop (other than for departmental purposes), and must not convert to his own use any material or article the property of the Department, however small its value may be, and under no circumstances shall a workman make for private purposes tools, patterns, models, or articles of any description upon the premises.

SHOPS TO BE KEPT CLEAN.

149. *The shops and premises adjacent thereto must be kept in a cleanly condition.*

REPAIRS TO SHOP PREMISES OR EQUIPMENT.

150. Foremen should call attention to any repairs necessary to shop premises or the equipment.

MACHINERY IN MOTION TO BE PROTECTED.

151. Foremen will be held responsible for seeing that all machinery in motion is properly protected.

DRAWINGS TO BE ADHERED TO.

152. No drawing shall be altered or departed from without written authority, but if at any time any alteration suggests itself to any workman which may be of advantage to the Department he should call attention to it at once.

153. Drawings, documents, or matter of any kind placed in hands of workmen shall be treated as confidential.

YEARLY REPORT ON WORKMEN.

154. On the 31st March in every year the overseer shall furnish to the Permanent Head, for transmission to the Commissioner, a report upon the conduct, diligence, and general efficiency of each workman under his control.

APPEAL.

155. Workmen shall have the right of appeal under the General Regulations of the Public Service Commissioner issued on the 31st March, 1913.

GENERAL.

156. In the event of any dispute or question arising as to the meaning of these Regulations, or any portion thereof, or as to anything done or alleged to have been done thereunder or contrary thereto, it shall be referred to the Permanent Head.

As witness my hand this twentieth day of May, one thousand nine hundred and fourteen.

D. ROBERTSON,
Public Service Commissioner.

In pursuance of the provisions of the Public Service Act, 1912, His Excellency the Governor of the Dominion of New Zealand, with the advice and consent of the Executive Council of the said Dominion, approves of the foregoing regulations.

LIVERPOOL, Governor.

Approved in Council this twenty-second day of May, one thousand nine hundred and fourteen.

J. F. ANDREWS,
Clerk of the Executive Council.

