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MINISTRY OF AVIATION

*Industrial
Handbook
1961*

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INTRODUCTION

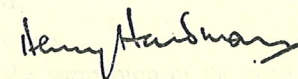
The Ministry of Aviation is a large and complex organisation. You have your part to play in it. You will do so the better if you understand from the start what is expected from you and what you may expect in return. That is why this Handbook is issued to all Ministry of Aviation industrial employees.

This Handbook replaces all earlier documents of this sort whether of the Ministry of Supply, the Ministry of Civil Aviation, or the Ministry of Transport and Civil Aviation. It explains the general rules and conditions of your employment. There will be other special rules and conditions at your place of work, and if they apply to you they will be explained locally. The nature of industrial employment in the Ministry varies so widely that there would be no point in including these special rules in the Handbook.

You must observe all the rules which apply to you. This is as much in your own as in the Ministry's interest. If you break a rule, you may prevent others from doing their job, and if others break a rule your work may be affected.

If you want any information on matters not covered by this Handbook, or if you are in any doubt or difficulty, your immediate supervisor will help you or will arrange for you to see someone who can. Do not hesitate to seek his advice.

Let me take this opportunity of wishing you well in your service with the Ministry.



*Permanent Secretary,
Ministry of Aviation.*

Date: November, 1961.

(b) If you have served in any Government Department you must disclose all such service when you apply for other employment in a Government Department.

(c) (i) If you are drawing a pension under the Superannuation Acts for prior Government service, it will be liable to reduction or suspension during further Government employment.

(ii) If you are drawing a pension for previous public service, e.g. teaching, National Health Service, etc., it may also be liable to reduction or suspension during Government employment. Your pension-paying authority can advise you on these matters.

(d) If you have received a gratuity under the Superannuation Acts for your previous service you may have the right (within two years of re-employment) to refund it in order that the earlier service may reckon for any future superannuation award.

5. Official Secrets Acts

Before starting your employment you must sign a statement that you understand that on entering the employment of the Ministry of Aviation you become bound by the provisions of the Official Secrets Acts and will continue to be so bound even if you subsequently leave this employment. This means that you will undertake not to divulge to any unauthorised person, either civilian or member of the Forces, any information obtained by you as a result of your employment with the Ministry of Aviation. (see also Section IX, paragraph 65).

6. Security

There are restrictions on the employment of persons who

(a) are members of the Communist Party or associated with it in such a way as to raise legitimate doubts about their reliability; or

(b) are members of or associated with Fascist organisations.

7. Women and Young Persons

(a) The Ministry of Aviation observes the provisions of the Factories Acts as regards the hours of work and conditions of employment of women and young persons.

(b) Meal vouchers are at present issued free to young persons under 16 years of age, and are available to 16 and 17 year-olds at reduced charges. These vouchers are valid only for main meals in official canteens.

(c) Employees under 18 years of age may attend, on one day a week, day continuation classes arranged by Local Education Authorities. Special conditions apply to apprentices.

8. Apprentices

All apprentices are bound by the terms and conditions of the Deed of Apprenticeship. Otherwise they are subject to the rules in this Handbook and any special rules of the establishment.

9. Promotion

Vacancies in non-industrial supervisory posts are normally advertised within the Ministry.

10. Internal Transfer

You may be transferred within the establishment at the sole discretion of the management.

SECTION II

Working Hours

11. Standard Hours of Work

The standard hours of work for industrial employees in Ministry establishments are, with certain exceptions, 42 in every week. These hours are normally spread over 5 days except when operational requirements call for 5½ or 6 day working.

12. Shift Work

(a) Shift work (possibly including night shifts) is in operation at some establishments. At others it may be necessary to introduce shift working from time to time. It is a condition of your service that you work on shift if and when required.

(b) If your work involves continuous shifts you must remain until your replacement for the next shift arrives, unless you have obtained special permission to leave.

13. Attendance

(a) You are required to be regular in attendance at your place of work. If you are unable to go to work, you should inform your supervisor or the head of your establishment at once and tell him the reason for your absence. Action may be taken against employees who are irregular in their attendance and this may result in discharge.

(b) An employee who absents himself without permission for five consecutive days will be held to have terminated his employment unless the head of the establishment decides otherwise.

14. Identification

You must enter and leave your establishment only by the authorised entrances and exits. If you are issued with a pass you must have it ready and show it. If you come to work without it you will be held up at the entrance until you have been identified; this will delay your clocking and will involve loss of pay accordingly.

15. Timekeeping

(a) You are required to report for work at the appointed time. You must accept the consequences of your own lateness, whatever the cause.

(b) Checks for late arrival will be made to the next five minutes period. Bad timekeeping will render an employee liable to disciplinary action and may result in dismissal.

(c) Employees living more than three miles from the establishment who arrive late for work by reason of a proved breakdown of transport (including a breakdown due to stress of weather but excluding a breakdown due to a transport strike) may, subject to certain conditions, be relieved of checks for lateness.

(d) Payment at plain timework rate for normal working hours may be specially authorised by Headquarters when employees are either "stood off" or prevented from attending by exceptionally bad weather.

16. Time Recording

(a) You are required to clock, as instructed, at the time you start and leave work. If you are detailed to work overtime you will clock off at the actual time of leaving. Where clocks are not provided you must record the exact times of starting and leaving work on time sheets.

(b) An employee will be liable to dismissal, and may be prosecuted as well, if he

(i) tampers with a time recorder clock or with any clock card;

(ii) clocks another employee's card; or

(iii) makes a false entry on a time sheet.

(c) If an employee fails to clock, his superior officer may sanction payment if he is satisfied that the time has been worked, but the offender will be liable to disciplinary action.

(d) If an incorrect stamping or an alteration has been made on your card, or if you find that it has been clocked by someone else, you must report it at once or you will be held responsible.

17. Meal Breaks

(a) If you work under the standard conditions of day or night shift you will be allowed an unpaid meal break of not less than 45 minutes in each shift.

(b) Special conditions apply to meal breaks for industrial employees at certain establishments. Employees concerned will be informed of the conditions applying to them.

18. Tea Breaks

Where practicable you may be allowed either

(a) a ten-minute tea break during the morning and afternoon call and during the first and second call in the night shift, or

(b) exceptionally, one tea break not exceeding twenty minutes instead.

The duration of the tea break represents the maximum permitted time away from work and the concession may be withdrawn if abused.

SECTION III

Wages

19. Rates of Wages

Rates of wages are authorised by Headquarters (Labour branch) by whom negotiation with the Headquarters Trades Unions is conducted (see Section X paragraph 75).

20. Payment of Wages

(a) Wages are paid weekly, normally one week in arrear.

(b) If you are unable to attend at the time wages are paid, you may apply for a form to authorise someone else to draw your pay, or to have your pay sent by post. You may not draw pay for someone else if you are connected with the recording of time or the make-up or payment of wages or the distribution of pay tickets.

(c) If the amount in your pay envelope differs from the amount shown on your pay ticket, you must report the fact at the time of payment; no subsequent claim

will be considered. The loss of any pay card must be reported immediately.

21. Deductions

(a) Your National Insurance contributions and the amount due for income tax will be deducted from your gross pay.

(b) Subject to your written authority and the approval of the management, voluntary deductions may be made for contributions to certain voluntary organisations such as Hospital Contributory Schemes, Sports Associations, National Savings and such Benevolent Funds as are approved by Headquarters. The Ministry will not accept any liability for the lapse or loss of benefit from these organisations.

(c) Any rent due to the Ministry will be recovered from pay with the written authority of the employee concerned.

22. Guaranteed Week

(a) All industrial employees are guaranteed wages equivalent to their plain timework rate for the weekly hours to which they are normally conditioned, provided that they are capable of, available for and willing to perform satisfactorily during working hours the work associated with their usual occupation or reasonable alternative work where their usual work is not available.

(b) For the purpose of this guarantee, premium payments for overtime worked on week days and premium payments for work done on Sundays and holidays are disregarded.

(c) The guarantee does not apply in the following circumstances:

(i) in the case of an unpaid holiday recognised by agreement, custom, or practice, the guarantee is reduced in respect of the pay of the week in which the holiday takes place in the same proportion as the normal working hours have been reduced in that pay week;

(ii) in the event of a dislocation of work as a result of strike action, the guarantee is automatically suspended in respect of work-people affected in the establishment where the strike is taking place.

23. Timework Guarantee

Employees on systems of payment by results are guaranteed on a weekly basis their plain timework rate for all time actually worked.

24. Substitution Pay

If you are called upon to carry out the full duties of an employee of a higher grade during his absence, your pay and conditions of service will be subject to special rules.

25. Transfer to a lower rated job

Special conditions may apply if you are transferred to a lower rated job.

26. Overtime

You will be paid at special rates for overtime hours.

SECTION IV

Allowances and Other Payments

27. Travelling and Subsistence

(a) If you are sent away on temporary detached duty or transferred to another establishment you may be entitled to travelling expenses and subsistence allowances, etc. The conditions under which these are payable are laid down in the Code of Industrial Travelling Rules and the Transfer Rules for Industrial Employees in the United Kingdom respectively, and copies of these may be obtained on application. (This sub-paragraph does not apply to apprentices, for whom separate arrangements are made).

(b) When making claims for allowances you must be sure that the information you provide is correct. Any employee submitting false information will be liable to dismissal and may be prosecuted as well.

28. Assisted Travel Schemes

You are expected to make your own arrangements for getting to and from work at your own expense. Assisted Travel Schemes have, however, been authorised on a strictly temporary basis at certain establishments where the Ministry considered them to be justified. Any assistance you may obtain from such a scheme is not a condition of your service and does not form part of your wages.

29. Tool Allowances

Carpenters, bricklayers, joiners, plumbers (and apprentices in these trades), patternmaking research and development craftsmen (special) and plasterers who necessarily supply and maintain their own hand tools, may be paid an allowance. This, however, is not an increase in the rate of wages and does not reckon for overtime payment.

30. Compensation for Loss or Damage to Personal Effects

The Ministry is not in general under any liability to compensate for loss or damage to personal property. If, however, loss or damage to personal effects occurs unavoidably and through no fault or negligence of your own in the course of your employment, and is not covered by private insurance, the Department may at its discretion make an ex gratia payment. No payments will be made for loss or damage to jewellery or luxury articles or for loss of money.

31. Private Insurance Policies

If you hold a life or endowment policy, for which your insurance company may require an additional premium because of the kind of work you will have to do, you should consult your Administrative Officer as under

certain circumstances the Department can refund the amount of the additional premium. Should you be in any doubt whether for security reasons you may give information to the insurance company about your work, you should apply in writing to the head of your establishment for advice.

32. Patents, Suggestions and Awards

(a) Certain rules apply to employees who wish to apply for or obtain a patent for an invention. Details may be obtained on application.

(b) Cash awards may in certain circumstances be granted to employees who make suggestions for improving efficiency.

SECTION V

Discipline

33. General

(a) Employment in the Ministry of Aviation is conditional on the employee continuing to render satisfactory service.

(b) A breach of any of the rules contained in this Handbook or any other rule applicable to the establishment will normally be regarded as a disciplinary offence. An employee called to answer a disciplinary charge may, if he wishes, be accompanied by a colleague or his shop steward.

(c) An employee who commits an offence which renders him liable to prosecution will remain liable to such prosecution regardless of any disciplinary action which may have been taken against him.

(d) Reference is made in Section IX to particular offences not dealt with elsewhere in the Handbook.

34. Penalties

An employee who is found guilty of the disciplinary offence with which he is charged may incur one or other of the following penalties, according to the seriousness of the offence:

(a) A formal reprimand which will be entered on his record. The employee will be told in writing that this has been done.

(b) Suspension without pay for a period not exceeding three consecutive working days. The employee will be told in writing of the reason for the suspension.

(c) Dismissal with two weeks' notice (or pay in lieu of notice).

(d) Summary dismissal (i.e., without notice).

Note:

(i) As a general rule dismissal will involve the loss of benefits under the Superannuation Acts (see Section VIII).

(ii) An employee who leaves his employment in order to avoid disciplinary action may forfeit his eligibility to benefits under the Superannuation Acts (see Section VIII).

35. Appeal

An employee has the right to appeal against a decision taken as a result of disciplinary procedure:

(a) He may appeal orally or in writing to the head of the establishment within seven days of being notified of the decision. He may present his case in person to the head of the establishment and, if he wishes, may be accompanied by a colleague or Trade Union representative.

(b) If after local appeal he is still not satisfied, an employee has the right of ultimate appeal to the Permanent Secretary. If he wishes to exercise this right he must submit his appeal in writing through the head of the establishment within seven days of the notification of the result of the local appeal.

36. Investigation of Offences

If an employee is suspected of an offence, the head of the establishment may authorise his suspension from duty while the offence is being investigated.

(Members of the Aerodrome Fire Service are subject to the Code of Discipline of that Service).

SECTION VI

Holidays and Leave

37. Annual Leave

(a) The leave year runs from 1st May to the end of April, and the annual allowance of leave with pay for full-time industrial employees is two weeks (80 hours). Payment is at plain timework rate. Certain examination grades qualify for additional leave after five years service in the grade.

(b) For each complete month of service, you are allowed one-twelfth of the total leave allowance for the year (e.g., if you first took up full-time employment on, say, 1st November, you would be allowed one week's (40 hours) paid leave by the end of the leave year). You may, however, be permitted to take your allowance for the leave year before the end of the leave year (see (c) below) but if your employment ceases for any reason before then, any payment for leave taken over and above your allowance at the date your employment ceases may be recovered from you.

(c) Subject to the needs of the Ministry and to the prior approval of the head of your establishment, you may take your leave at any time, except that:

- (i) you must take at least one week as a continuous period but this may include public and privilege holidays;

- (ii) if there is a period of annual closure you must take your leave during this period (this includes Inspection Department employees at contractors' works which close down for annual leave). This requirement will not apply if you are absent on sick leave or if you are required to carry out essential duties during the closed period;
- (iii) annual leave may not be granted immediately following a period of sick absence unless a certificate of fitness for work is produced, nor during a period of sick absence.

(d) Annual leave cannot be carried over into the following leave year except sometimes under exceptional circumstances. You cannot receive pay for annual leave not taken.

38. Paid Holidays

(a) If you are in an establishment which works a five-day week, you will be eligible for the following paid holidays:

Maunday Thursday afternoon

*Good Friday

*Easter Monday

Friday before Whit Sunday (for the Sovereign's Birthday)

*Whit Monday (or, in Scotland, 1st January)

*August Bank Holiday

*Christmas Day

*Boxing Day (or, in Scotland, 2nd January)

One other day (fixed locally by majority wish)

(*—see paragraph. 40)

(b) If you are in an establishment which works a 5½ or 6 day week you will be eligible for the same paid holidays, except that the Saturday before Easter will be a paid holiday instead of Maunday Thursday afternoon and the Sovereign's Birthday holiday will be taken (in

5½ day week establishments) on the Friday afternoon/ Saturday morning before Whit Sunday or (in 6 day week establishment) on the Saturday before Whit Sunday.

(c) In certain circumstances other days may be substituted for those named above.

39. Conditions of Payment for Paid Holidays

(a) If you are absent without leave during the working day before, or the working day next following a paid holiday you are liable to forfeit payment for the holiday.

(b) Holiday payment may be made for a holiday occurring during or immediately before or after a period of unpaid leave provided that you have been at work within 12 days of the holiday. If, however, you are away at the time on unpaid sick leave, or under suspension from duty, you will not receive holiday pay.

(c) If you are away at the time on paid sick leave, the holiday will count as part of the sick leave and no holiday pay will be issued, but the amount of paid sick leave to which you are entitled in any period of 12 months will be increased by the number of days' holiday so reckoned.

40. Payment when required to work on Paid Holidays

If you are required to work on a paid holiday you will receive pay for time worked in addition to holiday pay. If the day is one of those marked *, extra payment is made for time worked.

41. Hostels

Separate rules for paid holidays and annual leave apply to employees covered by the special agreements for hostel workers.

42. Paid Special Leave

You may be allowed a limited amount of paid special leave for the following reasons:

(a) Marriage

(b) Domestic distress

(c) Bereavement

(d) Service as juror or witness (see Section IX, paragraph 62)

(e) Voluntary Forces training (Territorial etc.)

(f) Service as a Councillor or Magistrate (see Section IX, paragraph 61(b))

(g) Civil Service examinations

You will be given details of the circumstances in which paid special leave may be granted should you require the information.

43. Unpaid Special Leave

(a) Unpaid special leave may be granted exceptionally at the discretion of the head of the establishment for personal or compassionate reasons which do not qualify for paid leave. You must apply for such leave in advance.

(b) Unpaid special leave counts only to a limited extent for superannuation purposes.

SECTION VII

Sickness and Injuries

44. Notification of absence due to Sickness or Injury or Infection

(a) If you stay away from work because of sickness, injury or infection your establishment must at once be notified or you may be treated as an absentee. In any case, you must send a doctor's certificate not later than the fourth day of absence and once a week afterwards.

National Insurance certificates are accepted for this purpose. If you are using a Ministry of Pensions and National Insurance certificate and you wish the estab-

lishment to send it direct to the local National Insurance Office you should complete the claims section first.

(b) When you send your first medical certificate to the establishment you must enclose a note, stating the number of dependants in respect of whom you are claiming allowances from the Ministry of Pensions and National Insurance. The note will be kept by the establishment.

(c) If your doctor has certified you to be unfit you will not be allowed to start work again until he has certified you to be fit. When you report for duty you may also be required to attend the medical department of the establishment (see also Section I, paragraph 2(b)).

(d) If you have been in contact with infectious disease you must notify your establishment at once, and

(i) if the Medical Officer of Health has advised quarantine you should obtain a certificate from him and send it to the head of your establishment;

(ii) in all other cases the establishment Medical Officer will make enquiries.

Where quarantine is advised as above you will be paid at plain timework rates (less National Insurance benefit where payable) while you are away from work for this reason.

45. Sick Leave

There is a scheme of payment for sick leave (which also covers absence due to injury sustained on or off duty)—see Appendix.

If you are absent from work as a result of an injury caused by the negligence of a third party, and you intend making a claim against him, you must report the matter to the head of your establishment.

Unpaid sick leave may be allowed in certain circumstances.

46. Reporting of Accidents

You must report to your immediate supervisor if:

(a) you are injured at work, however slightly, or

(b) you have any signs of a disease that you think may have resulted in any way from your work.

You must ensure that an entry is made in the Accident Book which is kept for this purpose. You must report to the Surgery or Medical Officer if instructed to do so.

47. Medical Treatment

If you require medical treatment for any sickness or disability of whatever nature or origin you must consult your own doctor. It is important, however, that you should know about and take advantage of the facilities available at your place of work for immediate attention to injuries and illness.

48. Injury Compensation

Normally claims for compensation for injury by accident at work or disablement as a result of a prescribed industrial disease should be submitted to your local National Insurance office. Where the injury or disease occurred in Government employment *before 5th July, 1948*, the claim should be sent to the establishment at which you were employed at that time, or, if that establishment no longer exists, to Headquarters through the head of your present establishment.

SECTION VIII

Establishment and Superannuation

49. Establishment.

There is a scheme under which full time industrial employees of the Ministry may be offered nomination for established status in the Government industrial service.

Established status means that you may become eligible for a pension under the Superannuation Acts. Nominations are generally made in order of seniority of service from full-time industrial employees under 60 years of age. Normally you will not be considered unless you have served at least three years as a Government industrial employee. You may obtain details of the scheme on request.

50. Superannuation Benefits

The Superannuation Acts enable awards of pensions and gratuities to be made to Government employees in certain circumstances on termination of employment, subject to completion of certain minimum periods of service and to satisfactory conduct. The rules and awards differ for established and unestablished employees. (See also Section XI, paragraph 80).

A summarized guide to the main features of the Acts will be given to you on request.

51. National Insurance Graduated Pensions Scheme

Established employees and certain others are contracted out of the National Insurance Graduated Pensions Scheme.

SECTION IX

Other Rules

52. Safety

(a) You must take care to prevent accidents happening either to yourself or to others. You must learn and abide by all the rules and prescribed methods which apply to your work and use the devices which are provided for your safety.

(b) Employees guilty of neglecting or ignoring Statutory Safety Regulations or such other safety

regulations as are current in the establishment in which they are working are liable to dismissal. In addition, breaches of the Statutory Safety Regulations may lead to prosecution.

(c) Employees in establishments which handle explosive substances are subject to M.O.A. Explosives Regulations and to such other regulations or safety precautions as the establishment may issue. Breaches of these regulations make employees liable to dismissal and prosecution.

(d) Employees must observe the road safety regulations of their establishment. Employees must not drive motor vehicles, ride pedal cycles or move hand-propelled vehicles (e.g. trucks) to the danger of other users of the roads within the bounds of any establishment, nor may they exceed the speed limit authorised in the area. (For procedure on reporting of accidents see Section VII, paragraph 46).

53. Unauthorised Work

Employees may not carry out in any establishment without proper authority work for private use including the manufacture or repair of any articles.

54. Waste of Time

Employees who loiter or idle or leave their work without permission are liable to dismissal.

55. Notices and Meetings

No signs, bills or notices may be displayed and no meetings may be held in any establishment except with the permission of the head of the establishment.

56. Intoxicants

At establishments in which intoxicants can be purchased they must be consumed on the canteen premises. The introduction or consumption of intoxicants is otherwise strictly prohibited. Any employee breaking this rule or found to be under the influence of intoxicants or drugs will be liable to dismissal.

57. Smoking

(a) Smoking is prohibited in certain areas at most establishments. Employees found smoking in prohibited areas will be liable to dismissal.

(b) At some establishments there are danger buildings or enclosed danger areas, where it is forbidden even to carry smoking materials (including matches, lighters etc.). Any employee found in possession of these materials in such a building or area will be dealt with under the rules of the establishment and will be liable to dismissal.

58. Firearms

Any employee who is found within the bounds of an establishment in possession of firearms, other offensive weapons or articles of an explosive nature, unless issued to him in connection with his duties, will be liable to dismissal.

59. Various Offences

The following activities are strictly prohibited at all times on official premises and employees engaging in them may render themselves liable to dismissal:

Making unauthorised collections, trading, gambling, moneylending, betting, or the forming of lotteries. Employees found guilty of disorderly conduct, misconduct, or corrupt practice are also liable to dismissal.

60. Search

You must, as a condition of your employment, submit to be searched as required.

The following paragraphs will apply to you, as a Government employee, both within and out of working hours.

61. Outside Activities

(a) Employees may not engage in any private activity or in any occupation or undertaking which would:

- (i) require their attendance during working hours, or

(ii) tend to bring discredit on the public service or conflict with the interests of the Ministry. Employees may not take part in moneylending or bookmaking, nor may they be concerned in any way with dealing in scrap metal or stores which may be disposed of from any Government establishment. If an employee has any doubt, under this rule, about starting any particular work or of continuing any work he has already started, it is his duty to report all the circumstances and to obtain a decision from the head of his establishment.

(b) Employees may serve on local Councils, etc., so long as this does not interfere with their work. (See Section VI, paragraph 42.)

(c) Certain facilities are granted to employees who may wish to stand for Parliament or to act as agent to a Parliamentary candidate during an election. Details of these facilities and other rules that apply may be obtained on request.

62. Service as Juror or Witness

(a) Service as Juror

You are not exempt from the ordinary liability of a citizen to serve on a jury and if you are summoned for jury service you may for the period of essential absence be granted special leave with pay. Where your normal earnings for the period of the jury service would have been more than the amount of pay (at the plain time-work rate) paid by the Ministry you are at liberty to claim upon the Court for the loss of those earnings. You may retain any travelling or subsistence allowances paid by the Court.

(b) Service as Witness

- (i) If you are required under subpoena of the Court or at the request of the head of your establishment to attend Court as a witness for or on behalf of the Ministry, you will be regarded as on official duty and, in addition

to any necessary travelling and subsistence expenses in accordance with the Code of Industrial Travelling Rules, you will be paid accordingly, subject to the surrender of any Court fees and allowances.

- (ii) If you are summoned to give evidence (whether under subpoena or not) on behalf of the Crown or of the Police you may for the period of essential absence be granted special leave with pay at the plain timework rate, less the amount of Court fees received (as distinct from travelling and subsistence expenses).
- (iii) If you give evidence (whether under subpoena or not) as a witness otherwise than under (a) or (b) (i) or (ii) above, or if you take legal proceedings on your own behalf, you are not entitled to special leave with pay.
- (iv) You are not permitted to accept invitations to appear as a witness in a private lawsuit for the purpose of giving evidence on matters of which you have acquired knowledge in the course of and in connection with your official duties. If you receive such a request you should report the matter at once to the head of your establishment.

63. Bribery, Gifts and Hospitality

(a) It is an offence under the Prevention of Corruption Acts, 1909 and 1916 for a person in the service of the Crown to solicit or receive any gift or other consideration of any kind from a contractor or his agent or from any organisation, firm or individual as an inducement or reward for:

- (i) doing or refraining from doing anything in his official capacity, or
- (ii) showing favour or disfavour to any person in his official capacity.

If a contractor or his agent or any other organisation, firm or individual offers you any bribe or commission or makes any irregular approach to you, you must at once report the fact to the head of your establishment.

Any employee who is guilty of a breach of these rules will be liable to discharge and may also be prosecuted.

(b) Employees at aerodromes and airports must not solicit gratuities from passengers or visitors for whom they carry baggage or render other services, nor should they behave in such a manner as to suggest that gratuities are expected. The soliciting of gratuities will render an employee liable to disciplinary action.

(c) Although casual gifts offered by contractors or others, for example at Christmas time, may not be in any way connected with an employee's performance of his duties so as to constitute an offence under the Prevention of Corruption Acts, it is important that the conduct of a servant of the Crown shall not only be honest in fact, but should also be beyond the reach of suspicion of dishonesty. If you are offered any such gifts you should politely but firmly decline and if you are pressed to accept you must inform the head of your establishment. Trivial articles clearly issued for advertisement (such as calendars or diaries) need not be regarded as subject to this rule, but if you are in any doubt you must consult the head of your establishment.

Employees should exercise the utmost discretion in accepting hospitality from contractors or their representatives or from organisations, firms or individuals with whom they have official dealings. Whether hospitality can suitably be accepted depends on its nature and on the circumstances.

Precise rules cannot be laid down, but you should be on your guard against accepting hospitality which might later be misconstrued.

If a contractor at any time presses an offer of hospitality which you think might be open to objection you must report the fact. If any organisations, firms, or individuals, other than contractors, with whom you

have official dealings make pressing offers of hospitality you must report the fact to the head of your establishment.

64. Participation of Government Employees in Government Contracts, etc.

(a) If a concern with which you are in any way connected obtains a Government contract you must at once notify the head of your establishment.

(b) You may buy surplus Government stores where they are offered for sale to the public, *unless*:

(i) you have by reason of your official position been able to obtain special knowledge of the condition of the goods to be sold;

(ii) you have been associated with the disposal arrangements; or

(iii) the goods are for resale and not for your personal requirements.

(c) You may not negotiate in any matter affecting a Government contract, purchase, or sale in which you are interested in your private capacity. It is your duty to disclose any such interest to the head of your establishment.

65. Secrecy

(a) Your attention is drawn to the Official Secrets Acts 1911-1939, extracts from which are displayed in all establishments. You continue to be bound by the Official Secrets Acts even after leaving the Ministry's employment.

(b) You must report immediately to the head of your establishment:

(i) any incident wherever arising which you consider might be a breach of the Official Secrets Acts; or

(ii) any communication which may be taken as an attempt to make you commit or be a party to any action that may be an offence against the Official Secrets Acts.

(c) You are forbidden to:

(i) give any information obtained in the course of your employment to any newspaper or publish any material or take part in any broadcast on any matter relating to your employment without the prior consent of the head of your establishment; or

(ii) make copies of, or extracts from, official documents (except official announcements affecting rates of wages or conditions of employment) or use such documents for purposes other than the discharge of your official duties.

66. Government Property

(a) An employee will be liable to dismissal and may be prosecuted as well if he is found in unauthorised possession of Government property or aiding and abetting that offence.

(b) Employees are held responsible for safe custody of any Government property in their charge. Should such property be lost, wasted or damaged through negligence, carelessness or wanton act the employee concerned will be liable to disciplinary action which may result in dismissal. Any offer by the employee to refund the value of the property in whole or in part may be taken into account in mitigation of the offence.

(c) No tools or property, whether personal or public, may be taken out of the establishment without a property pass.

(d) On termination of your service you must return to the management all official property (including passes and this Handbook) with which you have been issued.

67. Arrest or Conviction

If an employee is arrested on any charge, he must take all reasonable steps to inform the head of his establishment. An employee who is convicted of any offence is liable to dismissal.

68. Bankruptcy

An employee who becomes a bankrupt or insolvent must at once report the fact to the head of his establishment.

69. Change of Address

You must notify your establishment immediately of any change of address of yourself or of your next of kin.

SECTION X

Trade Union Consultation

The Ministry of Aviation encourages full co-operation by both formal and informal consultation between managements and employees. The machinery of consultation has been worked out with the Trade Unions and is described below.

These arrangements are meant to help you as well as management, and you should make sure you know them and use them.

70. Local Committees

Formal joint consultation between the management and the employees takes the form of regular meetings of a local Committee (Joint Factory Committee, Joint Industrial Committee or Industrial Whitley Committee) at each establishment or group of establishments.

Each of these local Committees has a constitution which has been ratified by the Ministry of Aviation Joint Industrial Council. The Official Side of the Committee consists of representatives of the management and provides the Chairman and the Official Side Secretary; the Employees' Side consists of properly accredited shop stewards and provides the Vice-Chairman and the Trade Union Side Secretary.

71. Avoidance of Disputes

(a) An employee or group of employees wishing to raise any matter in which they are directly concerned must first discuss it with the foreman/supervisor.

(b) If this fails to settle the matter the appropriate shop steward and one of the workers directly concerned may take it up with the foreman/supervisor.

(c) If this fails to settle the matter, the appropriate shop steward and one of the workers directly concerned may take it up with the section manager/engineer and then if necessary with the manager/senior engineer. Labour management will be represented at these and later stages.

(d) If this fails, the matter may be taken to the head of the establishment with the Trade Union secretary or the convener of the Trade Union concerned.

(The following paragraphs contain a summary of the procedure which is followed if the matter is still unsettled after discussion with the head of the establishment. The detailed procedure is laid down in the constitutions of local Committees).

(e) If the matter is still unsettled:

(i) it may, if appropriate, be referred to the local consultative Committee; or

(ii) it may, if it is a trade question or there is no local Committee, be referred by either party to a meeting with the head of the establishment at which the district officer may present the case.

(f) If the matter cannot be settled locally:

(i) it may be referred to the Secretary of the appropriate side of the Ministry of Aviation Joint Industrial Council, in accordance with the procedure laid down in the constitution of the local Committee; or

(ii) if it affects one Trade Union only, it may be referred to the Headquarters of the Trade

Union concerned and to Ministry of Aviation Headquarters, by the Trade Union district officer and the head of the establishment respectively.

(g) There should be no withdrawal of labour, stoppage of work or closure, while the above discussions are proceeding or pending.

72. Shop Stewards

(a) All organised workers may have representatives known as shop stewards to act on their behalf. Each recognised Trade Union may have shop stewards, covering as far as possible each shop, department or section of the establishment. Shop stewards will be appointed by their Trade Union and they will not be recognised by the Ministry in advance of the written approval of the full time district officer of the Trade Union concerned. They will be subject to the control of their Trade Union, and will act in accordance with its rules and regulations.

(b) Shop stewards will be afforded facilities to deal with questions raised in the shop, department or section in which they are employed and to which they are accredited. In all other respects they will conform to the same rules, regulations and working conditions of the establishment as other industrial employees.

(c) Shop stewards may be paid at timework rates for the time they spend during normal working hours on official business as provided above and in the constitution of the local joint Committee.

73. Trade Union Meetings

Representatives of recognised Trade Unions may be given reasonable facilities for holding meetings outside working hours in the canteen or other suitable premises to discuss legitimate and recognised Trade Union affairs.

74. Ministry of Aviation Joint Industrial Council

Formal joint consultation at Headquarters between official representatives of the Ministry of Aviation and

representatives of the Trade Unions takes the form of regular meetings of the Ministry of Aviation Joint Industrial Council. The Council may consider matters affecting the industrial employees of the Ministry of Aviation, except those matters specifically reserved as the exclusive functions of the Trades Joint Councils.

75. Wages Negotiation

(a) The principle underlying the determination of rates of wages in Government industrial establishments is the Fair Wages Resolution of the House of Commons.

(b) Industrial wage rates in the Ministry of Aviation are negotiated centrally with the Headquarters of the Trade Unions.

SECTION XI

Termination of Service

76. Length of Notice

(a) As an employee of the Ministry of Aviation you are a servant of the Crown and as such you may have your employment terminated at any time. In practice, industrial employees (other than those casually employed) who are discharged on other than disciplinary grounds will be given two weeks' notice, or pay in lieu of notice.

(b) You are normally required to give one week's notice if you wish to terminate your employment.

77. Certificate of Conduct and Ability

On termination of service you may be given on request a certificate of conduct and ability in a form authorised by the head of the establishment. References in any other form or personal testimonials will not be given to employees.

78. Retirement

There is no fixed age for retirement. Retention after the age of 60 years depends on continuing fitness and efficiency and the availability of suitable work. Indus-

78.

Industrial employees will not normally be retained in an established capacity beyond the age of 65, or up to three months beyond if that would enable an employee to complete a further year's service reckonable for superannuation. However, established industrials who have not completed ten years' service necessary to qualify for an award of pension on reaching the age of 65, may be retained in an established capacity until such time as they have completed the minimum of ten years reckonable service for an award of pension but will be subject to the Redundancy Agreement.

(b) Where women are employed separate seniority lists will be prepared for men and women and the number discharged from each list will be determined as above so as to retain the appropriate number of men and women necessary for the continuing requirements of men's work and women's work respectively. No women will be retained on men's work if a suitable male employee is available.

(c) Dilutees will be considered for relegation to non-skilled employment if they have been upgraded. If they have been recruited as dilutees they will be discharged before skilled workers in that craft are discharged as redundant. Relegated employees will take their ordinary seniority in the list for further consideration for retention or discharge.

(d) If redundancy at an establishment cannot be resolved by the discharge of unestablished employees (as described above) or by the voluntary transfer of

established employees, it may be necessary to transfer established employees compulsorily to other Ministry of Aviation establishments, or to other Government establishments.

80. Superannuation Benefits

(a) The conditions under which employees (established or unestablished) may on termination of service be eligible for superannuation benefits are explained in the guide referred to in Section VIII, paragraph 50.

(b) An established employee who leaves the Ministry to take up duty in certain other pensionable employment (including employment with a local authority, the National Health Service, or in certain public boards, but excluding employment in private industry) may be entitled to count Government service for superannuation purposes in his new employment on condition that he obtains the prior written permission of the Ministry to go to the particular employment. You should enquire about this before leaving in order that the appropriate rules may be explained to you.

(c) An established woman employee who leaves on marriage must notify the head of her establishment of her intended marriage *in advance*, if she wishes to be considered for the award of a marriage gratuity, and she must claim her gratuity within one month of her marriage.

APPENDIX

This Appendix concerns the Scheme of Paid Sick Leave for Government industrial employees, and is the text of an agreement made on the Joint Co-ordinating Committee for Government Industrial Establishments between representatives of Government Departments and the Headquarter Trade Unions.

Joint Co-ordinating Committee for Government Industrial Establishments

SCHEME OF PAID SICK LEAVE FOR GOVERNMENT INDUSTRIAL EMPLOYEES

At the 38th Meeting of the Committee held on July 28th, 1948, the Scheme of Paid Sick Leave for Government Industrial Employees was duly ratified.

Signed on behalf of the Official Side: Signed on behalf of the Trade Union Side:

J. I. C. CROMBIE
(Chairman)

J. LLOYD

D. J. WARDLEY

A. C. D. BLANSHARD

R. G. K. WAY

W. H. B. MEARS

N. MACLEOD

A. S. OSLEY

STANLEY LEES
(Joint Secretary)

W. D. GOSS
(Vice-Chairman)

G. F. COOK

R. G. EVANS

H. E. CUSHNIE

H. J. HANCOCK

F. C. FITZPATRICK

J. E. HERITAGE

HARRY W. CRANE
(Joint Secretary)

JOINT CO-ORDINATING COMMITTEE FOR GOVERNMENT INDUSTRIAL ESTABLISHMENTS

Scheme of Paid Sick Leave for Government Industrial Employees

Employees affected

1. This scheme covers all full-time Government Industrial Employees, male and female, in Great Britain and Northern Ireland, who are within the purview of the Joint Co-ordinating Committee. Part-time employees who work regularly for not less than 18 hours a week are also included if otherwise eligible. All existing arrangements by which industrial employees may be given paid sick leave are superseded by this scheme.

Qualifying service

2. Sick pay is not to be issued to any employee who has not served for at least 26 reckonable weeks in a Government Department. In calculating broken service for this purpose, all periods of service preceding a break of three months or more must be disregarded, but other periods may be aggregated. Service preceding discharge at own request or for misconduct or for inefficiency may not be reckoned.

Medical Certificates

3. Sick leave with pay will not be authorised without medical evidence of incapacity certified by a qualified medical practitioner. Medical certificates will be required after three days of sickness and at weekly intervals thereafter: it will be open to Departments on the advice of their Medical Officer to vary the frequency of medical certificates according to the nature of the employee's incapacity. As at present, sick leave will be granted only when it appears to the Department that there is a reasonable prospect of the employee ultimately returning to duty.

Injuries

4. Absence due to injury (sustained either on or off duty) and supported by a proper medical certificate will be treated as sick leave and the period of absence will be reckoned against the amount of paid sick leave to which the employee is entitled, except when the employing Department has claimed and obtained compensation from a third party for the loss of the employee's services. But when this would mean that an employee would receive either no sick pay for a subsequent illness or sick pay at a rate lower than compensation or injury benefit, he will be allowed some sick pay during the absence through illness. It will be limited to the number of days of the injury absence already reckoned against the amount of paid sick leave and will amount to the difference between the injury benefit or compensation which he has already received during injury absence and any sickness benefit received from the Ministry of Pensions and National Insurance for the sick absence. After this he can, if necessary, receive any balance of sick leave on half pay which may be due to him.

[By reason of a legal decision subsequent to the agreement here set out, the Department can no longer claim loss of services of an employee injured by negligence of a third party and consequently the relevant provisions of paragraph 4 no longer apply.]

A similar concession for the extension of paid sick leave is, however, preserved under the Home Civil Service (Third Party Injury) Regulations dated 19th May, 1958 if an employee makes a successful claim against the third party and refunds an appropriate amount of advances made to him by the Department which otherwise he might have received as paid sick leave. (See also Section VII para. 45)].

Maternity Leave

5. Women employees, who have to cease working on account of confinement, will be regarded as on sick leave for the purpose of this scheme.

Waiting Period

6. Sick pay will not be issued for the first three days of sickness or injury unless the incapacity lasts at least five working days (for employees conditioned to a five-day week) or six working days (for employees conditioned to a six-day week).

Amount of Paid Sick Leave

7. After the qualifying period of service, eligible employees may in any period of twelve months be granted sick leave with full pay (defined in the next paragraph) for up to 65 working days (if conditioned to a five-day week) or 78 working days (if conditioned to a six-day week) excluding paid holidays occurring in the sick absence. After five years' service reckonable under the Superannuation Acts, employees who have exhausted the amount of sick leave on full pay to which they are entitled may be granted a further period on half pay within the limits of 65 or 78 working days respectively (see also paragraph 9). Juvenile service, however, may be reckoned in full in calculating the five years' service required to qualify for this further period of sick leave.

[The following amendment to sub-paragraph 7 was made as a result of the 94th meeting of the Joint Co-ordinating Committee for Government Industrial Establishments on 14th December, 1959:

"When an established industrial employee with a minimum of 30 years *actual* full-time service since the age of 18 (provided the years of service are reckonable under the ordinary superannuation rules) has exhausted his normal paid sick leave, he may, provided that the Department is satisfied that there is a likelihood of his eventual return to work, be allowed pay during a further period of sick leave at a rate not exceeding the amount of pension for which he would have qualified if he had been retired on medical grounds at the commencement of the period of sick leave which would otherwise be unpaid; or at

the appropriate half sick pay rate if that is less. In all cases Departments should follow the procedure as laid down for the grant of sick pay at pension rate for the non-industrial staff.”]

Amount of Pay

8. (a) Full pay means the employee's ordinary time rate less any National Insurance benefit received for sickness, maternity allowance, injury benefit awarded under the National Insurance (Industrial Injuries) Act, or compensation payable under the Workmen's Compensation Acts, Government Scheme of Compensation or Treasury Injury Warrant, in respect of the injury for which sick pay is being issued. Because it will not be possible to ascertain immediately for every employee exactly what payments are being made by the Ministry of Pensions and National Insurance, the employee will be paid initially time pay less 49s. 6d. a week (for sickness) or 68s. 6d. a week (for injuries covered by the National Insurance (Industrial Injuries) Act) or 32s. 6d. (for maternity benefit). It will then be the employee's responsibility to claim any adjustment if the amount received from the Ministry of Pensions and National Insurance is less than the deductions made. (The Ministry do not disclose to employers the amounts paid to workpeople). The foregoing is subject to the overriding limitation that the weekly payments made by the Ministry of Pensions and National Insurance when added to pay issued by the Department will in no case exceed the employee's ordinary time rate.

(b) No deductions will be made when employees, for some reason, are not entitled to obtain benefit from the Ministry, nor will account be taken of insurance benefit received for the incapacity of the employee's wife or dependant by virtue of their own insurance, death grants, maternity grants, home confinement grants, or disablement benefit.

(c) Half pay means half the amount payable by the Department when making up full pay, i.e., half the difference between time pay and sick benefit, etc.

(d) Part-timers will receive sick pay calculated on the ordinary time rate for the hours they regularly work.

(See Note (ii) below.)

Paid Holidays

9. Paid holidays occurring in a period of sickness or injury are reckonable as part of paid sick leave, but the amount of paid sick leave to which the employee is entitled in any period of twelve months will be increased by the number of paid holidays so reckoned. Annual paid leave will not reckon against paid sick leave: if an employee falls sick while on annual paid leave, he will be granted sick leave and be permitted to take the balance of annual paid leave later in the leave year.

Limitations

10. In any period of four years or less, sick leave may not exceed a total of 312 working days (for employees conditioned to a six-day week) or 260 working days (for employees conditioned to a five-day week). Authorised unpaid leave will not be included in these limits. Unpaid sick leave, including injury absence for which no pay is issued, does not reckon as service qualifying for further sick leave. Where previous service has been counted towards the qualifying period mentioned in paragraph 2 it will be counted also in applying the maximum limits of paid sick leave. When sick pay has ceased it will not be restored during the same sick absence. [Sick leave at pension rate of pay authorised in paragraph 7 is not subject to the above limitations.]

Date of Introduction

11. This scheme shall come into operation from the beginning of the pay week containing September 1st, 1948, and is subject to review in two years.

Notes

(i) Instructions and guidance in the detailed application of this Scheme to the Ministry of Aviation industrial employees are issued in memoranda of the L. Branch series.

(ii) Owing to changes in the law about National Insurance, sick pay cannot now be assessed under Paragraph 8 until you have notified your establishment of the number of dependants for whom you claim benefit (see Section VII, paragraph 44(b)). Assessment of sick pay takes into account National Insurance benefit at the full standard rate but if the Ministry of Pensions and National Insurance award is less (as notified usually on their forms B.S.12 or B.I.82) the amount of departmental sick pay may, in certain circumstances, be adjusted on production of this evidence.

SUPPLEMENT TO THE INDUSTRIAL HANDBOOK

The Supplement to this Handbook is issued to Management and to Shop Stewards. Other employees may refer to it on request. The Supplement contains the following Sections:

- I Overtime and Special Payments.
- II Relaxation Agreement (A.E.U.).
- III Agreement on Redundancy Procedure.
- IV Note on Negotiating and Consultative Machinery for Government Departments.
- V Constitution of the Ministry of Aviation Joint Industrial Council.
- VI Model Constitution of a local Industrial Whitley Committee.
- VII Model Constitution of a local Joint Factory Committee.
- *VIII Code of Industrial Travelling Rules.
- *IX Transfer Rules for Industrial Employees in the United Kingdom.
- *X Scheme of Establishment of Government Industrial Employees.
- *XI Superannuation Benefits.
- XII Leave—Industrial Employees.

The Sections marked * are also available as separate pamphlets.

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