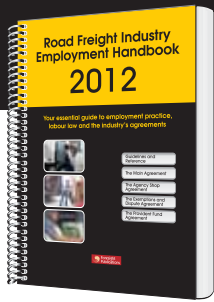


Road Freight Industry Employment Handbook 2012

Your essential guide to employment practice, labour law and the industry's agreements



INDISPUTABLE

The only authentic, complete and up-to-date guide to employment practice and labour law in the South African road freight industry, this no-nonsense guide, is a must for transport operators big and small, from local couriers to long haulage contractors as well as trade union representatives. It puts an immense mass of information into an easy-to-understand and practical format.

USER-FRIENDLY

Neatly laid out and styled for easy use and reading, this friendly format, coil bound book opens completely flat. Thoroughly indexed and cross-referenced, yet light and small enough to carry in your briefcase, it is essential for those who work both in and out of the office.

REQUIRED BY LAW

Originally compiled as the *Road Freight Industry Employers' Digest* in 1999, it combines in one publication, all the industry's Agreements in full and is also the most convenient way of complying with Section 204 of the *Labour Relations Act*, and Clause 52 of the Main Agreement which say that **employers must keep copies of collective agreements on their premises** and make them available to employees.

CONTENTS

CHAPTER 1: Guidelines and Reference

This chapter includes an outline of labour law and covers sub contracting, increases and minimum wages, job descriptions, part-time employees, relief employees (casuals), subsistence (out of town) allowance, overtime pay, Sunday pay, public holiday work, night work, incentive/peace work, dangerous goods drivers, calculation of wages, uniforms and protective clothing, deductions, maximum permissible normal hours, maximum overtime, meal breaks, weekly off-duty periods, off-duty time

between shifts, scheduling shift periods, driving at night, annual leave, sick leave, maternity leave, public holidays, family responsibility leave, study leave, contract of employment (including an example), addendums to the contract (including examples), professional driving permits, time and wage register, the pay slip, certificate of service, training levy returns, driver's daily log and vehicle check, notice period, payment in lieu of notice, grounds for dismissal, the disciplinary procedure, unfair dismissal, probationary periods, severance pay, etc.

CHAPTER 2: Main Agreement

Complete and up-to-date.

CHAPTER 3: Agency Shop Agreement

Complete and up-to-date.

CHAPTER 4: Exemptions and Dispute Agreement

Complete and up-to-date.

CHAPTER 5: Provident Fund Agreement

Complete and up-to-date.

ALSO IN ELECTRONIC FORMAT



The electronic version is fully-searchable, thoroughly indexed and also enables printing of the documents. As a bonus, it also contains both the Basic Conditions of Employment Act and the Labour Relations Act.



INFORMATION IS JUST A CLICK AWAY



> Guidelines and Reference

> The Main Agreement

> The Agency Shop Agreement

> The Exemptions and Dispute Agreement

> The Provident Fund Agreement



Sectoral Determination (sick leave)



The Basic Conditions of Employment Act



The Labour Relations Act

Useful 32-page booklet, **Guidelines and Reference**, with each CD. (separately available in packs of ten)



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