Module 1: General

- Insubordination
- Job Descriptions & Extra duties
- Absenteeism & Medical certificates
- Smoking in the workplace

Module 2 – The Code of Good Practice on Dismissal

- Schedule 8: The Code of Good Practice on dismissals

- Fair reasons for dismissal
- Automatic unfair dismissals
- Standard of conduct
- Progressive discipline
- Dismissals for misconduct
- Fair procedure
- Disciplinary records
- Dismissals and industrial action
- Probation
- Incapacity: Poor work performance
- Incapacity: Ill health or injury

Module 3 – Misconduct and the Disciplinary Code

- The importance of investigating allegations of misconduct in the workplace – or outside the workplace
- Offences and the Disciplinary Code
- Timekeeping offences
- Negligence, loss or damage to, or misuse of the employer’s property
- Insubordination or disorderly or unacceptable behaviour
- Sexual harassment
- Disorderly behaviour
- Alcohol and drugs
- Other Offences
- Other Serious Offences
- Disciplinary Code and Procedures
- Disciplinary Sanctions – Warnings
- Verbal Warnings
- Written warning
- Example of written warning
## Basic Labour Relations

- Final written warning
- Disciplinary procedures
- Exactly who is a trade union representative?
- Employee Representation
- Resignation before Disciplinary action
- Grievance Procedure
- Unfair labour practice
- Automatically unfair dismissals (incorporating the 2014 amendments)

### Module 4: The Disciplinary Hearing

### Module 5 – The Contract of Employment

- The Importance of the Employment Contract
- The contract of permanent employment
- The Fixed Term Contract of Employment in terms of section 198B of the amendment Act
- Expectation of indefinite employment in terms of the amended Act
- The project contract of employment
- The contract of probationary employment

### Module 6 – The use of Temporary Employment Service providers in terms of section 198 of the amended Act

### Module 7 – Trade Unions and Shop Stewards Overview

### Module 8 – CCMA Overview

- What is the CCMA?
- Dispute Referral
- Conciliation / arbitration
- Representation at conciliation and arbitration (incorporating the amended CCMA rules)
- Failure to appear or be properly represented at conciliation
- The Certificate of Settlement
- Con / Arb
- Preparing for Conciliation
- Arbitration
- Pre-dismissal Arbitration

### Module 9: Basic Conditions of Employment

- Earnings Threshold
- The Regulation of Working Time
- Hours of Work and Overtime
- Section 9: Ordinary hours of work
- Section 10: Overtime
- Section 14: Meal Intervals
- Section 16 & section 18
- Remuneration for Sunday and public holiday work
- Section 20: Annual leave
- Annual leave and termination of employment
- The accumulation of annual leave
Basic Labour Relations

• Section 22: Sick leave
• Section 25: Maternity leave
• Section: 27 Family responsibility leave
• Religious holidays
• Study leave for examination or study purposes

Module 10: CCMA Information Sheets

• Constructive Dismissal
• Desertion
• Disciplinary Procedures
• Drunkenness on Duty
• Employee v Independent Contractor
• Harassment
• Ill Health or Injury
• Misconduct
• Poor Work Performance
• Polygraph Testing
• Retrenchment
• Sectoral Determinations
• Unfair Dismissals and Unfair Labour Practices
• Unilateral Changes

Objective

The objective of this workshop is to give an overview of labour relations and labour law. After completion of the workshop the delegates should have a better understanding of the Basic Conditions of Employment Act as well as the labour relation Act, including relevant regulations and codes of good practice.

Who should benefit from attending this workshop?

People dealing with issues such as: personnel discipline, the day to day handling of personnel, personnel clerks and supervisors.

Important

Labour Guide has received a number of requests to present a basic course in labour relations. Please note that this is a general course and will therefore be presented in a manner to make it understandable for all delegates, this is not an advanced course.

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