VICTORIA

GOVERNMENT GAZETTE.

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Factories and Shops Acts.

DETERMINATION OF THE BOARDING SCHOOL EMPLOYEES BOARD.

NOTE:—This Determination applies to the whole of the State.

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 at domestic work in or in connexion with sub-primary, primary, or secondary boarding schools, has made the following Determination, namely:—

1. That as from the beginning of the first pay period to commence in May, 1951, the last previous Determination of this Board shall be revoked and replaced by this Determination.

WAGES.

2.(*a*) *Apprentices or Improvers.*

Males.	Percentage of Basic Wage.	Per Week.	Females.	Percentage of Female Basic Wage.	Per Week.
		s. d.			*s. d.*
Under 17 years of age	57	101 0	Under 16 years of age	46	61 0
17 years of age and under 18	68	120 6	16 years of age and under 17 ..	56	74 0
18 years of age and under 19	79	140 0	17 years of age and under 17½ ..	65	86 0
19 years of age and under 20	90	159 6	17½ years of age and under 18 ..	74	98 0
20 years of age and under 21	100 + 3/6	180 6	18 years of age and under 19 .. and thereafter the minimum wage.	84	111 6

Proportion (in any place).

Apprentices.—One apprentice to every four or fraction of four workers of either sex receiving not less than the minimum wage.

Improvers.—One improver to every four or fraction of four workers of either sex receiving not less than the minimum wage.

(*b*) *Other Employees.*

Males.	Per Week.	Females.	Per Week.
	£ *s. d.*		£ *s. d.*
First Cook, where the number of persons employed in the kitchen is		First Cook, where the number of persons employed in the kitchen is	
Eight or more	11 10 6	Eight or more	9 2 0
Five, six, or seven	11 5 6	Five, six, or seven	8 17 6
Four or less	11 0 6	Four or less	8 11 9
Cook employed alone	10 5 6	Cook employed alone	7 19 9
Second Cook, where the number of persons employed in the kitchen is		Second Cook, where the number of persons employed in the kitchen is	
Eight or more	10 15 6	Eight or more	8 7 0
Five, six, or seven	10 10 6	Five, six, or seven	8 1 6
Four or less	10 5 6	Four or less	7 15 9
Vegetable Cook	9 15 6	Vegetable Cook	7 6 6
Other Cooks	10 0 6	Other Cooks	7 12 6
Kitchenman, pantryman, houseman, or waiter ..	9 11 6	Head waitress	7 8 6
All others	9 11 6	Needlewoman or seamstress	7 8 6
		Kitchenmaid, pantrymaid, housemaid, or waitress	7 1 6
		All others	7 1 6

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DEDUCTIONS FOR BOARD AND/OR BOARD AND LODGING.

(c) The amounts which may be deducted from the wages when an employee is provided with board only or board and lodging shall be :—

	Board Only.		Board and Lodging.	
	Percentage of Basic Wage.	Per Week.	Percentage of Basic Wage.	Per Week.
(i) *Apprentices or Improvers.*				
Males.		s. d.		s. d.
Under 17 years of age	6	10 6	8	14 3
17 years of age and under 18	7·5	13 3	10	17 9
18 years of age and under 19	8·25	14 6	11	19 6
19 years of age and under 20	9·75	17 3	13	23 0
20 years of age and under 21	10·5	18 6	14	24 9
Females.				
Under 16 years of age	6	10 6	8	14 3
16 years of age and under 17	7·5	13 3	10	17 9
17 years of age and under 17½	8·25	14 6	11	19 6
17½ years of age and under 18	9·75	17 3	13	23 0
18 years of age and under 19	10·5	18 6	14	24 9
(ii) *Other Employees.*				
Other employees	12	21 3	16	28 3

HOURS.

3. The number of hours to constitute an ordinary week's work shall be 40.

TIMES OF BEGINNING AND ENDING WORK.

4. The times of beginning and ending work shall be between the hours of 6.30 a.m. and 7.30 p.m.

OVERTIME.

5. The following rates shall be paid for all work done :—

(a) Within the times of beginning and ending work in excess of 7 hours 20 minutes per day or in excess of 40 hours per week—Time and a half.

(b) Outside the times of beginning and ending work—Double time.

DAY OFF EACH WEEK.

6. Each employee shall have at least one full day off in each week. The full day shall operate as from the finishing time of work on the day immediately preceding the day off and until the starting time of the day immediately succeeding the day off.

The day off shall be rostered and shall not be altered except by mutual agreement between the employer and the employee.

TERMS OF EMPLOYMENT.

7. All employees (other than casual employees) shall be engaged by the week and shall be paid either on Thursday or Friday of each week. Except in the case of misconduct by either employer or employee, one week's notice shall be given by the employer or employee to terminate employment, or in lieu of such notice, one week's wages shall be paid by the employer or forfeited by the employee. When notice of termination of service has been given, employees shall be paid within 24 hours from the expiry of such notice.

CASUAL LABOUR.

8. (a) Casual employees, i.e., persons employed for less than the number of hours fixed for an ordinary week's work shall be paid as follows:—

For the first 20 hours .. .. Time and a half.

Thereafter .. .. Time and a third.

(b) Notwithstanding the provisions of sub-clause (a) hereof, if a casual employee works on any holiday as prescribed in Clause 9 he or she shall receive double time for all time worked on such day.

(c) Casual employees shall receive a minimum of four hours' work at casual rates on each day so employed.

PUBLIC HOLIDAYS.

9. All employees (other than casual employees) shall be entitled to the following holidays without deduction of pay, viz., New Year's Day, Australia Day, Good Friday, Easter Saturday, Easter Monday, Labour Day, Anzac Day, King's Birthday, 9th May, 1951, 13th November, 1951, Show Day, Christmas Day and Boxing Day, but if any other day be by Act of Parliament or Proclamation substituted for any of these holidays, employees shall be entitled to the days so substituted.

Provided that if any employee works on any of such holidays or such holiday occurs on his or her rostered day off or during his or her period of annual leave or sick leave, he or she shall be given :—

(a) within four weeks following the date on which such holiday occurred—

(i) one extra day's pay, or

(ii) equal time off in lieu thereof, or

(b) one day shall be added to his or her annual leave.

SPECIAL RATE FOR SUNDAYS.

10. All work done on Sunday within an employee's ordinary week's work of 40 hours shall be paid for at the rate of time and a half or alternatively :—

(i) one half day off in lieu thereof shall be given within 4 weeks, or

(ii) one half day shall be added to his or her annual leave.

ANNUAL LEAVE.

11. Each employee (other than a casual employee) shall receive two weeks' leave annually without deduction of pay. Provided that any employee who has completed three but less than twelve months' service shall, if employment is terminated, receive a proportionate allowance in money that the period of service bears to one year.

SICK LEAVE.

12. Any employee (other than a casual employee) who has been in the service of an employer for not less than three months shall be entitled to twelve working days' sick leave of absence with full pay during each subsequent twelve months' service, provided he or she produces, within 24 hours, evidence satisfactory to his or her employer that such absence was caused by ill-health or by accident.

FARES.

13. Casual employees shall be entitled to all fares exceeding 3d. per day necessarily incurred.

UNIFORMS.

14. Where any female employee is required by the employer to wear a uniform, such uniform shall be provided and laundered by the employer free of cost to the employee. A uniform shall mean and be deemed to be a coat, skirt, apron, cuffs, or any other special articles of clothing.

RIGHT OF ENTRY.

15. Any representative of employees on the Boarding School Employees Wages Board, authorized in writing by the Chairman of the Board, shall have the right to enter any establishment or premises covered by this Determination in order to inspect time sheets and to interview employees on any matter connected with their employment. Such accredited official before entering such establishment or premises shall produce the authority in writing on a demand by the employer or his representative for such production.

PERIODICAL ADJUSTMENT OF WAGES.

16. The wages rates of adult males set out in clause 2 (*b*) are based upon the following basic wage, and pursuant to the provisions of Section 21 of the *Factories and Shops Act* 1934, the Board hereby determines that such rates shall be automatically adjusted as prescribed by clause 17.

BASIC WAGE.

Place.	Basic Wage (Adjustable).	Index Number Set Assigned.
	£ s. d.	
Throughout the State	8 17 0	Melbourne

ADJUSTMENT OF BASIC WAGE.

17. (*a*) For the purposes of this Determination, the expression "Commonwealth Statistician's 'all items' retail price index numbers" or any like expression means the numbers stated to be such index numbers in any document purporting, and not proved to be wrongly so purporting, to be printed by the Commonwealth Government Printer or to be signed by or on behalf of the Commonwealth Statistician.

(*b*) Until the beginning of the first pay period to commence in August, 1951, the amount of the Basic Wage shall be as prescribed in clause 16.

(*c*) During each future successive period beginning with the first pay period to commence in an August, a November, a February, or a May, the amount of the basic wage shall be adjusted by the following method, namely, by multiplying the last published Commonwealth Statistician's "all items" retail price index number by the factor ·103 taken to one place of decimals, the resultant whole number being the amount of the basic wage expressed in shillings, but should the decimal number reach ·5 or more the basic wage shall be taken to the next higher shilling.

(*d*) The wages rates for adult females are based on a basic wage being 75 per cent. of the basic wage for adult males calculated to the nearest 6d., half or less than half of 6d. to be disregarded. The wages rates for adult females shall be adjusted by increasing or decreasing such rates by the amount of the difference from time to time in the said basic wage for females.

(*e*) The wages of apprentices or improvers shall be the appropriate percentages as set out in clause 2, such wages shall be calculated to the nearest 6d., half or less than half of 6d. to be disregarded.

(*f*) The amounts deductable for Board and/or Board and Lodging shall be the appropriate percentages as set out in clause 2, such amounts shall be calculated to the nearest 3d. half or less than half to be disregarded.

P. A. RANDLES, J.P., Chairman.

J. V. WILLOX, Secretary.

Melbourne, 24th April, 1951.

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