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BRITISH GUIANA.

REGULATIONS.

MADE UNDER

THE POST AND TELEGRAPH ORDINANCE

(Cap. 132).

UNDER SECTION 97 OF THE POST AND TELEGRAPH ORDINANCE, THE FOLLOWING REGULATIONS HAVE BEEN MADE BY THE DIRECTOR OF POSTS AND TELECOMMUNICATIONS WITH THE APPROVAL OF THE GOVERNOR IN COUNCIL :—

PART I

GENERAL PROVISIONS.

1. These Regulations may be cited as the Post Office Title.
(Overtime) Regulations, 1960.

2. (i) In Part II of these Regulations the expression “normal Definitions
working hours” means work performed for six and one half hours excluding all intervals on any weekday other than Saturday, or for four hours excluding all intervals on a Saturday.

(ii) In Parts III and IV of these Regulations, the expression “normal working hours” means work performed for eight hours excluding all intervals on any weekday other than Saturday, or for four hours excluding all intervals on a Saturday, except in the case of Telephone Operators and Apprentice Operators whose aggregate working week may include work for more than four hours on a Saturday, and work on Sunday.

(iii) In these Regulations the term “overtime” means attendance in excess of normal working hours.

(iv) In these Regulations the term “weekday” means any day other than a Sunday or a public holiday.

(v) In these Regulations the term “mails” includes parcel mails.

3. When required by the Director of Posts and Telecommunications to work overtime, officers of the Post Office entitled under these Regulations to payment for such work shall be paid for overtime at the rates and subject to the conditions contained in these Regulations. Authority
for Payment.

4. (i) A commuted overtime allowance shall be paid monthly Conditions
relating to
commuted
overtime
allowances.
in arrear.

(ii) A commuted overtime allowance payable under these

Regulations may be proportionately reduced if the officer is absent from duty during any part of one month.

(iii) No commuted overtime allowance will be paid if an officer entitled to such allowance is absent from duty for the whole of any calendar month.

(iv) Except as provided in these Regulations no officer who is paid a commuted overtime allowance shall be paid for overtime at hourly rates.

5. (i) In computing overtime, the first quarter of an hour shall not count, but overtime thereafter up to half an hour shall count as half an hour; and overtime in excess of half an hour shall count as one hour. Overtime after the first hour shall be computed on a half-hourly basis; the payment shall be proportionate to the hourly rate.

(ii) Payment for overtime on Sundays, Christmas Day, the day after Christmas Day if Christmas falls on a Sunday, the day commonly known as Boxing Day, the first weekday of January, Good Friday, Easter Monday and Whit Monday, shall be at the rate of double the hourly rates prescribed in these Regulations.

(iii) Payment for overtime on any public holiday other than those specified in Regulation 5 (ii) or on any weekday not being a public holiday shall be at the rate of one and one half the hourly rates prescribed in these Regulations.

6. Where an officer is employed after normal working hours on work which has, in the opinion of the Director of Posts and Telecommunications, been necessitated by the officer's improper and unauthorised absence from duty during normal working hours or by negligence on his part, the time so worked shall not be included in any computation for overtime payment.

7. An officer appointed to act in a post higher than his substantive post shall be paid for overtime in the rates pertaining to the higher post.

PART II

OFFICERS OF THE CLERICAL SERVICE.

8. Officers of the Classified Clerical Service may be required to work on weekdays in excess of normal working hours, and on Sundays and public holidays.

9. Officers of the Classified Clerical Service in the posts shown in Schedule A to these Regulations, who are liable for regular attendance in excess of normal working hours on weekdays or on Sundays and public holidays, in order to supervise and regulate the receipt and despatch of mails, shall be paid commuted overtime allowance at the rates shown in Schedule A, subject to the approval of the Director of Posts and Telecommunications in respect of each post.

Conditions relating to overtime payments at hourly rates.

Conditions precluding payment for overtime.

Acting appointments.

Circumstances in which overtime may be worked.

Commuted Overtime Allowance.

Overtime at
hourly rates.

10. (i) Officers of the Classified Clerical Service who are not in receipt of commuted overtime allowance, for additional work performed in excess of normal working hours on weekdays or on Sundays and public holidays in order to supervise and regulate the receipt and despatch of mails, or arising out of postal or engineering emergencies, shall be paid for overtime at the hourly rates shown in Schedule B to these Regulations.

(ii) Telecommunications Clerks, for attendance in excess of normal working hours arising out of engineering emergencies, shall be paid overtime at the rates shown in Schedule B to these Regulations. No payment shall be made under this Regulation except with the special permission of the Director of Posts and Telecommunications.

PART III

POSTAL BRANCH

OFFICERS OTHER THAN THOSE PROVIDED FOR IN PART II

11. (i) Officers in the Postal Branch engaged upon receipt, despatch and delivery of mails and telegrams may be required to work on weekdays in excess of normal working hours, and on Sundays and public holidays.

Circumstances
in which
overtime may
be worked.

(ii) If the Director of Posts and Telecommunications considers it to be essential in the public interest that work before and/or after normal working hours or on Sundays and public holidays be performed by officers in the Postal Branch other than those referred to in Regulation 11 (i) he may direct accordingly.

12. Officers in the Postal Branch in the posts shown in Schedule A to these Regulations, for regular attendance in excess of normal working hours in connection with the receipt, despatch and delivery of mails and telegrams, shall be paid commuted overtime allowance at the rates shown in Schedule A, subject to the approval of the Director of Posts and Telecommunications in respect of each post.

Commuted
overtime
allowance.

13. Officers in the Postal Branch in the posts shown in Schedule B to these Regulations who are not in receipt of commuted overtime allowance, for additional work performed in excess of normal working hours in connection with the receipt, despatch and delivery of mails or arising out of circumstances provided for in Regulation 11 (ii), on weekdays or on Sundays or public holidays shall be paid for overtime at the hourly rates shown in Schedule B.

Overtime at
hourly rates.

14. Officers in the Postal Branch in the posts shown in Schedule B to these Regulations who are in receipt of commuted overtime allowance, in respect of additional work they may be specially required to perform in connection with the receipt and despatch of mails and telegrams or arising out of circumstances as provided for in Regulation 11 (ii), after the completion of nine hours work excluding all intervals on any weekday other than Saturday, or five hours excluding all intervals

on any Saturday, or for work performed on Sundays or public holidays, shall be paid for overtime at the hourly rates shown in Schedule B.

PART IV

TELECOMMUNICATIONS AND ELECTRICAL INSPECTORS' BRANCH OFFICERS OTHER THAN THOSE PROVIDED FOR IN PART II.

Circumstances
in which
overtime may
be worked.

15. Officers of the Telecommunications and Electrical Inspectors' Branch may be required to work on weekdays in excess of normal working hours, and on Sundays and public holidays.

Commuted
Overtime
Allowance.

16. Officers in the Telecommunications and Electrical Inspectors' Branch in the posts shown in Schedule A to these Regulations, for regular attendance in excess of normal working hours in connection with the receipt, despatch and delivery of telegrams, shall be paid commuted overtime allowance at the rates shown in Schedule A, subject to the approval of the Director of Posts and Telecommunications in respect of each post.

Overtime at
hourly rates.

17. Officers in the Telecommunications and Electrical Inspectors' Branch in the posts shown in Schedule B to these Regulations who are not in receipt of commuted overtime allowance for additional work performed in excess of normal working hours shall be paid for overtime at the hourly rates shown in Schedule B.

Provided that such officers, other than Telephone Operators and Apprentice Operators stationed in country districts shall not be paid for overtime unless the authority of the Director of Posts and Telecommunications has been obtained.

Provided also that Telephone Operators and Apprentice Operators employed on night duty shall not be eligible for overtime payments except on public holidays and Christmas Day.

18. Officers in the Telecommunications and Electrical Inspectors' Branch in the posts shown in Schedule B to these Regulations who are in receipt of commuted overtime allowance, in respect of additional work they may be specially required to perform in connection with the receipt, despatch and delivery of telegrams after the completion of nine hours work excluding all intervals on any weekday other than Saturday, or five hours excluding all intervals on any Saturday, or for work performed on Sundays or public holidays, shall be paid for overtime at the hourly rates shown in Schedule B.

Payments to
Officers called
out from
home.

19. When an officer is called out from his home after normal working hours he shall be paid overtime irrespective of the number of hours work performed that day, and for each separate occasion on which he is so called out a minimum of overtime in respect of two hours shall be paid.

20. Officers required to stand by at their homes in order to be available for emergency calls shall in addition to any overtime payment earned, be paid an allowance of four dollars and fifty cents a month. Additional allowance to emergency duty officers.

Provided that the Director of Posts and Telecommunications may disallow the whole or part of such allowance if the officer concerned is not available for, or fails to respond to, an emergency call.

PART V

MISCELLANEOUS

21. The Post Office (Overtime) Regulations approved in 1951 Revocation. are hereby revoked.

22. These Regulations shall be deemed to have come into operation on the 1st day of January, 1960. Date of commencement.

Made this 28th day of November, 1960.

E. E. CASSELL,
Director of Posts and Telecommunications.

* Chapter 132.

Approved by the Governor in Council this 30th day of November, 1960.

A .A. ABRAHAM,
Clerk to the Executive Council.

POST OFFICE (OVERTIME) REGULATIONS, 1960

SCHEDULE A

COMMUTED OVERTIME ALLOWANCES.

GRADE	Location of Post	Monthly Allowance Jan.—Nov., inclusive.	Monthly Allowance December
Superintendent	Mails Branch	\$86	Amount shown in Column 3 plus 50%
Superintendent	Parcels Branch	\$59	
Assistant Superintendent ..	Mails Branch	\$52	
Class I Clerk	Mails Branch	\$42	
Class I Clerk	Parcels Branch	\$27	
Class II Clerk	Mails Branch	\$25	

COMMUTED OVERTIME ALLOWANCES—Cont'd.

GRADE	Location of Post	Monthly Allowance Jan.—Nov., inclusive.	Monthly Allowance December	
Class II Clerk **	Parcels Branch **	\$16	Amount shown in Column 3 plus 50%	
Chief Postmaster **	Georgetown G.P.O. **	\$35		
Chief Postmaster **	New Amsterdam **	\$58		
Chief Postmaster **	Suddie **	\$58		
Senior Postmaster **	District Post Offices **	\$48		
Postmaster **	District Post Offices **	\$37		
Assistant Postmaster ..	Georgetown G.P.O. **	\$23		
Assistant Postmaster ..	New Amsterdam **	\$23		
Sorting Office Superintendent	Georgetown G.P.O. **	\$23		
Clerk-in-Charge **	Central Telegraph Office **	\$37		
Post and Telegraph Clerk **	All Offices **	\$16		\$16
Town Postman **	Georgetown and New Amsterdam **	\$13		\$13
Rural Postal Assistant **	All Offices **	\$10		\$10
Postal Apprentice ..	All Offices **	\$ 7	\$ 7	
Chauffeur-Mechanic **	Mails and Parcels Branches **	\$10	\$10	
Chauffeur-Mechanic **	Berbice and Essequibo **	\$10	\$10	
Porter (Scale C3) **	Mails and Parcels Branches **	\$ 8	\$ 8	
Porter (Scale C6) **	Mails and Parcels Branches **	\$ 7	\$ 7	

POST OFFICE (OVERTIME) REGULATIONS, 1960
SCHEDULE B
OVERTIME RATES (HOURLY)

POST	LOCATION	OVERTIME RATE
Officers of the Classified Clerical Service who do not receive commuted overtime allowance **	Mails Branch ** Parcels Branch ** Telecommunications Branch	Hourly rate of pay (and acting allowance, if any) subject to Regulation 5
Telecommunications Clerks **	Telecommunications Branch	
Post and Telegraph Clerk **	All Offices **	

OVERTIME RATES (HOURLY) — Cont'd.

POST	Location	Overtime Rate
Town Postmen	Georgetown & New Amsterdam	
Rural Postal Assistant ..	All Offices	
Postal Apprentice	All Offices	
Chauffeur-Mechanic	All Offices	
Porter	Mails & Parcels Branches	
Cycle Repairer & Mechanic ..	Georgetown G.P.O.	
Janitor	Georgetown G.P.O.	
Messenger	All Offices	
Technical Officer	All Offices	
Traffic Officer	All Offices	
Senior Technician	All Offices	Hourly rate of pay (and acting allowance, if any) subject to Regulation 5
Technician	All Offices	
Telecommunications Apprentice	All Offices	
Technical Assistant	All Offices	
Senior Lineman	All Offices	
Lineman, Grades I and II ..	All Offices	
Supervisor	All Offices	
Assistant Supervisor	All Offices	
Telephone Operators, Grades I and II	All Offices	
Apprentice Operator	All Offices	
Chauffeur	All Offices	