

Scottish Typographical Association



AGREEMENTS

BETWEEN THE

Scottish Alliance of Employers

AND THE

Scottish Typographical Association

1925

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To operate as from 5th October 1925

GLASGOW
LAIDLAW & MACKENZIE, Printers, 97 Holm Street

AGREEMENTS.

I.

WORKING CONDITIONS GENERALLY.

1.—Hours.

Forty-eight hours per week shall be the recognised 5
working time on piece or 'stab.

2.—Rates of Wages.

The rates of wages in the different towns and districts
in Scotland shall be those agreed on between the Scottish
Alliance and the Scottish Typographical Association. 10

3.—Overtime Rate.

Overtime shall begin after the recognised hour of
stopping and end with the recognised hour of starting.

Not more than 27 hours' overtime may be worked in any
calendar month, nor more than 9 hours' overtime in any 15
week, except in case of emergency.

Permission to work emergency overtime shall be granted
only by the Scottish Typographical Association Branch
Secretary or his accredited substitute.

Overtime shall be paid for at not less than time-and-half 20
on the man's rate of wages for each hour not included
in the regular day's work.

Men working overtime on piece-work shall be paid
50 per cent. of the ordinary day time-rate per hour in
addition to their earnings as per piece scale. 25

When a man is called on to work during his recognised
dinner hour his time for dinner shall be extended to an

hour and a half, except where notice of the proposed change has been given not later than the previous day.

3d. per hour extra shall be paid for each consecutive hour worked after the first three hours' overtime in any day, and where the overtime worked is 9 hours continuous, the succeeding day's work shall be paid for at 3d. per hour extra.

When a man works straight on more than one hour after the normal stopping time, he shall be paid an extra half-hour at his rate of wages.

If a man begins between twelve midnight and six a.m., he shall in addition to overtime rates be paid 3d. extra for each hour worked up to six a.m.

If he begins at six a.m., he shall, in addition to overtime rates, be paid one hour extra at his rate of wages.

Work done on Saturday after the recognised hour for closing shall be paid for at double the man's rate of wages.

Piecoworkers working overtime on Saturday shall be paid the district rate per hour in addition to their scale earnings.

Work done on Sunday shall be paid for at treble the man's rate of wages.

Overtime shall be calculated on the total week's work.

In the event of a man being absent during the week in which the overtime is worked, through illness or when leave of absence has been granted, or from other reasonable cause, off-time shall be deducted at the man's rate of wages.

Work done on any of the single-day holidays arranged in terms of the Hours and Holidays Agreement shall be paid for at overtime rates.

In the case of weekly newspapers, where, under the terms of the Hours and Holidays Agreement, the holiday falls on the day of or the day prior to publication, men

engaged on the newspaper may be required to work at their ordinary rate of wages, and another day shall be substituted by mutual arrangement.

While the above provisions are made for overtime, it is mutually agreed by the Scottish Alliance and the Scottish Typographical Association that overtime shall be discouraged.

It is recognised that emergency overtime is at times unavoidable, but every effort shall be made to do away with systematic overtime.

Should it be considered that any firm is systematically working overtime, and that suitable additional labour is obtainable, the Branch Secretaries of the Scottish Alliance and the Scottish Typographical Association shall discuss the matter.

In the event of their being unable to agree, it shall be reported to the respective General Secretaries of the Scottish Alliance and the Scottish Typographical Association, who shall call a meeting of the conciliation committee within seven days.

The decision arrived at shall be binding on both sides.

Pending the decision nothing shall be done to stop the overtime to which objection has been made.

In the event of a member of the Scottish Alliance considering that emergency overtime has been unjustifiably refused, the matter shall similarly be reported to and dealt with by the conciliation committee.

4.—Short Time or Suspension not allowed.

Short time or suspension shall not be allowed except in the case of breakdown of machinery, failure of power, lighting, or other local or national emergency.

5.—Night Work.

The work of an ordinary night-shift, one which includes at least one full week's work, *i.e.*, from Monday till Saturday, shall be reckoned at 46 hours (excluding rest time which

is not paid for), and paid at 25 per cent. advance on the man's day rate of wages.

If more than 46 hours are worked, the additional hours shall be paid at time-and-half on the night rate.

5 When there is instituted a casual night-shift, one for less than 46 working hours, or not including within its period one full week, *i.e.*, from Monday till Saturday, the man's overtime rate shall be paid.

10 It is understood that the night's work of a casual night-shift is not to be fixed at any particular number of hours, but is to be adjustable to suit circumstances, provided that the hour of starting be not later than 10 p.m., and the hours of working not exceeding 12 (time for meals included but not paid for).

15 6.—Changing from Piece to 'Stab.

When compositors on 'stab weekly wages are required to change to piecework, or *vice versa*, a full fortnight's notice shall be given by the employer.

Such notice shall be given only on a Saturday.

20 No compositor, when employed on piecework, shall be required to do any work other than corrections at time payment.

After the date of this Agreement there shall be no further introduction of piecework to hand composition.

25 There shall be no introduction of piecework to monotype machines unless by agreement between the Scottish Alliance and the Scottish Typographical Association.

7.—Notice on Leaving a Situation.

30 No man shall leave a regular situation without giving or receiving a full fortnight's notice.

Such notice shall be given only on a Saturday.

Men employed on time in one office for six consecutive weeks shall be considered regular hands and come under the meaning of this rule.

Piecework, except where waiting time is paid, shall not be considered a regular situation, and no notice shall be required on either side.

All wages due, including payment in lieu of holidays, shall be paid at termination of notice. 5

8.—Apprentices.

The number of apprentices shall be based on the average number of journeymen employed during the preceding 52 weeks.

One apprentice shall be allowed where one qualified 10 journeyman is employed, exclusive of the employer; two apprentices where, exclusive of the employer, there are employed three qualified journeymen.

No apprentice shall be employed in a department in which, exclusive of the employer, a qualified journeyman, 15 *i.e.*, compositor or machineman, is not employed.

In other cases the following proportion of apprentices to journeymen shall be allowed in each of the case and machine departments:—

1 apprentice	to	2 journeymen.	20
2 apprentices	to	5 „	
3 „	to	10 „	
4 „	to	15 „	
5 „	to	20 „	
8 „	to	30 „	25
10 „	to	40 „	
12 „	to	50 „	
14 „	to	60 „	
16 „	to	70 „	

and one additional apprentice to every 10 journeymen 30 employed above 70.

A register of apprentices shall be kept by the Scottish Alliance and the Scottish Typographical Association.

Should it appear to the conciliation committee that in any district the number of unemployed men is abnormal, the entrance of apprentices to the trade shall be subject to such arrangements as may be mutually agreed.

5 No employer who has his full complement of apprentices shall be entitled to take in a turn-over.

No apprentice may change from one office to another except upon the death, failure, or retiral from business of his employer, or for a reason which may be deemed
10 satisfactory.

A boy shall be considered an apprentice in the composing department when he begins to set up or distribute type.

While an apprentice may act as a copy-holder, a copy-holder need not be an apprentice.

15 A boy shall be considered an apprentice in the machine department when he dresses on at a machine.

When there is short time or suspension, in conformity with Rule 4, the apprentices shall share it with the journeymen.

If an apprentice is running a machine he may work
20 overtime on it without men being brought back in proportion, and *vice versa*.

Apprentices may work overtime as layers-on irrespective of the proportion.

Employers shall keep a list of the journeymen employed,
25 and a register of apprentices giving the date of commencement of apprenticeship, and these shall be accessible to the father of the chapel when required.

9.—Assistance to Non-Union Offices.

No matter shall be borrowed from or lent to a non-union
30 office under any circumstances.

10.—Working of Composing Machines.

The rate of wages, hours, and conditions under which such machines shall be worked shall be those agreed on between the Scottish Alliance and the Scottish Typographical Association.

All composing machines shall be exclusively worked by journeymen and duly recognised apprentices (who must have been not less than five years at the trade), such apprentices to be reckoned in the number allowed to each office.

Where possible, facilities shall be given to apprentices entering on their sixth year and to journeymen who wish to be employed on the machines to acquire knowledge of the machines.

The hours of work on composing machines shall be 48
10 per week for day work, and 46 for night work.

No man shall be permanently changed from machine rate to case rate without a full fortnight's notice.

Three months shall be reckoned as the tuition period during which the man's case rate of wages shall be
15 paid to journeymen transferred from the case for the purpose of learning the machine.

Should an operator be sent to work at the case during any period of the financial week, he shall be paid the same rate as if he had been at the machines for a
20 full week.

In the temporary absence of the regular operator, a spare man sent from the case shall be paid at machine 'stab rate for the time that he is at the machine, not less than a day's wages to be paid.
25

Where piecework is in operation for composing machines, the prices shall be those arranged between the Scottish Alliance and the Scottish Typographical Association.

The piece prices of linotype composing machines shall be inclusive of correcting errors in the first proof for
30 which the operator is responsible.

11.—Management of Letterpress Machines.

Only journeymen and apprentices shall be allowed to make ready at machines, to put on overlays and underlays, or to regulate colour.

No journeyman shall undertake to manage or attend to more than one machine larger than demy; but may attend two demys, or one demy and two platens, or four platens.

Machinemen, who are engaged on 8-crown or double cylinder machines, when having heavy work to perform, such as lifting rollers, etc., shall have reasonable assistance provided.

Assistance at make ready shall be given only by a machineman.

10 Cylinder machines, when running and manned by a journeyman, shall have a layer-on. This shall not apply to short runs not exceeding 100 copies.

In order that an apprentice may fully learn his trade, it shall be permissible for him to lay-on at his machine during the first three years of his apprenticeship.

15 Cylinder machines, producing weekly newspapers and other work outside of Factory Act hours, shall be supplied with a male layer-on.

Machineman means journeyman or apprentice.

20 12.—Foremen and Sub-Foremen.

It is within a foreman or sub-foreman's option to remain or not to remain a member of the Scottish Typographical Association, but neither the Scottish Alliance nor the Scottish Typographical Association shall bring any pressure 25 to bear on the employee concerned.

For the purpose of the above option a foreman is an employee who is in charge of at least five journeymen, is in receipt of upstanding wages, and does no productive work.

30 Foremen who do productive work must be members of the Scottish Typographical Association.

Large offices shall be entitled in the composing department to a sub-foreman, ranking as foreman, for every 25 compositors regularly employed, and in the machine

department to a sub-foreman for every 12 machinemen regularly employed, provided such foremen fulfil the above conditions as to wages, are in charge of a section, and do no productive work.

13.—Readers.

Readers shall be paid not less than the 'stab rate for the case and be members of the Scottish Typographical Association.

Readers whose duties are to read foreign, classical, scientific, or highly technical work shall be exempt from 10 this rule.

14.—Costing Slips.

Employees shall, when required, furnish returns of output for costing purposes on approved forms.

15.—Casual Employment.

In the event of a surplus of men in one Branch and men being required in another, the Branch Secretary shall have power to direct the transfer of Scottish Typographical Association members.

The rate of wages shall be that of the higher paid 20 Branch for the first three weeks, thereafter the local rate.

Members so removed shall have third-class railway fare allowed from the funds of the Scottish Typographical Association in going to the place, provided the job to which they are called lasts for not less than three weeks, 25 but if for less, such fare shall be paid by the employer.

Should the job last less than six days, the employer shall pay 4/- extra per day over the wages of the higher paid Branch.

Time shall count from hour of leaving the Branch. 30

When a member is called for employment inside his own Branch, he shall be employed for a period of not less than three days.

II.

WORKING CONDITIONS ON MONOTYPE CASTING MACHINES.

The district rate of wages for those employed on
5 monotype casting machines shall not be less than the
district rate for the case.

The machines shall be worked in accordance with the
following rules:—

The working hours shall be the same as in other
10 departments of the printing office.

The casting machines shall be worked by journeymen
and apprentices (who must have been not less than five
years at the trade—such apprentices to be reckoned in the
number allowed to each office), members of the Scottish
15 Typographical Association.

One man may take charge of two machines; three
machines require two men or a man and an apprentice—
the same ratio allowed on duplicands of three machines;
a man may change from machine to machine.

20 In the event of there not being work for the caster, the
attendant, if he be a journeyman compositor or apprentice
compositor, may go to the case.

One hour each week to be allowed for cleaning machine.

Where vacancies for caster attendants arise, the position
25 shall be treated as follows, viz. :—

(a) The place shall be offered on trial to journeymen
or apprentices, of five years' standing, members of
the Scottish Typographical Association, within
the office.

- (b) If none of those within the office is prepared to try
the casting machine, the Branch Secretary of the
Scottish Typographical Association shall be asked
to supply a member.
- (c) In the event of his failing to do so within two weeks 5
of the application to him, the employer shall then
engage such assistance as he may consider
necessary for the manning of the machines. The
training period of those engaged in accordance
with this clause, not being journeyman or appren- 10
tice compositors, shall be four years.

They shall be subject to and controlled by the rules
mutually agreed on by the Scottish Alliance and the
Scottish Typographical Association.

III.

WORKING CONDITIONS ON BAG-PRINTING MACHINES.

In the case of single-colour stereo machines, or in the
5 event of the introduction of rubber machines for printing
one-colour only, these shall be manned on the basis of
one man to two machines.

In the case of two-colour machines, one man shall
attend to one machine.

10 An apprentice in his fourth or fifth year may man one
machine, and then revert back to the letterpress machine-
room.

The position of men, other than Scottish Typographical
Association members, at present working bag-printing
15 machines, shall not be prejudiced.

In the event of a bag-printing machine being worked as
a bag-making machine without printing for three months,
it shall be recognised as a bag-making machine, not a
bag-printing machine.

CONCILIATION COMMITTEE.

20 All questions as to the interpretation of the rules or the
foregoing Agreements, and all differences between the
parties hereto or between any of their individual members,
shall be considered by a conciliation committee consisting
25 of three representatives from the Executive of each side,
and the respective General Secretaries, *ex officio*, to be
selected from time to time as occasion may require.

The conciliation committee shall meet within seven days
of notice being received by the Secretary of either side

from the Secretary of the other side, such notice to state
as far as practicable the business which it is proposed
to bring forward.

Representatives of the local branches of the Scottish
Alliance and the Scottish Typographical Association may
5 be present when necessary.

No aggressive or coercive action shall be taken by either
side on any matter until the same shall have been
considered and reported upon by the conciliation
committee. 10

ALTERATIONS ON RULES.

No rules shall be made, amended or rescinded, or altera-
tions made on the foregoing Agreements in any branch of the
Scottish Alliance or the Scottish Typographical Association
without the proposed new rules, alterations, or amendments
15 being submitted to the Executive Council of the Scottish
Alliance and the Scottish Typographical Association and
approved by them before becoming operative.

*For the Scottish Alliance of Employers in the
Printing and Kindred Trades:*

JNO. BLACKIE, *President.*

R. T. WISHART, *Secretary.*

For the Scottish Typographical Association:

GEO. CALDER, *President.*

ROBERT WATSON, *General Secretary.*

10th September 1925.

The foregoing Agreements, having been drawn up by the representatives of the Scottish Alliance of Employers in the Printing and Kindred Trades and the Executive Council of the Scottish Typographical Association, and which were submitted to and approved by the members of the Scottish Typographical Association, are hereby confirmed by the Revision Committee, appointed by the Association Delegate Meeting in June 1924.

W. G. HAMPTON,
CHAS. JACKSON,
ANDREW McEWAN,
W. A. MACFARLANE,
JOHN McMURRAN,
W. A. PEARSON,
ROBERT SHEPHERD,
JOHN M. SPINK,

} *Revision
Committee.*

Robert Watson
Clerk.

26th September 1925.