



VICTORIA GOVERNMENT GAZETTE.

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Factories and Shops Acts.

DETERMINATION OF THE LIFT BOARD.

NOTE.—This Determination applies to the following parts of Victoria, namely:—The Metropolitan District, as defined in the Factories and Shops Acts, and the Order in Council thereunder, and such portion of the city of Sandringham as is not within the said district; the cities of Ballarat, Bendigo, Geelong, Geelong West, and Warrnambool; the town of Newtown and Chilwell; and the boroughs of Eaglehawk and Sebastopol.

IN accordance with the provisions of the Factories and Shops Acts, the Wages Board appointed to "determine the lowest prices or rates which may be paid to any person or persons or classes of persons employed in the process, trade, business, or occupation of a lift attendant" has made the following Determination, namely:—

1. That on the 27th April, 1945, the last previous Determination of this Board shall be revoked and replaced by this Determination.

2.

EMPLOYEES.

	Weekly Wage.		Note.
	s.	d.	
Lift attendants (male or female)	100	0	The Board has determined that no apprentices shall be taken to the trade.

TERMS OF EMPLOYMENT.

3. Employees (other than casuals) ready, willing and available for work, shall be paid the weekly wage fixed irrespective of the number of hours worked not exceeding 44 hours per week.

WAGES TO BE PAID IN FULL.

4. An employer shall not make any deduction from wages for meals supplied to lift attendants in hotels, coffee palaces, clubs, restaurants, or hospitals.

TIMES OF BEGINNING AND ENDING WORK.

5. Time of beginning and ending work for lift attendants, other than those who are employed in lifts in hotels, clubs, coffee palaces, restaurants, or hospitals—

	Time of Beginning.	Time of Ending.
(i) On the day on which the half holiday is observed locally	8 a.m.	1 p.m.
(ii) on the other working days of the week	8 a.m.	6.15 p.m.

OVERTIME.

6. The following rates shall be paid:—

(1) Lift attendants who are employed in lifts in hotels, clubs, coffee palaces, restaurants, or hospitals—

(a) For all work done in excess of ten hours on any one day	} Time and a half.
(b) For all work done in excess of 44 hours in any week	

(2) All other lift attendants—

(a) Outside the hours fixed as the times of beginning and ending work	} Time and a half.
(b) Within the hours fixed as the times of beginning and ending work in excess of 44 hours in any week	

CASUAL ATTENDANTS.

7. Casual attendants, i.e., persons who are employed during any week for not more than one-half the maximum number of hours fixed in this Determination as a week's work, shall be paid as follows—

	Per hour.
Persons employed in lifts in retail shops, hotels, clubs, coffee palaces, restaurants and hospitals	3s. 3d.
All other persons—	
(a) Within the times of beginning and ending work	3s. 3d.
(b) Outside the times of beginning and ending work	4s. 3d.

SPECIAL RATES FOR SUNDAYS AND PUBLIC HOLIDAYS.

8. Lift attendants (including casuals) employed in hotels, clubs, coffee palaces, restaurants, or hospitals shall be paid at the rate of time and a half for work done on New Year's Day, 26th January (Australia Day), Good Friday, Easter Monday, Labour Day, Christmas Day, and Boxing Day; and all other lift attendants (including casuals) shall be paid double time for work done on Sundays, New Year's Day, 26th January (Australia Day), Good Friday, Easter Saturday, Easter Monday, Labour Day, Anzac Day, King's Birthday, Melbourne Cup Day (within the Metropolitan District as defined in the Factories and Shops Acts and the Order in Council thereunder), Christmas Day, and Boxing Day; but if any other day be by Act of Parliament or Proclamation substituted for any of the above-named holidays, the special rate shall be payable only for the day so substituted.

TERMINATION OF EMPLOYMENT.

9. One week's notice of termination of employment shall be given by either employer or employee, or one week's pay shall be paid or forfeited, as the case may be, in lieu thereof.

Provided that an employer may dismiss an employee without notice for malingering, inefficiency, neglect of duty, or misconduct, and in such cases wages will be paid up to the time of dismissal only.

RATIONING OF EMPLOYEES.

10. Where an employer desires to ration his employees he shall give at least three days' notice to each employee of his intention to ration such employee.

SICK LEAVE.

11. (a) Lift attendants continuously employed who are necessarily absent on account of sickness shall be allowed six days' sick leave each year on full pay, providing satisfactory evidence is produced to the management or employer within 24 hours of the usual hour for commencing work.

(b) If the full period of sick leave as prescribed in sub-clause (a) hereof is not taken in any year, such portion as is not taken shall be cumulative from year to year up to a period not exceeding eighteen days, which shall be the maximum amount of leave to which an employee shall be entitled in any year without deduction of pay.

For the purposes of this sub-clause service prior to the 17th December, 1913, shall be disregarded.

ANNUAL HOLIDAY.

12. (a) Any employee who has been in the service of an employer continuously for a period of not less than twelve months shall each year be granted holidays on full pay for twelve consecutive working days, which includes Saturdays, whether work is ordinarily performed or not. Also any employee, if his employment terminates after not less than six months but less than one year, shall be entitled to be paid *pro rata* at the rate of one day's pay for each month worked providing that he is not discharged for misconduct or breach of duty.

(b) Payment for such holidays shall be made on the last pay day preceding the commencement of the annual leave period concerned.

(c) The employee shall be given not less than fourteen days' notice prior to the commencement of his or her annual leave.

UNIFORMS.

13. Where an employee is required by the employer to wear a uniform, such uniform shall be supplied by the employer.

MEAL HOUR.

14. (a) Employees in hotels, clubs, coffee palaces, restaurants, or hospitals shall be allowed meal intervals as follows:—

(i) Day shift employees (i.e. persons employed up to 3 p.m.)	Not more nor less than one hour between 11 a.m. and 3 p.m.
(ii) Afternoon shift employees (i.e. persons employed after 3 p.m.)	Not more nor less than one hour between 5 p.m. and 9 p.m.
(b) Other employees	Not more nor less than one hour between 11.45 a.m. and 2.15 p.m. and not more nor less than three-quarters of an hour between 5 p.m. and 7.15 p.m.

MEAL MONEY.

15. Any employee (other than one employed in a hotel, club, coffee palace, restaurant, or hospital) required to work beyond one hour after the usual finishing hour of work as prescribed in clause 5 (ii) or before the usual commencing hour of work as prescribed in clause 5 (ii) shall be paid not less than 2s. meal money in addition to the overtime rates as prescribed for in this Determination.

REST PERIOD.

16. Each employee shall be allowed two rest intervals on each day as follows:—(a) The first of ten minutes to be allowed between the time of commencing work and the usual meal interval; (b) the second of ten minutes to be allowed between the usual meal interval and the time of ceasing work for the day. Such intervals are to be counted as part of time worked.

CONTINUITY OF WORK.

17. The work of each day shall be continuous with the customary breaks for meals and rest periods as prescribed in clauses 14 and 16.

PAYMENT FOR HOLIDAYS.

18. All employees (other than those employed in hotels, clubs, coffee palaces, restaurants, and hospitals) not being paid casual rates shall be entitled to the following holidays without deduction of pay:—New Year's Day, 26th January (Australia Day), Good Friday, Easter Saturday, Easter Monday, Labour Day, Anzac Day, King's Birthday, Melbourne Cup Day (within the Metropolitan District as defined in the Factories and Shops Acts and the Order in Council thereunder), Christmas Day, and Boxing Day.

PAYMENT OF WAGES.

19. All payments of wages shall be made not later than the hour of ceasing work on Thursday of each week.

SEATING FOR ATTENDANT.

20. A suitable seat shall be provided in each passenger lift for the use of the attendant.

RADIATORS.

21. Radiators shall be installed in all passenger lifts.

RIGHT OF ENTRY OF UNION OFFICIAL.

22. A duly accredited representative of the Federated Lift Attendants' Union shall have the right to enter the establishment of any employer to which this Determination applies on one day per calendar month for a time not exceeding ten minutes, providing that such official is not interfering with the employee's work or offensive in his methods.

TIME AND WAGES BOOK.

23. A time and wages book shall be kept by each employee showing times of attendance and amount of wages received. Such book shall be open for inspection by the Secretary of the Federated Lift Attendants' Union during the usual working hours.

P. A. RANGLES, J.P., Chairman.

J. V. WILLOX, Secretary.

Melbourne, 26th April, 1945.