

## REGULATIONS REGARDING COMMISSIONED OFFICERS, CLERKS AND SERVANTS.

Clerks and servants to have written contracts, and contracts to be registered.

**30.** Clerks, postmasters and servants shall all have written contracts. (*See Form No. 1.*) Yearly contracts shall be registered at the department office and monthly or weekly contracts (*see Form No. 2*) shall be registered at the district office.

Contracts not to be made without sanction of the Commissioner.

**31.** No yearly contracts other than renewals shall be entered into without the sanction of the Governor and Committee or their Commissioner, and no addition to the staff in any district shall be made without the sanction of the Commissioner, except in the matter of temporary assistance.

Wages of clerks on leave of absence.

**32.** The wages and allowances of a clerk or postmaster on leave of absence shall cease, except they be continued by special permission of the Governor and Committee, or their Commissioner, on the understanding that they be not continued more than three months.

Cancelled and expired contracts to be sent to Department offices.

**33.** Cancelled and expired contracts and contracts of retiring servants shall be forwarded to the department offices.

Statements of accounts of clerks and servants transferred to be forwarded.

**34.** When a clerk, postmaster or servant is transferred to another district the officer in charge of the district which he is leaving shall furnish the officer in charge of the district to which he is transferred with a statement of his account (*see Form No. 3*) together with his contract.

Statements of accounts of retiring clerks and servants to be furnished.

**35.** Each retiring clerk, postmaster or servant shall be furnished with a statement of his account (*see Form No. 3*) which he shall produce at any post on his way where he may require supplies; on this statement shall be entered the amount of such supplies by the officer in charge of the post furnishing the supplies. In addition to this a copy of each retiring clerk, postmaster or servant's account shall be furnished direct to the department office to be signed by the retiring clerk, postmaster or servant before leaving the district.

Characters of retiring servants to be forwarded to Department offices.

**36.** The character of every retiring clerk and postmaster shall be forwarded to the Commissioner, and that of every retiring servant to the department office. (*See Form No. 4.*)

Credit balances of clerks and servants may be transferred to their accounts with the Hudson's Bay Company.

**37.** Credit balances of clerks, postmasters and servants may at their request be transferred to a private account with the Hudson's Bay Company, bearing interest according to the Company's regulations.

Gratuities to clerks and servants to be shown on statement "A."

**38.** All gratuities to clerks, postmasters and servants under yearly contracts shall be entered in the Servants' Statement "A" (*see Form No. 8*) and reasons given why they are granted; but no gratuities shall be granted to clerks and postmasters without the sanction of the Commissioner.